



Using SPIRE to get an export licence

You need to know what [types of licence](#) are available before you can use SPIRE, as well as specific details about the items you are exporting.

Before you can use [SPIRE](#), you will need to be registered and have available:

- [your EORI number](#)
- the export control classification of your items
- supporting technical documentation to confirm the classification
- the physical site from which your export will be made
- whether the movement of your items is an export; an activity related to brokering; or transshipment via UK
- the type of licence you want to apply or register for
- if you have been informed by ECO or [HMRC](#) that your goods require a licence on the basis of their end-use
- details of any third parties, such as agents or distributors
- the ultimate end-use destination and end user of the items
- if the items are components – the function and purpose of the system in which they will be used

Finding your EORI number and export control classification

You can find details of [EORI](#) numbers on the HMRC website. You can use the [goods checker](#) or the Control List classification search tool search facility on SPIRE itself to find out how your goods are categorised on the export control lists. This will determine which licence you should use

Types of licences

There are three main types of export licences available through SPIRE:

- open general export licence (OGEL) – a reusable licence for exporters who regularly send military or dual-use items overseas, to a range of consignees or end-users
- open individual export licence (OIEL) – a bespoke licence to export multiple shipments of specific goods to specific countries, to a range of consignees or end-users
- standard individual export licence (SIEL) – a bespoke licence to export specific items to a specific destination and to a stated consignee and/or end-user

Registering for an OGEL or an OGTCL

Use [OGEL Checker](#) to identify and download the OGEL you require. You need to register through [SPIRE](#) to use an OGEL.

You can generally start using an OGEL as soon as you have registered. If we need any additional information we will contact you.

There are a number of different OGELs you can register for through SPIRE. Each covers a different activity that is controlled. Each specifies the items you are allowed to export under that OGEL, and where you can send them.

If your items or destination are not listed or you cannot meet the terms and conditions, you cannot use the OGEL and must apply for a SIEL.

In most circumstances, there is no prior requirement to obtain an undertaking about end use. There is one exception: holders of the military goods OGEL must be able to demonstrate 'permitted use' and should use the specific [consignee undertaking](#) template for this particular licence.

All OGEL holders must adhere to all the specified terms and conditions. This includes keeping certain records as required by the licence for the controlled goods and technology being exported. You will be asked to submit annual reports of your use of the OGEL through SPIRE and you will be audited on this by a compliance officer.

You will need to state the SPIRE reference on shipping documentation for HMRC purposes.

Applying for an OIEL

OIELs are applied for through SPIRE. They cover multiple shipments of specific controlled goods to named destinations and are usually valid for three or five years but you will not always need to name the consignee or end user on your application for an OIEL.

There are seven different OIELs available, covering military items, dual-use items, dealer-to-dealer firearms, cryptographic equipment, off-shore installations, media, and through-life support for military goods.

All OIEL applications require a consignee undertaking in accordance with licence conditions. This document must be obtained in advance from the end user and submitted along with other supporting documentation via the [SPIRE](#) export licensing system.

The undertaking should confirm the nature of the goods ordered by the consignee and what they will be used for. Consignees are also asked to confirm that the goods won't be used for purposes associated with weapons of mass destruction.

The [OIEL undertaking](#) form should be completed by the organisation or company to whom the goods are being sent, confirming that the end-use of the items matches the OIEL conditions.

Applying for a SIEL

SIELs cover multiple shipments of specific controlled goods to a named destination and are usually valid for two years but specify the quantities and values of the items for export in your application, as well as the consignee or end user.

If you are likely to make similar types of export in the future, you should consider an OIEL or OGEL instead.

When applying for a SIEL through SPIRE you should:

- describe the items in as much detail as you can, including model or type numbers where appropriate
- include the quantity, measurement or amount of each type of item being exported
- include the value of each item or goods in pounds, even if the value is only nominal
- complete the consignee and/or end-user details in full

You will also need to have an end-user undertaking for a SIEL application to be successful. Your application can take less time if you have a completed end-user undertaking before you start using SPIRE.

The two types of undertaking forms available for goods software or technology for a straight forward export using a SIEL (whether via a consignee or not):

- for ultimate end-use or end user incorporation into goods you need an [end user undertaking \(EUU\) form](#)
- if the export is to be held in stock for future delivery or re-sale - you need a [stockist undertaking \(SU\) form](#)
- The end-user or stockist end-user must complete the relevant version of these forms together with a covering letter (on original official headed paper of the overseas company)

It is the exporter's responsibility to ensure that all sections of the correct undertaking and covering letter are completed legibly, in English and signed by an appropriate responsible official. They should also attach a copy of the undertaking to attach to the licence application on [SPIRE](#) and retain the original in their records.

The Export Control Organisation (ECO) reserves the right to require an exporter to produce the original document, if necessary. They would expect to make such requests on rare occasions only.

However, if you are specifically asked to provide the original undertaking during the course of the export licence application process, then you should be aware that ECO will not issue a licence if you fail to provide the original document.

What if a template undertaking form is not used by the end-user?

If the overseas company chooses not to use the relevant template, then you should advise them that the UK Authorities (ie ECO) require an original (not 'digital') signed and dated undertaking in English on their headed paper providing the same information and assurances.

This document should provide the same information and assurances as specified in the relevant forms published by ECO.

If an undertaking form is completed by an individual (as opposed to a company) this does not need to be on headed paper.

Exceptions (occasions when an undertaking is not required)

In general, an application for a SIEL licence for temporary export will not need an EUU. Every other SIEL application needs to be accompanied by some documentation from the end-user country. In almost all cases this will be a relevant undertaking template. However, in certain circumstances, the following alternatives may be accepted:

- if the foreign buyer is a government body, then any or all of the following may be accepted in lieu of an EUU - either a purchase order, a copy of relevant pages from the contract or an international import certificate
- when applying for an export licence for small arms export, then a prior import consent (PIC) is required from the appropriate European Union member state (in lieu of an EUU).

End-user certificate required for chemicals listed in schedule 3 of the Chemical Weapons Convention

An end user certificate ([EUC](#)) is required when applying for a standard individual export licence (SIEL) to export chemicals listed in schedule 3 of the Chemical Weapons Convention (CWC), to any country that has not ratified the convention (**states not party**).

This EUC form is part of the mandatory supporting documentation for end-use control purposes and it needs to be provided when submitting an export licence application via SPIRE for such exports. You can [find a list of countries in the CWC on the Organisation for the Prohibition of Chemical Weapons \(OPCW\) website](#).

Types of brokering licence

Brokering activity involves the trading of either military or dual-use goods between one third country and another outside the EU. This is generally known as trade control.

There are three categories of trade control licence available through SPIRE:

Open general trade control licence (OGTCL)

A reusable licence to trade specific items between specific destinations. You can reuse an OGTCL to move various items between permitted destinations. Different OGTCLs are available depending on what you are trafficking or brokering.

The four types of OGTCLs available:

- [Category C goods](#)
- [Small arms and light weapons](#)
- [Insurance or re-insurance](#)
- [Maritime anti-piracy](#)

Open individual trade control licence (OITCL)

This is a bespoke licence specific to a named trader, covering their involvement in the trading of specific goods between overseas sources and overseas destination countries and/or specified consignees or end users.

You can reuse an OITCL, but you will need to name the items' country of origin and destination, and the consignee and/or end-user, when you apply through SPIRE. An OITCL is normally valid for two years.

Standard individual trade control licence (SITCL)

A bespoke licence covering a named trader's involvement in the trading of a set quantity of specific items

To apply for a SITCL, you will need the same details as for an OITCL. It will however only cover one transaction and cannot be reused.

Types of transshipment licence

You can use a transshipment licences to move controlled goods through the UK on the way to other destinations.

There are two types of transshipment licence available through SPIRE:

Open General Transshipment licence (OGTL)

A reusable licence allowing a specific set of controlled items to be imported for transshipment and subsequently exported within 30 days of entering the UK.

There are four different types of OGTL including:

- [Open General Transshipment Licence](#) - any goods to be imported for transshipment and subsequently exported within 30 days of entering the UK. Items that are not covered are clearly listed on the licence.
- [Open General Transshipment Licence \(Postal Packets\)](#)
- [Open General Transshipment Licence \(Sporting Guns\)](#)
- [Open General Transshipment Licence \(Dual-Use Goods: Hong Kong Special Administrative Region\)](#) HKSAR. This licence allows, subject to conditions, dual-use goods to be imported into the UK and subsequently exported to any part of the HKSAR. HKSAR has special import licensing requirements, and requires importers in Hong Kong to submit an end-user undertaking for all imports of dual-use items.
- Standard Individual Transshipment Licence (SITL) – a one-off licence granted for a single transshipment not covered by an OGTL

You should only apply for a SITL in cases where an OGTL does not apply. A SITL is specific to a named transit/transshipment provider, and covers a set quantity of specific goods between a specific source and destination country with a named consignee and/or end-user. SITLs are normally valid for two years.

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