

**Notification of amendment or cancellation to a non-special
procedure non-monetary supplementary declaration**

Movement Reference Number (MRN)

Date of entry

Original entry details

DE 1/1	Declaration type	
DE 1/2	Additional declaration type	
DE 3/15	Importer name and address	
DE 3/16	Importer identification number	
DE 3/17	Declarant name and address	
DE 3/18	Declarant identification number	
DE 3/19	Representative name and address	
DE 3/20	Representative identification number	
DE 3/21	Representative status code	
SCDP authorisation holder name		
Economic Operators Registration and Identification (EORI) number		
DE 3/39	Holder of the authorisation identification number	
DE 1/10	Procedure code	
DE 1/11	Additional procedure code	
DE 1/11	Additional procedure code	

Entry amendment details		
Data element	Entered details (if change of importer/representative – EORI, name and full address required)	Corrected details (if change of importer/representative – EORI, name and full address required)
Note: If you're amending importer or declarant details, do you also require DE 2/1 to be amended to change the EORI in the Declaration Unique Consignment Reference (DUCR)?		
Reason (if applicable)		

Cancellation request	
Reason	
Replacement entry details	
MRN	Date of entry

Amendment / cancellation request submitted by	
Name	
Company name and address	
Telephone number	
Date	

Additional information required

Please send us:

- copies of original entries and replacement entries if required
- appropriate supporting documentation
- written approval from new importer/representative if changing importer, representative or representative status code details

If there is anything about your health or personal circumstances that may make it difficult for you to deal with this matter, please tell us so that we can help you in the most appropriate way.

For more information go to www.gov.uk/get-help-hmrc-extra-support

SCDP National Assurance Team (SNAT)

Email: scdpteam@hmrc.gov.uk