

# Retailers Change Request Form

**IMPORTANT NOTICE:** Please be note that any amendments have to be made by the registrant or their authorised representative. Any unauthorised amendments or fraudulent entries made to the Tobacco Retailers Register may lead to criminal proceedings being instituted. Any incorrect information entered on the register may be a criminal offence.

## Registrant Details

Registration Number:

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Registrant Name:

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Company Name:

.....

Premises Name:

.....

Registered Address:

.....

.....

Local Authority(s):

.....

Details of person making the amendments:

Name:

.....

Address:

.....

.....

Telephone No:

.....

E mail:

.....

Signature:

.....

## Reason and Type of amendment required:

*(Please insert the new amended details you wish added to the Tobacco Retailers Register)*

Registration Number:

Registrant Name:

Registrant Phone:

Registrant Email:

Company Name:

Company Type:

Premises Name:

Type of Premises:

Reg: Address:

Local Authority(s):

Business Type:

Floor Area:

Registration Date:

Last Update Date:

No longer selling Tobacco

No longer selling nicotine vapour product

Please remove from register

*Any change, correction or removal from the register will be notified to the registrant as soon as reasonably practicable and where appropriate to do so, a revised certificate of registration will be issued.*

## Check and Posting Information

Check that you have provided all the correct information.

**Warning: Check that you have provided all the correct information. Failure to do so may result in your application for registration failing. It is an offence for an unregistered person to retail tobacco and nicotine vapour products.**

Any change to your details, whether address, business names, removal of premises, addition of premises MUST be advised to the Scottish Government, Tobacco Control Team at the address below.

**Signed forms should be returned to:**

Tobacco Control team  
Public Health Division  
Area 3E  
St Andrews House  
Edinburgh  
EH1 3DG