



REPUBLIC OF CYPRUS
MINISTRY OF FINANCE



DEPARTMENT
OF CUSTOMS AND EXCISE

Form E.D. 2

APPLICATION FOR AUTHORISED WAREHOUSEKEEPER

- Please refer to the appropriate explanatory notes at the last page when filling out this form. Please read them carefully
- Use black or blue ink and complete in CAPITAL letters.
- The application form shall be submitted to the customs authorities designated for the place to be approved as a tax warehouse.

For official use

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Please write your name

- ◆ If you are a limited company write the name of the company.
- ◆ If you are a partnership write the name of the partnership and the names of all the partners and their identity card numbers.

Name(s)	Company's Registration number issued by the Registrar of Companies and Official Receiver/Identity card number in case of natural person	VAT registration number	Customs registration number

2

Please fill in your trade name as it appears on the certificate issued by the Registrar of Companies and Official Receiver

Trade name

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3

(a) Please complete the address of the headquarters of your business

Street															Number			
<input type="text"/>															<input type="text"/>			
Building								Apartment No.				Postal Code						
<input type="text"/>								<input type="text"/>				<input type="text"/>						
Suburb / Town / Village / District																		
Telephone No.								Fax No.								E-mail address		
<input type="text"/>								<input type="text"/>								<input type="text"/>		

(b) Please complete your correspondence address, if different from the above.

Street												Number			
Building								Apartment No.				Postal Code			
Suburb / Town / Village / District															
Telephone No.								Fax No.				E-mail address			

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(a) Status of the warehousekeeper (Please mark with \checkmark where applicable)

- ☐ owner of a tax warehouse
- ☐ tenant of a tax warehouse (Note 1)

(b) Tax warehouses owned or used by the warehousekeeper accordingly (Note 2)

Licence number	Category (Note 3)	Tax warehouse's name	Tax warehouse's address

(c) In the case of General Tax Warehouse the authorised warehousekeeper, owner of the tax warehouse, should declare the authorised warehousekeepers who may use his tax warehouse. (Note 2)

Name	Address	Licence number of the authorised warehousekeeper

5 Description of products (Note 4)

Category	Description of products

6 Other information

(a) Activity of the authorised warehousekeeper in the tax warehouse (Please mark with √ where applicable)

- ☐ Production
- ☐ Processing
- ☐ Receipt from other tax warehouses within the Republic
- ☐ Receipt from other member states of the European Union
- ☐ Receipt from third countries (provided that they have already been released for free circulation)
- ☐ Deliveries for home consumption
- ☐ Deliveries for transfer to another tax warehouse within the Republic
- ☐ Tax free deliveries
- ☐ Deliveries to other member states of the European Union
- ☐ Exports to third countries

(b) Kind of accounts / records (Note 5)

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(c) Supporting documents: (mark ✓ the attached documents)

<input type="checkbox"/>	Identity card in case of natural person.
<input type="checkbox"/>	Company's registration certificate issued by the Registrar of Companies and Official Receiver.
<input type="checkbox"/>	Certificate of registered office of the company issued by the Registrar of Companies and Official Receiver.
<input type="checkbox"/>	Certificate related to the responsible personnel of the company, their status and responsibilities in the company issued by the Registrar of Companies and Official Receiver.
<input type="checkbox"/>	VAT registration certificate
<input type="checkbox"/>	Customs registration certificate
<input type="checkbox"/>	Information concerning the accounting system of the company, measures of internal audit and methods of accounting control.
<input type="checkbox"/>	Information concerning the annual level of stocks and/or information concerning the annual production, holding or transfer of products
<input type="checkbox"/>	Information concerning related authorisations possessed by the applicant
<input type="checkbox"/>	Any other supporting documents or information which is considered necessary by the Director according to each case.
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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DECLARATION

I
(Full Name in CAPITAL Letters)

declare that all information provided in this application or any of the attached documents is true and correct and I fully consent for the above information to be processed by the Department of Customs and Excise for the purpose of this application.

Signed:

Dated:

Please mark with ✓ where applicable

Self employed:	<input type="checkbox"/>	Partner:	<input type="checkbox"/>
Trustee:	<input type="checkbox"/>	Authorised Executive Personnel:	<input type="checkbox"/>
Secretary of the company:	<input type="checkbox"/>	Director or Secretary:	<input type="checkbox"/>

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For official use only

Application recommended/ not recommended

Comments:

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Senior Customs Officer

Dated:

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For official use only

Application approved / rejected

Comments:

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Director
Department of Customs and Excise

Dated:

NOTES

1. User of a tax warehouse is considered to be the authorised warehousekeeper that uses an approved tax warehouse occupied by another authorised warehousekeeper.
2. This box is completed with the information known to the applicant at the time of submission of the application.
3. Describe the category of tax warehouse (General, Private, Special).
4. In the column «Category» enter one of the following categories of products that will be produced / held in the tax warehouse.

TOBACCO PRODUCTS – ENERGY PRODUCTS – ALCOHOL AND ALCOHOLIC BEVERAGES.

In the column «Description of products» enter the products which will be produced / held by the warehousekeeper in the tax warehouse according to their category.

5. Give details concerning the accounting system of the activities of the warehousekeeper / stock records that may be kept in electronic or other form, for each tax warehouse.