

This is not a warehouse approval



HM Customs  
and Excise

**Excise Warehousing**

**Excise Warehousekeeper**

**Application for Registration**

Before completing this form see Notices 197 and 201

**When you have filled in and signed this form, please send it  
using the official reply envelope provided to:**

HM Customs and Excise  
WOWGR Registration Unit  
Portcullis House  
21 India Street  
Glasgow  
G2 4PZ

For office use
Date of receipt

# Excise Warehousekeeper Application for Registration

EX61 (notes), "General Notes for Application for Registration" will help you answer the questions on this form.  
Please write clearly in **black** ink and use **BLOCK LETTERS**  
Postcodes must be completed or registration will be refused

**1** Are you registered for VAT in the UK?

Please tick (✓) Yes  No

If yes, please give your VAT registration no.

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**2** Please give your full name and address.

- We will register you at your VAT Principal place of business. Enter your VAT registered address.
- If you are a group registration the representative member must complete this form (see notes).
- If you are a partnership complete Form EX62B.

Name:	<input type="text"/>
Postcode:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tel no:	<input type="text"/>
Fax no:	<input type="text"/>
E-Mail Address:	<input type="text"/>

**3** Please give your trading name (if different from the name given at 2).

Trading name:	<input type="text"/> <input type="text"/> <input type="text"/>
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4

What is the legal status of your business?

- If you are a partnership complete Form EX62B.

5

Give details of ALL Excise warehouses you own, ie ALL warehouses for which application as Authorised Warehousekeeper is being made.

- Include their Customs and Excise approval number(s). You can contact your local Customs and Excise office for this information.
- If the address given at Box 2 is a warehouse storing goods in duty suspense, please repeat warehouse address at Box 5.
- Please continue on Form EX61A if necessary.

Please tick (✓)

Sole Proprietor  Other   
 (please specify)

Partnership

Limited Company

Give details from your certificate of incorporation  
 (if applicable)

Certificate number

Date of certificate

Warehouse Name:

Address:

Postcode:

Tel no:

Fax no:

E-Mail Address:

Warehouse Approval Number:

Trading name if different from question 2:

Warehouse Name:

Address:

Postcode:

Tel no:

Fax no:

E-Mail Address:

Warehouse Approval Number:

Trading name if different from question 2:

Continued.

- please continue on Form EX61A if necessary

Warehouse Name:		
Address:		
	Postcode:	
Tel no:		
Fax no:		
E-Mail Address:		
Warehouse Approval Number:		
Trading name if different from question 2:		

Warehouse Name:		
Address:		
	Postcode:	
Tel no:		
Fax no:		
E-Mail Address:		
Warehouse Approval Number:		
Trading name if different from question 2:		

**Declaration**

(enter your full name in BLOCK LETTERS)

I declare that the information given on this form and contained in any accompanying document is true and complete

Signature:

Date:

Please tick (✓)

Sole proprietor

Director

Trustee

Partner

Company secretary

Authorised official

Details from the Departmental Trader Register will be available on the internet If you do not want your details to be shown please tick here

**Data Protection Act 1998**

HM Customs and Excise collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

**For official use only**

LVO code reg no:

Approved/refused:

Keyers initials:

Date

Keyed

EDR: