



Madame Jennifer distillery Limited
Due Diligence Policy

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Approved by: Inger Smith

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Due Diligence Policy

As part of the Alcohol Wholesaler Registration Scheme (AWRS) Madame Jennifer Distillery Limited are required to conduct due diligence checks on both customers and suppliers involved in the supply chain for alcoholic drinks.

Due diligence is important for our business to minimise exposure to commercial risk, reduce the risk of being exposed to fraudulent transaction chains and reduce the risk of being exposed to significant financial losses.

Making due diligence an obligation for all businesses involved in alcohol will help drive fraudsters from the market place, increase consumer confidence in the sector, boost legitimate businesses by restoring a level playing field and help maintain confidence and reputation.

We carry out extensive due diligence checks following the guidelines from HMRC to establish potential risk within supply chains. We ensure we “know our customer and supplier”.

Any customers or suppliers identified as high risk will undergo further questioning before we decide if we will begin to trade. Due diligence will be evaluated every 6 months for high risk customers/suppliers, annually for all others, with regular reviews to highlight any changes in activity so the appropriate actions can be taken.

Any customers or suppliers who don't pass our internal checks will be notified that we are unable to open an account and unable to trade with them. Any business with suspicious behaviour will be reported to HMRC in a timely manner.

All customers and suppliers must provide the required list of documents and completed questions for Madame Jennifer Distillery Ltd to undertake risk assessment before any account is opened. Madame Jennifer Distillery Ltd will only trade with a customer or supplier that has passed the assessment checks.

Information submitted will be reviewed on a case-by-case basis by the company directors.

All initial checks and further reviews will be documented in the 'Due Diligence Checklist' File both electronically and in paperwork formats.

Day-to-day checks will be carried out to identify any potential transactions that may lead to fraud or involve goods on which duty may have been evaded. These checks are made on both supplier purchase ordering and customer sales orders.

Due Diligence Pack

The following information has been prepared to support and confirm Madame Jennifer Distillery Limited to be classified as "fit and proper" in compliance with HMRC regulations:

Madame Jennifer Distillery Ltd.

Registered address: 3 goldstone Street, Hove, BN3 3RJ, UK

Trading address: Poets Corner House Small Business Centre, 83a Montgomery Street,
Hove, BN3 5BD, UK

These addresses are not open to the public without prior arrangement.

Madame Jennifer Distillery Limited is registered in the UK:

Company Number:	10692126
Nature of business:	11010 - Distilling, rectifying and blending of spirits
Date of incorporation:	27 th March 2017
VAT Number:	279 2070 86
AWRS URN:	XMAW00000109041
DTR Number:	022 7673 27/0000

Madame Jennifer Distillery is a limited company registered and incorporated through Companies House in the UK. The details of our current board of directors, our registered address and annual accounts are verifiable through their online service.

Company Directors:

Inger Christine Smith

Ian Curtis

Contact via email: say-hello@mjdistillery.com