



HM Revenue  
& Customs



**Individual Small Business  
Compliance  
HM Revenue and Customs**

**Phone** 0300 200 3700

**Web** [www.gov.uk](http://www.gov.uk)

**Date**

**Ref**

Dear Sir or Madam

## **Please check your Duty-Free Spirit approval**

Our records show you or your business hold a duty-free spirit approval that you acquired between February 2020 and December 2021. We are asking businesses that received an approval during this time to confirm whether they still need it.

### **What you need to do now**

Please confirm if you still need the approval to receive duty free spirit, and what purpose you are using it for.

To do this, please email us at [isbcdnadfscancellations@hmrc.gov.uk](mailto:isbcdnadfscancellations@hmrc.gov.uk) by [\[date of issue plus 30 days\]](#).

If you no longer need the approval, please also confirm this using the same email address. Before replying, please read the enclosed factsheet, 'Corresponding with HMRC by email', and confirm in your email that you've read, understood, and agree to the use of email.

### **If you do not respond**

We'll be monitoring responses and if there are missing responses, we may open a compliance check to confirm the usage of the approval.

### **If you need extra support**

If you have any health or personal circumstances that may make it difficult for you to deal with us, please tell us. We'll help you in whatever way we can.

For more information about this, go to GOV.UK and search 'get help from HMRC if you need extra support'.

If you have a tax adviser, you may want to show them this letter.

Yours sincerely

## **HM Revenue and Customs**

To find out what you can expect from us and what we expect from you, go to [GOV.UK](https://gov.uk) and search 'HMRC Charter'.