



D W A N A

Energy Products Unit and
Excise Refunds Processing Unit
Customs Annexe,
Lascaris Wharf,
Valletta, VLT1920

Registration number: _____

Registered Economic Operators/Private Individuals entitled for heating fuel excise refund
Application form for approval

When to use this application: Applicants entitled to claim a refund on heating fuel, should complete this application.

Completing this application: Use capital letters and write clearly in blue ink. Make sure that you complete all boxes. Failure to do so may result in delays in processing your application.

When you have completed and signed this form, send it to Energy Products Unit, Customs Annexe, Lascaris Wharf, Valletta. Application forms can be downloaded from cutoms.gov.mt/bus/eforms

SECTION A: Applicant's details

Name - legal name of person or business applying for refund differential rate

Trading Name (if applicable)

Home/Business Address (Street name and number)

Locality

Postcode

Postal address for all correspondence in relation to this application (if this is the same as the home/business address, kindly write 'As Above')

Locality

Postcode

Business Phone

Home Phone

Mobile

Business Email

Personal Email



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Do you authorise the Malta Customs Department to communicate with you or with your authorised contact person/s by email on confidential matters relating to this application?

Yes

No

Agent's Name (if applicable)

SECTION B: Authorised contact person's details

Who is your authorised contact person if we need more information?

Mr

Mrs

Ms

Other

Family name

First given name

Other given name

Position held

Business Phone

Mobile Phone

Business Address (Street name and number)

Locality

Postcode

Business Email



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SECTION C: Legal status

What is the legal status of the business? (please tick)

Sole proprietor

Partnership

Limited company

Certificate number

Date

Non-profit making/Unincorporated body

Local authority

Limited liability company

Certificate number

Date

Private Individual

VAT number

Bakery

VAT number

Garage

VAT number

Farm

VAT number

Other

Please Specify

VAT number



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Please indicate the estimated annual consumption of heating fuel

	Litres per annum
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Please fill in the full details of all of your premises where you store and use heating fuel (including temporary premises)

1. Address (Street name and number)

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Locality

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Postcode

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2. Address (Street name and number)

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Locality

--

Postcode

--

3. Address (Street name and number)

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Locality

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Postcode

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Declaration

I, the undersigned, declare that the information given above and in any attached sheets is true and complete. I understand that if I give false information, I would be subject to such penalties according to the dispositions of the Exise Duty Act (cap 382).

Signature

Full Name

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Date

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Data Protection Act 2002

The Malta Customs Department collects information in order to administer the taxes for which it is responsible (such as excise duties) and for detecting and preventing crime.

Where the law permits, it may also receive information from third parties, or provide them, in order to prevent or detect crime, check its accuracy, or protect the public funds.

These third parties may include the Police Department and other Government departments and agencies.

Notes for Approved Registered Economic Operators/Private Individuals claim processing

Forward your written claim with your documentation to;

Director General Customs,
Excise Processing Office,
Customs Annexe,
Lascaris Wharf,
Valletta, VLT 1920

Please keep copies of the documents if you require a copy for your records.

Claim Periods

A separate claim must be completed for each quarter. Claim periods are for the month periods ending 31st March, 30th June, 30th September, and 31st December.

Time Limits

The claim should be forwarded by hand within three months after the closing date of the quarter. If it is presented after the three months but not later than one year, the refund will be reduced by 10%. If it is presented more than one year after the closing date of the quarter, the refund claim will be declined.



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Supporting Documents

Proof of Purchase

Claims must be made on the basis of supply date. A log book is to be kept with the following information:

A	Entry that shows the daily consumption.
B	The quantity in litres of any purchases made.
C	Invoices and receipts details.
D	The original log book must be presented to Customs (Excise Refunds Processing Unit) when making a claim for a rebate. Photocopies in respect of those folios in which purchases are noted must accompany the log book; the log book folio should also show the Receipt No. as well as the Invoice No.
E	Original invoices and original receipts attached to photocopies must accompany the claim. The photocopies must be legible otherwise the original ones will be retained. It is very important that both the invoice and receipt show clearly the name of the fuel supplier. The Customs TDID No. covering the Excise Duty originally paid to Customs must also be quoted on both invoice and receipt. It is incumbent on both the supplier and hawker that statements showing breakdown of sales are submitted to Customs. If these are missing, the excess excise duty will not be considered for refund.
F	The request for refund must also be accompanied by a letter of claim which is to be addressed to Director General Customs. The letter of claim should show the following information: <ol style="list-style-type: none">1. The date of each purchase;2. The quantity of heating fuel purchased;3. The supplier's name;4. The invoice number and receipts number.

Return of documentation

We do not return any documents that you forward to the Malta Customs Department to support your claim.

Payment of claim

After your refund has been approved, a direct credit refund and remittance advice will be supplied.

Legislation

Legislation providing the refund of excise duty on heating fuel is contained in the Excise Duty Act (Chapter 382) Fourth Schedule – Energy Products.

Refund rates may vary due to government regulations.