



Customs Duties Service

September 2002 Edition

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1 THE SERVICE

1.1 Overview

Customs Duties Service consists of the following:

- **Customs Duties Handbook.** Divided into four parts this book brings together all the relevant UK primary and secondary legislation and relevant EC materials in four parts: Part I Statutes, Part II Statutory Instruments, Part III European Community materials and Part IV Extra Statutory Concessions. Part III includes the Community Customs Code and its Implementing Code, both as amended.
- **JCCC Papers.** The Joint Customs Consultative Committee (JCCC) was formed in 1969. It is a joint Customs and trade forum and is chaired by Customs. JCCC papers are issued to consult with the widest possible spectrum of trade interests and to achieve the highest standards of response. The papers are written within Customs by the technical branch concerned. They provide updates and essential information, detail changes to procedures or ask for comments on proposed changes.
- **Tribunal Decisions.** This database contains digests of tribunal cases relating to Customs Duties and Excise Duties. It will be updated to include new cases on a regular basis.
- **Customs and Excise Notices.** Customs and Excise publish a number of helpful public notices. A selection of the most important notices will appear in this database. They contain guidance addressed to the public on all customs issues particularly customs procedures. Most notices contain the Commissioners' interpretation of the law. Some notices have the force of law.
- **Noticeboard.** Subscribers should check the latest Bulletin posted on the notice board to find out what new material has been added to the service.
- **Excise Duties Handbook.** An optional module, this book comprises reference material on Hydrocarbon Oil Duties, Tobacco Product Duty, Alcoholic Liquor Duties, Betting and Gaming Duties, Air Passenger Duty and Vehicle Excise Duty. EC material is also included where relevant, with amendments fully consolidated.

2 OPENING CUSTOMS DUTIES SERVICE

2.1 Opening Customs Duties Service

To access the Customs Duties Service opening screen, select Services from the Butterworths Direct home page (www.butterworths.com). Then select Tax Services:



On the following screen, select Customs Duties Service:



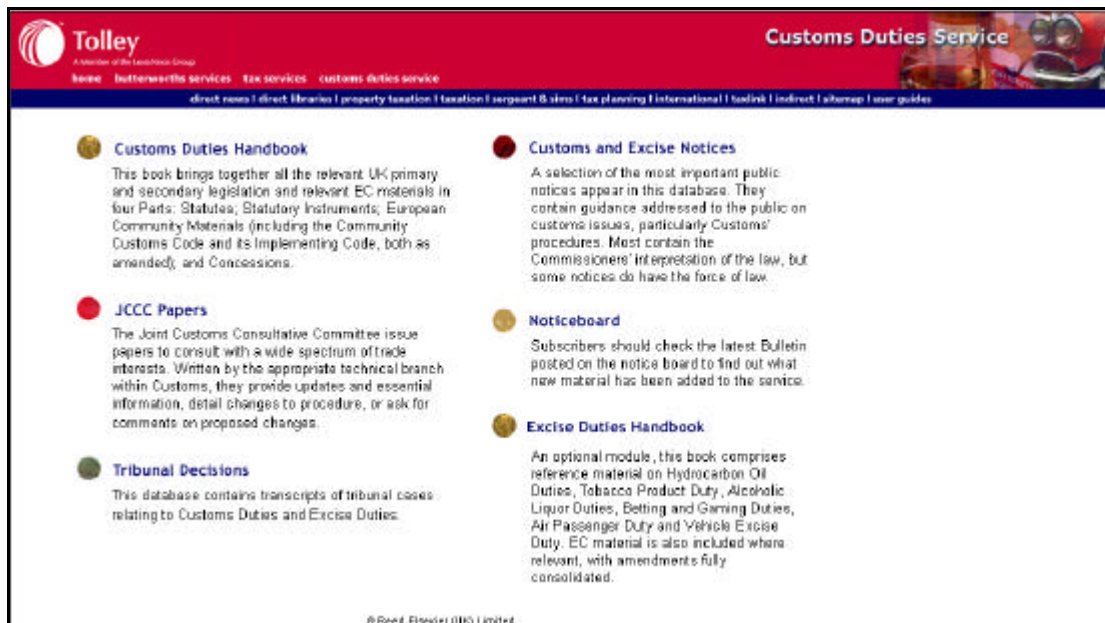
Next, enter your user name and password:

Please provide your user name and password in the boxes below:

User name:

Password:

The following page will be the Customs Duties Service homepage:

The screenshot shows the homepage of the Customs Duties Service. At the top left is the Tolley logo, with the text "A member of the LexisNexis Group" below it. To the right of the logo are navigation links: "home", "butterworths services", "tax services", and "customs duties service". On the far right, there is a banner for "Customs Duties Service" with an image of a bottle. Below the navigation links is a horizontal menu with links: "direct news", "direct libraries", "property taxation", "taxation", "seigneur & simo", "tax planning", "international", "bulletin", "indirect", "altmap", and "user guides". The main content area is divided into five sections, each with a colored circular icon and a title: 1. "Customs Duties Handbook" (green icon) with a description of UK primary and secondary legislation. 2. "JCCC Papers" (red icon) with a description of joint customs consultative committee papers. 3. "Tribunal Decisions" (green icon) with a description of transcripts of tribunal cases. 4. "Customs and Excise Notices" (red icon) with a description of public notices. 5. "Excise Duties Handbook" (green icon) with a description of reference material on various duties. At the bottom center, there is a copyright notice: "© Reed Elsevier (UK) Limited".

3 UNIQUE FEATURES

3.1 Navigation Bar

The navigation bar for Customs Duties Service is shown below. To access any section, simply left click on the relevant heading.

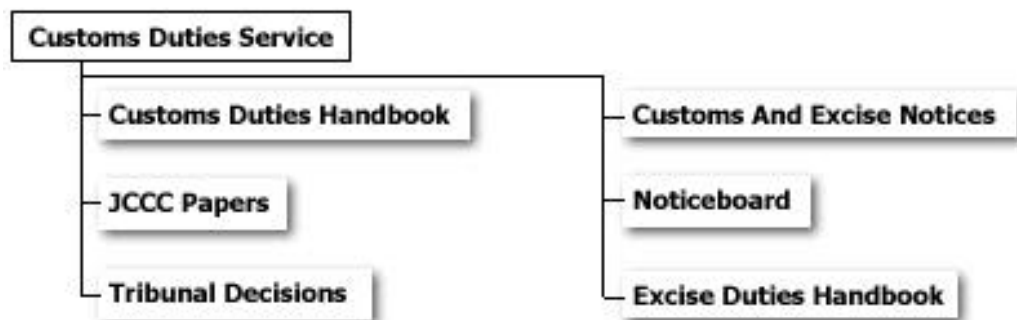
To return to Customs Duties Service, left click 'customs duties service' at the top left of the screen.



3.2 SITEMAP

Users may also navigate Customs Duties Service by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar.

The Customs Duties Service sitemap is shown below. Areas can be accessed by left clicking on the required section.



3.3 BOOKS ON SCREEN [BOS]

Customs Duties Service uses books on screen software. For information on books on screen, searching and print management, please refer to the Direct Services User Manual which can be located on the Online Product Manuals page .

4 OTHER INFORMATION

4.1 Editorial

If you have a query about the content of Customs Duties Service, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 6081188 and they will connect you to the appropriate person to deal with your query. We welcome feedback from our customers about Customs Duties Service so please feel free to contact us.

4.2 Technical Support

Telephone support is available during normal working hours (09 00 – 17 00 GMT)

Tel: (44) 0845 305 0500 Fax: (44) 01483 257917

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

09 00 – 12 00 Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.com/content/support/techsupport.htm>

Or E-mail: online.support@butterworths.com

4.3 Customer Support

Butterworths Direct Helpline is available from Monday to Friday 09 00 – 17 00

Tel: 0845 608 1188

For calls from outside the UK: +44 20 7400 2977



4.4 Training

To find out more about our comprehensive training courses, and to reserve a place.

Tel: (44) 01932 334836 Fax: (44) 0207 400 4639

E-mail: training@butterworths.com