HM Revenue & Customs

Business Tax Operations Unit
HM Revenue and Customs
BX9 1GL

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UK Research and Innovation
STFC Daresbury Laboratory
Sci-Tech Daresbury
WARRINGTON
WA4 4AD

Phone 0300 200 3700

Web www.gov.uk

M3285402IN9 D3285405278

Date 4 May 2018
Our Ref 79860
Your Ref 79860

Dear Sir or Madam

Authorisation to receive duty free spirits (DFS)

Your DTR number: 287 4619 57/0002
Your authorisation number: DFS/032570
(You must quote this number on all orders for DFS. See paragraph 6.5 in Excise Notice 47 Duty free spirits - use in manufacture or for medical or scientific purposes)

We have authorised you to receive 60 litres of duty free spirits each year at your premises
STFC Daresbury Laboratory

Sci - Tech Daresbury

Warrington

WA4 4AD.

Your use of duty free spirits

- Cleaning of scientific equipment prior to use

- As an analytical agent

- Cleaning agent for vacuum system components

We have authorised this based on the following. You must continue to:

- meet all the relevant provisions of the law
- meet all the standard conditions of authorisation contained in Excise Notice 47, and any other requirements notified in correspondence from the Commissioners or any of their officers
- keep a stock account of duty free spirits on hand at intervals not exceeding 12 months

- make sure no spirits remain in the final product unless it's an ethyl ester or ether (and less than 1.2% abv) or a medical product
- get authorisation first as an excise warehouse before you import duty free spirits
  - See Excise Notice 196: excise goods - registration and approval of warehousekeepers, warehouse premises, owners of goods and registered consignors and Excise Notice 197: receipt into and removal from an excise warehouse of excise goods for further details

We have given you authority to receive duty free spirits at the authorised premises solely for the purposes mentioned above. You may have to pay duty on any spirits used for unauthorised purposes.

What if my details change

You must tell us by writing to the address at the top of this letter if you:

- cease to trade
- no longer need this authorisation
- change your address or the location where you want to hold or receive spirits
- change your legal entity for example, form a new limited company
- change your use of the spirits to you approved amount
- need an increase in your authorised quantity
- change VAT number or become VAT registered

You must phone the EXCIT Helpline on 0300 200 3700 if you wish to remove spirits for destruction.

You must do what the law and regulations say and also meet the conditions we have set. If you do not do this, or you misuse this authority then we may change or revoke it.

More information

You can find more information about duty free spirits in Excise Notice 47, which you can download from our website. Go to **www.gov.uk** and search for 'Excise Notice 47'.

If you contact us, we can deal with you more quickly if you quote our reference number and provide a daytime phone number.

Please note that our new address is Business Tax Operations Unit, HM Revenue and Customs, BX9 1GL. If you write to us but do not use this address then we may not get your post.

Yours faithfully

Mr John Senior
Officer of HM Revenue & Customs

Join the millions of taxpayers already using their Personal Tax Account to access a range of HMRC services. It takes just a few minutes to get started, go to www.gov.uk/personal-tax-account

To find out what you can expect from us and what we expect from you go to www.gov.uk/hmrc/your-charter and have a look at 'Your Charter'.