

## Explosives Precursors & Poisons Regulations

### Ordering from [janitorialsupplies.co.uk](http://janitorialsupplies.co.uk) (1st of October 2023 onwards)

If you would like to order a regulated product (substance) from us, you will be asked to supply the following information (if not already provided):

- A form of photographic identification of the business customer or, if the business customer is not an individual, of the individual placing the order.
- A statement of the nature of the business customer's trade, business or profession.
- The business customer's VAT registration number (if you have one).
- The business customer's name and address.

To provide seamless ordering without unnecessary delays, it is advised the above information is presented before the 1st of October 2023 regulation changes (see form below). We will only hold photographic identification for 18 months to comply with guidance.

**Note:** We are unable to drop ship a regulated or reportable product to a domestic address on your behalf. We may ask you to provide written confirmation an address is a business address if this is not clear (disputed).

## Supplying your customers

### Business/professional customers

If your customer would like to order a regulated product from you, we recommend requesting the information highlighted above (Ordering from Cleaning Products). Please note, B2B sales are exempt from requiring an EPP licence, although you may want to verify a business customer's professional status and need for the product.

### Domestic pool and hot tub customers (public)

A valid Explosives Precursors and Poisons (EPP) licence is needed by members of the public before you can supply them with a regulated product (substance). You should:

- Ask to see their EPP licence and associated photo ID.
- Compare the photo to the customer.
- Verify the photo ID reference against the ID reference on the front page of the licence.
- Check the product being purchased is allowed as part of the licence conditions.
- Record the transaction details in the table on the back of the licence.

If the transaction is suspicious or unusual in any way, refuse the sale, report, then phone the national police on 0800 789321. Significant theft or disappearances should be reported to your local police force.

## Summary – Complying with the law

- Identify which products are regulated or reportable.
- Implement a system that reminds staff that a product requires a licence, extra checks or suspicious transaction reporting.
- Be clear with staff about suspicious behaviours ([see video](#)).
- Make sure your staff know how to report to the police if needed.

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**Identification form**

<b>Company Name:</b>	<b>Trading Name:</b>
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel:	Tel:
Contact Name:	Contact Name:

<b>Please State the nature of your trade/business/profession</b>

<b>Company status:</b>	
Company reg no.	VAT reg no.

**Please attach a form of photographic I.D.**  
 (Acceptable I.D. includes photo card driving licence, passport and formal I.D. cards)

**I confirm that the information above is true and accurate**

<b>Signed:</b>	<b>Name in Capitals:</b>
<b>Position:</b>	<b>Date:</b>

Must be signed by authorised signatory