

From: [REDACTED] <mailto:[REDACTED]@toropuro.com>
Sent: 19 July 2023 15:23
To: Tobacco Notifications <mailto:Tobacco.notifications@dhsc.gov.uk>
Subject: RE: FW: Annual fee 2022/23 Invoice FTI002871 - Meeting note

Dear [REDACTED]

I am ok with all of this.

Thank you very much.

[REDACTED]

Toro Puro

On 19 Jul 2023 at 3:13 PM +0100, Tobacco Notifications
<mailto:Tobacco.notifications@dhsc.gov.uk>, wrote:
Dear [REDACTED],

Thank you for agreeing to a MS Teams meeting with me to discuss the notification issues that are been seem. Due to technical difficulties the meeting resumed via a telephone call.

As discussed please review the note of this meeting and let me know if you agree this can be published here [Public library - UKHSA national - Knowledge Hub \(khub.net\)](#) The contents of this page will be moved to the UK Government page GOV.UK but I don't know exactly when this will be.

START

A virtual meeting was held on Wednesday 19 July 2023, at 2pm with [REDACTED] [REDACTED] from Toro Puro and [REDACTED] [REDACTED] from the Tobacco and Related Products Regulations, United Kingdom (UK) Competent Authority, the Office of Health Improvement and Disparities to discuss notifications made to the UK.

A discussion was held on tobacco product notifications made to the UK which were subsequently migrated into the Great Britain Domestic Tobacco Notification System when the UK Exited the European Union. Information on how to transfer product notifications from one importer to another was also provided.

END

Do let me know if any changes you would like to make to this note.

Kind regards,

[REDACTED]

[REDACTED]

Tobacco and Related Products Regulations
Office for Health Improvement and Disparities
Department of Health and Social Care

39 Victoria Street, London, SW1H 0EU
E: <mailto:tobacco.notifications@dhsc.gov.uk>
T: 020 [REDACTED] and M: 0752 [REDACTED]

From: [REDACTED] <[mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com)>
Sent: Wednesday, July 19, 2023 11:14 AM
To: Tobacco Notifications <<mailto:Tobacco.notifications@dhsc.gov.uk>>
Subject: RE: FW: Annual fee 2022/23 Invoice FTI002871 - Meeting availability

Good morning [REDACTED]

Yes anytime for me works fine, would you call me or do I call the number on the email footer.

Thank you.

[REDACTED]

Toro Puro

On 18 Jul 2023 at 5:43 PM +0100, Tobacco Notifications
<<mailto:Tobacco.notifications@dhsc.gov.uk>>, wrote:
Dear [REDACTED],

I am well and trust you are too.

There appears are more than one issue complicating this notification. I agree it would probably be easier to talk this through tomorrow if you are available.

I am available between 12 noon to 4.30pm and then on annual leave until Monday 31st July.

Kind regards,

[REDACTED]

[REDACTED]

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T: 020 [REDACTED] and M: 0752 [REDACTED]

From: [REDACTED] <[mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com)>
Sent: Tuesday, July 18, 2023 8:59 AM
To: Tobacco Notifications <<mailto:Tobacco.notifications@dhsc.gov.uk>>
Subject: RE: FW: Annual fee 2022/23 Invoice FTI002871 raised under The Tobacco Products and Herbal Products for Smoking (Fees) Regulations 2017

Dear [REDACTED],

I hope this email finds you well. I want to express my gratitude for your prompt response and the valuable information you provided. However, we seem to be facing some confusion that I am hopeful you can assist us in resolving.

In November of last year, when we initially registered the cigars, we only registered three specific cigars from two different manufacturers - one cigar from Kolumbus and two cigars SB cigars. However, upon reviewing the invoice sent to the factory of SB, we noticed that it includes four cigars. This has left us wondering about the registration process for the additional two cigars.

Upon contacting the brand, they informed us that they have never registered in the U.K., and their registration has been limited to Europe before the Brexit transition. Nevertheless, we were under the impression that due to Brexit, all cigars needed to be registered again in the U.K.

I kindly request your assistance in examining the dates and details of the registration process for the cigars mentioned in the invoice. Moreover, if the registration is indeed active, I would like to know the implications this may have on our own registration.

For your convenience, I have attached both the invoice sent to the manufacturer of SB, which includes the four SB cigars, and the confirmation letter from our registration of the cigars in January.

If you find it more convenient to discuss this matter over the phone, please feel free to give me a call at your earliest convenience. My contact number is [REDACTED].

Thank you for your time and attention to this matter. I look forward to your prompt assistance in resolving the confusion.

Best regards,

[REDACTED]

Toro Puro

On 14 Jul 2023 at 4:10 PM +0100, Tobacco Notifications

<mailto:Tobacco.notifications@dhsc.gov.uk>, wrote:

Dear [REDACTED],

Re: SB Cigar Factory

I understand how the confusion may have occurred. I will send you a separate email with all the attachments usually sent to potential new suppliers to the UK for your information.

We are happy to update our records to ensure that notifications made by importers and manufacturers is correct, accurate and up to date.

To support this, please complete the attached invoicing form and send this back to us, ensuring that the cigar manufacturer is copied because they originally made the notification.

Do let me know if you would like to change the name of the submitter from SB Cigar Factory to Toro Puro for example because the notifications will need to be formally updated. If the submitter's name is to remain unchanged, then please ensure the invoicing name and address is clearly stated, so future invoices are issued to the right person and email address. We have a number of registered importers/manufacturers/suppliers who have this arrangement with us.

Thank you.

Kind regards,

[REDACTED]

[REDACTED]

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T: 020 [REDACTED] and M: 0752 [REDACTED]

From: [REDACTED] <[mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com)>

Sent: Friday, July 14, 2023 3:46 PM

To: Tobacco Notifications <<mailto:Tobacco.notifications@dhsc.gov.uk>>

Subject: Re: FW: Annual fee 2022/23 Invoice FTI002871 raised under The Tobacco Products and Herbal Products for Smoking (Fees) Regulations 2017

Dear [REDACTED]

I understand, we thought the registration included the first year my apologies.

Also the information you sent said that the annual fee is payable by the person who made the submission, but the invoice was sent to the cigar manufacturer instead of us, can we have future invoices sent directly to us so we know next time.

Thank you

[REDACTED]

Toro Puro

On 14 Jul 2023 at 3:32 PM +0100, Tobacco Notifications

<<mailto:Tobacco.notifications@dhsc.gov.uk>>, wrote:

Dear [REDACTED],

Your understanding was not quite correct in this instance.

The registration fee is just that; the fee applicable to a new tobacco and related product notification (In this case, cigars) to GB and/or NI.

It makes no difference what month the initial registration was made; the Annual Fee is due if the product remains notified on 1st March each year.

Kind regards,

[REDACTED]

[REDACTED]

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T: 020 [REDACTED] and M: 0752 [REDACTED]

From: [REDACTED] <[mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com)>
Sent: Friday, July 14, 2023 2:59 PM
To: Tobacco Notifications <<mailto:Tobacco.notifications@dhsc.gov.uk>>
Subject: RE: Annual fee 2022/23 Invoice FTI002871 raised under The Tobacco Products and Herbal Products for Smoking (Fees) Regulations 2017

Dear [REDACTED],

Thank you for your time and your response.

I understand but we only paid it on January this year 6 month ago, and from what we understood is that the fee we paid at registration was including the first year.

Did we understand wrong, because from what we understood the annual fee should only be due next year since we made the registration in January 2013

Please let me know.

Thank you

[REDACTED]

Toro Puro

On 14 Jul 2023 at 1:49 PM +0100, Tobacco Notifications
<<mailto:Tobacco.notifications@dhsc.gov.uk>>, wrote:

Dear [REDACTED],

Re: SB Cigar Factory

Thank you for your email.

The UK charges Annual Fees on all tobacco and related products that are notified to Northern Ireland (via the EU Common Entry Gate) or made directly to Great Britain (via this email address) on the 1st March each year.

The invoice was issued in accordance with tobacco regulations: [The Tobacco Products and Herbal Products for Smoking \(Fees\) Regulations 2017](#)

(legislation.gov.uk); Tobacco products: annual reporting fee

4.—(1) An annual fee is payable in respect of each product for which a submission has been made under regulation 18(1), or a notification has been submitted under regulation 22, of the 2016 Regulations (“the submission”).

(2) The amount of the annual fee payable is—

(a) £100, where the product is cigarettes, hand rolling tobacco or a novel tobacco product;

(b) £50, in any other case.

(3) The annual fee is first payable—

(a) in respect of a product for which the submission was made before the day that these Regulations come into force, on 1st March 2018; or

(b) in respect of a product for which the submission is made on or after the day that these Regulations come into force, on the first occurring 1st March after the day that the submission is made,

and thereafter is payable each year on 1st March.

(4) The annual fee is payable by the person who made the submission and is payable to the Secretary of State.

(5) If the Secretary of State is notified under regulation 18(5) of the 2016 Regulations that the product has been withdrawn from the market, no fee is payable on the 1st March following that notification and thereafter; but any annual fee payable prior to or on the date of notification remains payable.

Also [The Tobacco and Related Products Regulations 2016](#)

(legislation.gov.uk) and [The Tobacco Products and Nicotine Inhaling Products \(Amendment\) \(EU Exit\) Regulations 2020](#) (legislation.gov.uk)

As there were four active cigar notifications for SB Cigar Factory to Northern Ireland and Great Britain on 1st March 2023 the Annual Fee is due, at £50 per notification. The invoice is valid and therefore should be paid in full as soon as possible.

If you have any further queries, please do let me know at this email address.

Thank you.

Kind regards,

[REDACTED]

[REDACTED]

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T: 020 [REDACTED] and M: 0752 [REDACTED]

From: [REDACTED] <[mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com)>
Sent: Friday, July 14, 2023 11:55 AM
To: [REDACTED] <[mailto:\[REDACTED\]@dhsc.gov.uk](mailto:[REDACTED]@dhsc.gov.uk)>
Subject: Fwd: Annual fee 2022/23 Invoice FTI002871 raised under The Tobacco Products and Herbal Products for Smoking (Fees) Regulations 2017

Dear [REDACTED],

I hope this email finds you well. My name is [REDACTED] and I am reaching out on behalf of ToroPuro Ltd. Previously, my partner [REDACTED] had been in contact with you regarding the registration of certain cigars, including the ones that I am addressing in this email.

Recently, our client received an email (attached) requesting payment for the annual fees. However, we are a bit puzzled as we have already made the necessary payment during the cigar registration process earlier this year in January.

I wanted to personally reach out to you to bring this matter to your attention and kindly request your assistance in clarifying the situation. We greatly value your time and expertise, and we are hopeful that together we can identify whether this is an error on your side or a misunderstanding on ours.

Thank you for your attention to this matter. We appreciate your prompt response and look forward to resolving this issue.

I have also attached the confirmation letter from when these cigars were registered (please see attached)

Best regards,

[REDACTED]

ToroPuro Ltd.

----- Forwarded message -----

From: [REDACTED] <[mailto:\[REDACTED\]@hotmail.com](mailto:[REDACTED]@hotmail.com)>
Date: 12 Jul 2023 at 3:14 PM +0100
To: [mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com) <[mailto:\[REDACTED\]@toropuro.com](mailto:[REDACTED]@toropuro.com)>
Subject: Fwd: Annual fee 2022/23 Invoice FTI002871 raised under The Tobacco Products and Herbal Products for Smoking (Fees) Regulations 2017

From: Tobacco Notifications <<mailto:Tobacco.notifications@dhsc.gov.uk>>
Sent: Wednesday, July 12, 2023 2:27:21 PM

To: mailto: [REDACTED]@hotmail.com <mailto:[REDACTED]@hotmail.com>
Subject: Annual fee 2022/23 Invoice FTI002871 raised under The Tobacco Products and Herbal Products for Smoking (Fees) Regulations 2017

Dear Sir or Madam,

Based on the submitted information and in accordance to [The Tobacco Products and Herbal Products for Smoking \(Fees\) Regulations 2017](#), invoice number FTI002871 for Annual Fee of £200 is now due, for the period from 1st April 2022 to 31st March 2023. These fees cover the notifications for tobacco, novel and related herbal products for smoking that remain notified to the United Kingdom on 1st March 2023 by SB Cigar Factory.

See the attached excel file which list the notified products, extracted from the GB Domestic Notification System and the EU Common Entry Gateway for notifications made to Northern Ireland.

SB CIGAR FACTORY
[REDACTED]@hotmail.com
4 Cigar tobacco products, totalling £200
04571-20-00001
SB Short Robusto
Andullo
04571-20-00002
SB Aniversario
Edicion Limitada
04571-20-00003
SB
CSZ
04571-20-00004
SB
4 Caminos
Grand total of notified products: 4
Grand total value of notified products: £200

The invoice has been emailed to you from Department of Health and Social Care (DHSC) Accounts Receivable with full instructions on how payment can be made.

As payment has not yet been made, it should be paid immediately.

However, if you have already paid this invoice in full, do let the Competent Authority know at <mailto:tobacco.notifications@dhsc.gov.uk> and Accounts Receivables at <mailto:invoiceenquiries@dhsc.gov.uk>

We strongly suggest that payment is made via bank transfer as payment by credit or debit cards are not accepted. Any transaction fees that may be incurred, should be treated separately, and paid in addition to the invoice amount due to the UK Competent Authority.

You should confirmation by email to the TRPR at <mailto:tobacco.notifications@dhsc.gov.uk> once payment is made, including the payment date and the amount has been paid.

Annual fee invoices not paid in full, will be regarded as an incomplete and non-compliant notification for all the products your company has notified to the UK. Please refer to [The Tobacco Products and Herbal Products for Smoking \(Fees\) Regulations 2017 \(legislation.gov.uk\)](#) This agreement may be stopped if the account falls into arrears, and legal action may be taken to recover monies due.

UK Track and Trace security requirements on tobacco products
Manufacturers and importers of cigarettes and hand rolling tobacco for the UK market, must ensure that at least 5 security features are on the packaging. Cigarette suppliers will need to find providers of these security features that matches Her Majesty's Revenue and Customs specifications.

From 20 May 2024, these 5 security features must be on the packaging of all tobacco, herbal, and novel tobacco products for smoking. Details of these security features can be found at <https://www.gov.uk/guidance/security-features-for-tobacco-track-and-trace>

NOTE: As a tobacco and related products supplier, it is your responsibility to ensure that the products your company notifies to the UK remains compliant with all appropriate UK Regulations. TRPR will undertake regular product checks to ascertain compliancy is maintained.

It is an offence to supply tobacco and tobacco related products, including novel tobacco products, to consumers in the UK, unless you continue to meet all the compliancy requirements for legal sale.

If you have any queries, please contact us at <mailto:tobacco.notifications@dhsc.gov.uk>

Kind regards,

[REDACTED]

[REDACTED]

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