



FIJI REVENUE AND CUSTOMS SERVICE

EXCISE FACTORY Section 6 of Excise Act 1986

APPLICANT:

Date:

Port:

APPLICATION REQUIREMENTS	YES	NO	REMARKS
Letter of request from company (Company Letter Head) Provide the following: - Detailed process flowchart of products - Finished product listing. - License to manufacturer from MOH - Calibration certificate for bonded Tanks /scales from Dept. of Weight & Measures for liquor/ RTD manufacturing	☐	☐	
Certificate of Registration	☐	☐	
Tax Compliance Certificate – company and directors			
Company particulars - Structure (List of employees) - Profile - Current list of: ➤ Directors ➤ Partnerships - Where any member of the partnership is a company, current and historical company details would be required (Company Registration, tax compliance, police clearance of directors) - Company Authorized Personnel to act on behalf of the director, level of decisions delegated. - Financial Viability to start the business. - Clear records of Customs Compliance - Clear records with other government agencies i.e. MOH, BAF, Ports etc. - Provide detailed and well-documented procedures for the conduct of all activities that will be undertaken as part of Excise Operations - Provide procedures for monitoring, checking, and auditing the work of Excise Operations - Provide a contingency arrangement to meet FRCS requirements in the event of illness, leave or vacancy amongst its Excise Operations (warehouse keeper and traders clerk) - Provide established and clearly documented procedures for conducting “fit and proper person” background checks on current and any new personnel who will participate in the work of the Excise	☐	☐	

Operations if it is licensed. These procedures include provisions to ensure that the Comptroller- of Customs is notified within 30 days of relevant personnel changes, completed checks and changes in circumstances required to be notified under the conditions attached to a manifest operation.			
OHS valid Certificate	☐	☐	
NFA valid Certificate	☐	☐	
MOH Approval	☐	☐	
City/ Town Council Approved Plan	☐	☐	
Lease Agreement/ title copy	☐	☐	
Inspection by FRCS Officer to include: • Proper Tanks used with accurate volume readings • Proper Lab setup for product testing • CCTV Camera • Fence height to be 3 meters and embedded to the ground • Proper lights inside and around the building • Alcolizer Machine for testing the alcohol content • Other as identified	☐	☐	
REQUIREMENTS AFTER APPROVAL	YES	NO	
Bond Security in favor of FRCS: ➤ A security bond of not less than \$100,000.00 (One Hundred Thousand Dollars) for items listed below. i. cigarettes. ii. manufactured tobacco. iii. ale beer, stout, porter and other fermented liquors and cider and perry; iv. spirits. v. alcoholic beverages; and vi. wine whether or not fermented and whether or not charged with carbon dioxide ➤ License fee of \$3,450.00 for a year Expires 31 st of December, Renewal before the 7 th of January. (Excise Factory) per port ➤ License fee of \$3,450.00 for a year Expires 31 st of December, Renewal before the 7 th of January. (Excise Warehouse) per port ➤ A security bond of not less than \$20,000.00 (Twenty Thousand Dollars) for items listed below: i. carbonated soft drinks and sweetened beverages. ii. sweet biscuits, waffles and wafers. iii. ice cream and other edible ice, whether or not containing cocoa, including frozen confectionary. iv. snack food; and v. sugar confectioneries (excluding traditional Indian sweets); and	☐	☐	

➤ License fee of \$1,00.00 for a year Expires 31 st of December, Renewal before the 7 th of January. (Excise Factory) per port ➤ License fee of \$1,000.00 for a year Expires 31 st of December, Renewal before the 7 th of January. (Excise Warehouse) per port			
Designated Bond Keeper	☐	☐	
Nominated Customs House Agent or in-house traders clerk.	☐	☐	
Stock registers.	☐	☐	
Have the signage in place for the Excise Factory Name, number to be provided by FRCS	☐	☐	
Publication of the Approval for the public to respond to within 14 days of any misconduct or grievance in relation to the company			
PROPER OFFICER	APPROVAL FROM PORT MANAGER		
Signature:			
Officer Name:			
Date:			
Port :			