
Overview

This standard is about managing the authorisation, guarantees and approval for excise warehouse premises. It includes confirming that all registrations, approvals and guarantees are in place. The management of authorisations underpins compliance with Her Majesty's Revenue & Customs (HMRC) and other relevant legislative requirements.

This standard is relevant to all individuals involved in the management of excise warehouse operations.

Performance criteria

You must be able to:

1. manage current **excise warehouse-keeper authorisation** for your organisation and premises
2. manage current **excise warehouse** approval and **duty deferment** for your organisation
3. confirm that the excise warehouse premises comply with conditions set out in law, **Her Majesty's Revenue & Customs (HMRC)** notices and all other relevant conditions imposed
4. undertake the required reviews and audits of **conditions of approval** to confirm continued compliance with relevant legislation
5. notify **Her Majesty's Revenue & Customs (HMRC)** when there are changes to your organisation's business activities
6. undertake **due diligence** checks to confirm customers are genuine traders and aware of their responsibilities in respect of **excise goods**
7. confirm customers hold relevant approvals to receive and store the relevant category of **excise goods**
8. monitor requirements for other types of **authorisation** and approvals
9. manage **guarantees** to cover both premises and movement of **duty-suspended** goods
10. comply with relevant legislation, regulations and organisational requirements for excise warehouse premises
11. confirm all relevant public notices are maintained, accessible and current

Knowledge and understanding

You need to know and understand:

1. the obligations and conditions which **Her Majesty's Revenue & Customs (HMRC)** requires of **excise warehouse-keepers**
2. how to manage the authorisation, guarantees and approval for excise warehouse premises
3. the types of premises approval held by your organisation and the relevant legal and organisational requirements relating to approvals
4. the relevant legal and organisational conditions that are specified in your organisation's approval for **excise warehouse** premises and activities
5. your organisation's procedures for maintaining compliance, taking account of relevant changes to legislation, regulations, and remedial actions required
6. the procedures for amending approval and who to contact
7. the consequences of not following **due diligence** and compliance
8. the different types of approvals and **authorisations** available for an excise warehouse premises and the benefits and limitations of each
9. the different types, levels and review/timescale requirements for **guarantees** e.g. **Simplified Import VAT (SIVA), Excise Payment Security System (EPSS)**
10. where to find information on relevant legislation for excise warehouse premises and the implications of non-compliance
11. how to maintain and display public notices in the workplace and why this is important

Glossary

Authorisation: any approval or registration provided by HMRC to allow the dealing in duty-suspended goods

Conditions of approval: any conditions specified in the warehouse approval letter or other documents

Due diligence: reasonable steps taken by a person to avoid committing an irregularity or offence; for all businesses to carry out checks to establish the credibility and legitimacy of their supplies, customers and suppliers

Duty deferment: a system whereby HMRC allow excise duty liabilities in a return period to accumulate and be paid by direct debit on appointed dates after the end of the period. It is a form of credit arrangement underwritten by a financial guarantee provided by the deferment account holder

Duty-suspended goods: any excise goods on which UK duty has not been paid

Excise goods: goods subject to excise duty, for example, beer, wine, made-wine, cider, sherry, spirits, mineral oils, cigarettes and other tobacco products

Excise Payment Security System (EPSS): a system whereby HMRC allow on application a deferment account holder to reduce or eliminate their duty deferment guarantee after a review of payment history

Excise warehouse: a place approved by HMRC for the holding of goods on which excise duty and VAT is suspended

Excise warehouse-keeper: an authorised and registered occupier of an excise warehouse, in accordance with the 'Warehouse-keepers and Owners of Warehoused Goods Regulations 1999'

Guarantee: an undertaking given by the guarantor to pay HMRC a sum of money up to the level of the guarantee when they request such a

payment

Her Majesty's Revenue and Customs (HMRC): the department created from the merger of HM Customs & Excise (which had responsibility for indirect taxes such as VAT and excise duties) and the Inland Revenue (which had responsibility for direct taxes such as income and corporation tax)

Simplified Import VAT (SIVA): a scheme to allow import VAT to be deferred with reduced security

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