

 Feidhmeannacht na Seirbhíse Sláinte Health Service Executive	For completion by Office Premises Ref	
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	EHO	
<b>Retailer established outside of the Republic of Ireland</b>		
<b>REGISTRATION FORM FOR CROSS-BORDER DISTANCE SALES OF TOBACCO PRODUCTS, ELECTRONIC CIGARETTES AND/OR REFILL CONTAINERS</b>		
<b>Regulation 23 of the European Union (Manufacture, Presentation and Sale of Tobacco and Related Products) Regulations 2016 as amended</b>		
<ul style="list-style-type: none"> <li>• This form must be completed by retailers who wish to supply by means of cross-border distance sales, tobacco products, electronic cigarettes, and / or refill containers to consumers in the Republic of Ireland.</li> <li>• Please complete this form in BLOCK CAPITALS.</li> <li>• The submission of your application form does not constitute registration. Registration will be complete when confirmed to you by the HSE.</li> </ul>		
<b>Section 1. Retailer Location</b>		
<p><b>1 Please select one of the following:</b>  <i>Tick one box only.</i></p> <p><input type="checkbox"/> EU Member State/EEA country Retailer- established in an EU Member State/ EEA country selling to consumers in the Republic of Ireland</p> <p><input type="checkbox"/> Third Country Retailer – established in a country outside the EU / EEA selling to consumers in the Republic of Ireland</p>		
<b>Section 2. Retailer Details</b>		
<b>2(a) Retailer's name:</b>		
<b>2(b) Retailer's Trading Name(if different):</b>		
<b>2(c) Permanent address of Retailer:</b>		
	Postal Code:	

	Country:
	Telephone No:
	E-mail Address:
<b>2(d) Trading address of Retailer (if different)</b>	
	Postal Code:
	Country:
<b>Section 3. Other Information</b> <b>All retailers complete the following:</b> Please provide details of the permanent address of each place of activity used by the retailer for the supply of tobacco products <sup>1</sup> , e-cigarettes <sup>2</sup> and/or refill containers <sup>3</sup> .	
Permanent address 1:	
Postal Code:	Country:
Permanent address 2:	
Postal Code:	Country:
Permanent address 3:	
Postal Code:	Country:
<b>Section 4. Product Details</b>	
<input type="checkbox"/> <b>What type of product are you supplying?</b>	
<input type="checkbox"/> Tobacco products <sup>1</sup> <input type="checkbox"/> <input type="checkbox"/> E-cigarettes <sup>2</sup> <input type="checkbox"/> Refill containers <sup>3</sup>	

<b>Section 5. Website Details</b>	
<b>7(a) Please provide the full address for all retail websites you operate targeted at consumers located in the EU/EEA i.e. the full URL.</b>	
Website 1	
Website 2	
Website 3	
<b>7(b) Please provide the full address of any other websites or social media sites (<i>Leave blank if not applicable</i>).</b>	
<b>7(c) Please provide all relevant information necessary to identify the website(s) or social media sites.</b>	
<b>Section 6. Method of Sale</b>	
<p><b>Please specify how your products are marketed to consumers in the Republic of Ireland or other EU/EEA Member States</b></p> <p>Website <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>      Postal <input type="checkbox"/> <input type="checkbox"/>      Telephone <input type="checkbox"/> <input type="checkbox"/></p> <p>Other <input type="checkbox"/> <input type="checkbox"/>      If you selected other, please provide further detail of the method of sale</p>	
<b>Section 7. Age Verification Details</b>	
<p>Please provide a description of the age verification system operated for the cross-border distance sales of tobacco products.</p> <p>Please provide details of the system operated and how it functions. For example, do you operate on-screen age checks; pre-registration; age check at check out; etc. Where multiple age verification systems are used or differ between EU Member States / EEA Countries, please provide details of all systems.</p> <p><b>Describe the Age Verification System Operated:</b></p>	

## Section 8. Date of Supply of Products

12(a) What date did you first start supplying by means of cross-border-distance sales:

- (i) tobacco products<sup>1</sup> \_\_\_\_\_ (dd/mm/yy)
- (ii) electronic cigarettes<sup>2</sup> \_\_\_\_\_ (dd/mm/yy)
- (iii) refill containers<sup>3</sup> \_\_\_\_\_ (dd/mm/yy)

12(b) If you have not yet commenced the activity of supplying by means of cross-border distance sales, please supply, the intended date of supply:

- (i) tobacco products<sup>1</sup> \_\_\_\_\_ (dd/mm/yy)
- (ii) electronic cigarettes<sup>2</sup> \_\_\_\_\_ (dd/mm/yy)
- (iii) refill containers<sup>3</sup> \_\_\_\_\_ (dd/mm/yy)

### Signature of Retailer engaging or intending to engage in the cross-border distance sales of tobacco products, electronic cigarettes and/or refill containers.

Signed: .....

Name (**Block Capitals**): .....

Date: (dd/mm/yy).....

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#### ADDITIONAL INFORMATION

##### Notifications

You must ensure that all products you supply to consumers in the Republic of Ireland have been notified to the competent authority via the EU Common Entry Gate.

##### Requirements for Products placed on the market

The European Union (Manufacture, Presentation and Sale of Tobacco and Related Products) Regulations 2016 as amended outlines the legal requirements for placing product on the market in the Republic of Ireland. Specifically you should note that the health warning is required in both the Irish and English languages as outlined in Regulation 29.

## Change of Details

Please complete a Change of Details form and return to [info.tpd@hse.ie](mailto:info.tpd@hse.ie) if any of the details relating to your application change. This form must also be completed if you cease trading.

This form may also be returned to:

**National Tobacco Control Office, Health Service Executive, 2nd Floor, Oak House,  
Limetree Ave, Millennium Park, Naas, Co Kildare W91 KDC2**

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<sup>1</sup> 'tobacco products' means products that can be consumed and consist, even partly, of tobacco whether genetically modified or not

<sup>2</sup> 'electronic cigarette' means a product that can be used for consumption of nicotine containing vapour via a mouth piece, or any component of that product, including a cartridge, a tank and the device without cartridge or tank. Electronic cigarettes can be disposable or refillable by means of a refill container and a tank, or rechargeable with single use cartridges'

<sup>3</sup> 'refill container' means a receptacle that contains a nicotine containing liquid, which can be used to fill an electronic cigarette.