



Date: 1 February 2026

Subject: Section 9 Regulation Notice – Fulfilment House Due Diligence Requirements

Dear Client,

Thank you for choosing **Holdify Fulfilment Ltd** as your fulfilment partner.

We are required to comply with the **Fulfilment House Due Diligence Scheme (FHDDS)**, as enforced by HM Revenue & Customs (HMRC) in the UK.

To meet our legal obligations, we must ensure that all overseas clients comply with UK customs, VAT, and trading regulations. As part of this due diligence process, we kindly ask you to provide the following information and documentation:

Required Information:

1. Company Name and Registered Business Address
2. Valid VAT Number (if registered for VAT in the UK)
3. Description of Goods to be Stored and Sold
4. Importation Documents for Each Shipment (e.g., customs declarations, airway bills, or commercial invoices)

Additional Documents (If Required):

In some cases, we may also need the following to complete our compliance checks:

- Company Registration Certificate (proof of business registration in your country).
- VAT Registration Certificate (if applicable).
- Additional Supplier or Product Documentation (to verify the source of goods).

Compliance Requirements

By proceeding with our fulfilment services, you confirm that:

- Your business operates in full compliance with UK import and tax laws.

- All goods stored in our facility have been correctly declared for customs and VAT purposes.
- You will provide importation documents for each shipment and any additional information requested to ensure ongoing compliance.

Failure to provide the necessary details may result in delays or restrictions on your fulfilment services.

We appreciate your cooperation and look forward to working with you.

Best regards,

David Holder.
Director.

Holdify

David Holder

Founder | Holdify Fulfilment Ltd

📍 Broomhills Industrial Estate, UK

☎ +44 01787 727157

✉ sales@holdifyfulfilment.co.uk

🌐 www.holdifyfulfilment.co.uk

