Notice to Importers 2919 issued on 16 July 2019 by Import Licensing Branch (ILB), Queensway House, West Precinct, Billingham TS23 2NF.

EU PRIOR SURVEILLANCE IMPORT LICENSING REGIME UPDATE

1. This notice sets out the EU prior surveillance import licensing arrangements covering imports into free circulation within the EU of aluminium and steel products listed in Annex A. It replaces all previous notices. Information on the EU steel safeguard regime and wider EU steel trade measures has been moved to a separate notice. It also notifies you that tariff code 7607209000 has been split into 7607209010 and 7607209090.

2. Goods subject to the EU Prior surveillance import licensing regime are listed at Annex A.

3. You do not need a prior surveillance import licence if:
   a. For each licensable commodity code that you import under, your products per shipment have a net weight of under 2500 kilos (under 5000 kilos if the licensable commodity code falls to 7318), or
   b. your products were made in the EU, Iceland, Liechtenstein or Norway, or
   c. your products are not entered into free circulation but into a Customs relief scheme. An import licence is required if the products are subsequently imported into free circulation in amounts with a minimum net weight of 2500 kilos (5000 kilos for commodity codes under 7318).

Prior surveillance import licence

4. Licences can be applied for up to four months in advance and are issued free of charge. Licences are valid for four months from the date of issue and can be extended once for an extra four months if not fully used. This extension can be made via the extend licence function in the actions column on the search import applications screen. A licence can only be extended when it is within a month of its original expiry date and cannot be extended once it has expired.

5. Your licence remains valid, and does not require amendment, if the total value and/or net weight shown on the import licence is within 5% of the Customs declaration.

6. If you are importing into the UK from outside the EU, an Electronic licence will be sent directly into the Customs CHIEF system. The licence can also be found in your ICMS account.

7. If you are importing into another EU member state, a digital copy of your import licence will be sent to your ICMS account. If you need to print the licence, please use plain white paper. The European Commission have confirmed that digital licences are valid throughout the EU and there are no hand signature or security paper requirements.

Applying for a steel prior surveillance import licence

8. Open an account at www.ilb.trade.gov.uk. From your account, make an importer access request. Please also add your EORI number in the “importer address field” when making your importer access request. Once approved you will be able to request licences. An agent can do this for you but you must open an account first so the agent can be linked to your account. Your agent must also open an account and request to act as your agent.
9. You will need to provide:
   a. Product name,
   b. commodity code,
   c. product volume in kilos,
   d. product value in euros on a CIF (Cost plus Insurance plus Freight to the EU border) basis. The application form has an auto conversion from £ to €. If converting from any other currency, please first convert into sterling using the rates shown on the HMRC website: https://www.gov.uk/government/collections/exchange-rates-for-customs-and-vat (which determines value for duty purposes).
   e. where the products were made,
   f. where the products were shipped from.

10. You will need to upload documentation showing your intention to import, e.g. your pro-forma invoice, sales contract, etc. We will contact you if we require additional information. If you do not know the correct tariff code for your import, contact the UK HM Revenue & Customs Classification Service for advice at classification.enquiries@hmrc.gsi.gov.uk or use the online trade tariff: https://www.gov.uk/trade-tariff/sections#

11. Commodity code changes to issued licences Tariff codes can change and may affect import licences already issued but not yet used. If you find that the tariff code you use is no longer on the system, please contact HMRC’s tariff classification team or use the online trade tariff, https://www.gov.uk/trade-tariff/sections, to check that your code is still valid before contacting ILB.

12. If you find that you have an import licence that is no longer usable because of a tariff classification change, please apply for a new import licence using the new tariff code. Prior surveillance licences can usually be issued on the same day of receipt of a request.

EORI numbers
13. The use of an Economic Operator Registration & Identification (EORI) number will be mandatory on customs entries on the new HMRC Customs Declaration Service (CDS), the replacement for the current Customs Handling of Import and Export Freight system (CHIEF - where EORI number are optional for import licensing). For a period of time both the CHIEF and CDS systems will run concurrently, meaning that your import licence could be used as part of a customs entry on either CHIEF or CDS. Please confirm your EORI number to enquiries.ilb@trade.gov.uk so your account can be updated. Failure to do this may affect your ability to import during the dual running of CHIEF and CDS and will mean import licences cannot be issued once CDS is running alone.

14. If you are unsure whether or not you have already provided an EORI number then you will find it in your account information. Please use the following link to see HMRC’s guidance on EORI numbers, including how to apply for one: https://www.gov.uk/eori

Using your Electronic Import Licences on CHIEF
15. The following information needs to be entered on CHIEF:

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Status Code</th>
<th>Document Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>prior surveillance licences (Imports with net weights of at least 2,500 kilos for goods of Chapters 72, 73 or 76 or 5,000 kg for codes starting with 7318)</td>
<td>1004</td>
<td>EE (Electronic exhausted) EP (Electronic part used) GBAOG followed by licence number</td>
</tr>
<tr>
<td>imports for entry with a net weight of less than 2500 kilos, or 5,000 kg for</td>
<td>I004</td>
<td>XB</td>
</tr>
</tbody>
</table>
codes starting with 7318, where no licence is needed

CHIEF issues
16. ILB cannot resolve problems that you encounter when making entries against import licences on Customs CHIEF system. You or your shipping agent will need to contact CHIEF OPERATIONS directly for assistance – chief.operations@hmrc.gsi.gov.uk. Known issues and solutions are:

<table>
<thead>
<tr>
<th>ERROR</th>
<th>SOLUTION ADVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence not available to declared trader</td>
<td>An AI statement at Header Level is needed. The IB reg number (6 digit number, found in box 1 of the licence notification) should be entered in the AI statement details field, and the word 'RPTID' should be entered in the code field.</td>
</tr>
<tr>
<td>Licence not effective</td>
<td>This error occurs when there is a date on the entry that precedes the date of the import licence. CHIEF is stating that the licence did not exist at that point. You will need to amend any dates that precede the date on the import licence.</td>
</tr>
</tbody>
</table>

Guidance
17. Guidance on all stages from account opening to requesting licences can be found on the front screen at www.ilb.trade.gov.uk. ANNEX B of this Notice has a Q&A on the detail of this regime.

This document is for information purposes only and has no force in law. Please note that where legal advice is required, you should make your own arrangements.
<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>720711400</td>
<td>Semi-finished products of iron or non-alloy steel containing by weight less than 0.25% of carbon</td>
</tr>
<tr>
<td>7214100010, 721410090</td>
<td>Other bars and rods of iron or non-alloy steel, not further worked than forged, hot-rolled, hot-drawn or hot-extruded, but including those twisted after rolling</td>
</tr>
<tr>
<td>7216611000, 7216619000, 7216690000, 7216911000, 7216918000</td>
<td>Angles, shapes and sections of iron or non-alloy steel</td>
</tr>
<tr>
<td>7223001100, 7223001900, 7223009100, 7223009900</td>
<td>Wire of stainless steel.</td>
</tr>
<tr>
<td>7225110011, 7225110015, 7225110019, 7225110090</td>
<td>Flat-rolled products of other alloy steel, of a width of 600 mm or more.</td>
</tr>
<tr>
<td>7226110012, 7226110014, 7226110016, 7226110019, 7226110092, 7226110094, 7226110096, 7226110099</td>
<td>Flat-rolled products of other alloy steel, of a width of less than 600 mm.</td>
</tr>
<tr>
<td>7228105000, 7228401000, 7228409000</td>
<td>Other bars and rods of other alloy steel; angles, shapes and sections, of other alloy steel; hollow drill bars and rods, of alloy or non-alloy steel.</td>
</tr>
<tr>
<td>7292000000, 7229902000, 7229905000, 7229909000</td>
<td>Wire of other alloy steel</td>
</tr>
<tr>
<td>7301200000</td>
<td>Sheet piling of iron or steel, whether or not drilled, punched or made from assembled elements; welded angles, shapes and sections, of iron or steel.</td>
</tr>
<tr>
<td>7302101000, 7302109000, 7302300000, 7302900000</td>
<td>Railway or tramway track construction material of iron or steel, the following: rails, check-rails and rack rails, switch blades, crossing frogs, point rods and other crossing pieces, sleepers (cross-ties), fish-plates, chairs, chair wedges, sole plates (base plates), rail clips, bedplates, ties and other material specialised for jointing or fixing rails.</td>
</tr>
<tr>
<td>7304511200, 7304511800, 7304593200, 7304593800</td>
<td>Tubes, pipes and hollow profiles, seamless, of iron (other than cast iron) or steel.</td>
</tr>
<tr>
<td>7307191010, 7307191090</td>
<td>Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel</td>
</tr>
<tr>
<td>7307231015, 7307231025, 7307231080, 7307231085, 7307239015, 7307239025, 7307239080, 7307239085</td>
<td>Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel</td>
</tr>
<tr>
<td>7307910010, 7307910090</td>
<td>Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel</td>
</tr>
<tr>
<td>7307931111, 7307931119, 7307931130, 7307931191, 7307931193, 7307931194, 7307931195, 7307931199</td>
<td>Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel</td>
</tr>
<tr>
<td>7307931911, 7307931919, 7307931930, 7307931991, 7307931993, 7307931994, 7307931995, 7307931999</td>
<td>Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel</td>
</tr>
<tr>
<td>7307998011, 7307998019, 7307998020, 7307998092, 7307998093, 7307998094, 7307998095, 7307998098, 7307998099</td>
<td>Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel</td>
</tr>
<tr>
<td>7318129010, 7318129090, 7318149110, 7318149190, 7318149910, 7318149990, 7318154210, 7318154290, 7318155810, 7318155890, 7318156810, 7318156890, 7318158210, 7318158290, 7318158810, 7318158890, 7318159510, 7318159590, 7318190020, 7318190030, 7318190090, 7318164010, 7318164090, 7318169210, 7318169290, 7318169920, 7318169990, 7318210021, 7318210031, 7318210091, 7318210095, 7318220021, 7318220031, 7318220091, 7318220095</td>
<td>Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.</td>
</tr>
<tr>
<td>7601100000, 7601202010, 7601202090, 7601208000</td>
<td>Unwrought aluminium</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>7604101000, 7604109010, 7604109020, 7604109090, 7604210000, 7604291010, 7604291020, 7604291030, 7604291040, 7604291090, 7604299010, 7604299020, 7604299090</td>
<td>Aluminium bars, rods and profiles</td>
</tr>
<tr>
<td>7605110000, 7605190010, 7605190090, 7605210000, 7605290010, 7605290090</td>
<td>Aluminium wire</td>
</tr>
<tr>
<td>7606111010, 7606111090, 7606119110, 7606119190, 7606119310, 7606119390, 7606119910, 7606119990, 7606121000, 7606129100, 7606129120, 7606129190, 7606129910, 7606129920, 7606129990, 7606920010, 7606920090</td>
<td>Aluminium plates, sheets and strip of a thickness exceeding 0.2mm</td>
</tr>
<tr>
<td>7607111110, 7607111190, 7607111910, 7607111930, 7607111960, 7607111993, 7607111904, 7607111907, 7607119047, 7607119057, 7607119060, 7607119080, 7607119082, 7607119083, 7607119087, 7607191010, 7607191090, 7607199010, 7607199090, 7607201000, 7607209010, 7607209090</td>
<td>Aluminium foil of a thickness not exceeding 0.2mm</td>
</tr>
<tr>
<td>7608100010, 7608100020, 7608100090, 7608202010, 7608202020, 7608202090, 7608208110, 7608208190, 7608208910, 7608208920, 7608208930, 7608208990</td>
<td>Aluminium tubes and pipes</td>
</tr>
<tr>
<td>7609000010, 7609000020, 7609000090</td>
<td>Aluminium tube or pipe fittings</td>
</tr>
<tr>
<td>7616991010, 7616991020, 7616991030, 7616991091, 7616991099, 7616999001, 7616999009, 7616999010, 7616999015, 7616999020, 7616999025, 7616999030, 7616999060, 7616999070, 7616999077, 7616999091, 7616999099</td>
<td>Other articles of aluminium</td>
</tr>
</tbody>
</table>
IMPORT LICENCE REQUIREMENTS

Q1. When do I need an import licence?
A1. You need an import licence for any goods covered by commodity codes subject to the prior surveillance licensing regime (See Annex A1).

Q2. Where can I find a list of these commodity codes?

Q3. Do I need an import licence if my goods originate in Europe?
A3. No. You do not need an import licence if your goods originate in any European Union country, Iceland, Liechtenstein or Norway.

Q4. Do I need an import licence if my goods fall to one commodity code and have a net weight per shipment under 2500 Kilos (under 5000 kilos if the commodity code starts with 7318)?
A4. No. You do not need an import licence if your goods originate from one country, and the net weight of the goods in any single commodity code is under 2500 kilos (under 5000 kilos if the commodity code starts with 7318).

Q5. What if I have a mixed consignment?
A5. You only need an import licence where the total net weight of goods for a commodity code subject to the prior surveillance import licensing regime weighs 2500 kilos or more per country of origin and per shipment (5000 kilos or more if the commodity code starts with 7318).

Q6. Does this mean I may need more than one import licence?
A6. Yes. You will need an import licence for each commodity code and country of origin where the total weight of the goods assigned to that code weighs 2500 kilos or more (5000 kilos or more if the commodity code starts with 7318).

Q7. How long is an import licence valid for?
A7. An import licence is valid for 4 months and can be extended if not fully used. This extension can be made via the extend licence function in the actions column on the search import applications screen. Please note that a licence can only be extended when it is within a month of its original expiry date and cannot be extended once it has expired.

Q8. Do I need an import licence for each shipment?
A8. No. You can apply for an import licence to cover the clearance of multiple shipments during the 4 month validity of the import licence if you wish. This is conditional on you providing commercial documentation (e.g. pro-forma invoice, sales contract, etc) that shows a real intention to import the amount on the import licence.

CUSTOMS PROCEDURES

Q9. How do I decrement shipment on an electronic import licence on CHIEF?
A9. You must use status EP (Electronic partial) on customs entries if you want to use the remaining balance on another shipment. CHIEF errors cannot be undone, so if you accidently use the full amount on an import licence, you will need to apply for a new import licence to cover further shipments.

Q10. Do I need an import licence if my goods are entered to a Customs warehouse?
A10. No. You do not need an import licence to enter goods into a customs warehouse. You will need an import licence when the goods are cleared into free circulation.

Q11. …But these goods only leave the Customs warehouse in volumes of under 2,500 kilos (under 5000 kilos if the commodity code starts with 7318) for customs clearance.
A11. If, at customs clearance, the weight is under 2,500 kilos (under 5000 kilos if the commodity code starts with 7318) then an import licence is not required, it can also be seen as deliberately avoiding the import control. Our advice is that you apply for import licences for the goods that are being shipped into the customs warehouse.

Q12. What happens if the commodity code on my import licence changes?
A12. Commodity codes change from time to time. ILB will amend commodity codes on our system as quickly as possible. When this affects an already issued import licence, you must either apply for a licence variation (only if the licence has not been used) or apply for a new import licence.

Q13. What do I do if my import licence is rejected?
A13. ILB cannot resolve CHIEF problems. Contact CHIEF OPERATIONS for advice. Resolutions to known CHIEF issues can be found at Paragraph 16 to this notice.

APPLYING FOR AN IMPORT LICENCE

Q14. How do I get an import licence?
A14. Register at www.ilb.trade.gov.uk. Once registered, make an “importer access request” from your workbasket (top right-hand corner under your name). Once ILB have completed their checks you will be able to apply for import licences by clicking ‘New Import Application’ button on the blue banner at the top of your screen. You are advised to have at least two members of your company registered to cope with staff changes, illness, leave etc. You must NOT share accounts or passwords.

Q15. How much does an import licence cost?
A15. There is no charge for the issue of import licences.

Q16. What information do I need to apply?
A16. You will need to provide:
   i. Product name;
   ii. Commodity code;
   iii. Volume of goods subject to that commodity code in kilos;
   iv. Value of goods in Euros on a CIF (Cost of manufacturing + Insurance + Freight);
   v. Country of origin (e.g. where the goods were made);
   vi. Country of consignment (e.g. where the goods were shipped from);
   vii. Evidence that shows you intend to import (e.g. upload a copy of your pro-forma invoice, sales contract or other commercial document).

Q17. What do I do if my commercial documentation is not in Euros?
A17. If your documentation is in GBP (£) then the system will auto convert the value of your goods to Euros. If you are converting from any other currency, please first convert into sterling using the rate shown on the HMRC website: https://www.gov.uk/government/collections/exchange-rates-for-customs-and-vat which determines value for duty purposes.

Q18. I do not trade on a CIF basis, what do I do?
A18. If you do not operate on a CIF basis, you should put the customs value of the goods on the application form.

Q19. Can my colleagues also apply for import licences?
A19. Each person in your company that applies for an import licence must register on the system and make an “importer access request”. Registered users will be able to see applications submitted by their colleagues and respond to information or update requests sent by ILB. You will also be able to search for any of your company’s applications and licences that have been processed on the system.

Q20. I own more than one company and also need to apply for import licences in their name?
A20. You only need to register yourself once on the system. Importer Access requests for each company can then be made from your single account – click on your name in the top right hand of the screen and then click on the link for access requests that appears, select the correct request type, complete and submit. Accounts must not be shared, i.e. anyone wishing to use the system must register and submit their own access requests. You must submit access requests for each company that you need import licences for. The system allows an individual to make access requests for more than one company (even if their email address is different from the company name).
Q21. My company has different branches/addresses and they all need to apply for import licences?
A21. Each user must submit an access request for each branch/address that requires a licence.

Q22. I have companies or branches in other EU member states, how do they apply?
A22. ILB accepts requests for import licences from companies in any EU member state. If the goods are being imported into the UK an electronic import licence will be sent directly into the UK’s CHIEF Customs system. If the goods are being imported into another EU member state, a digital copy of your import licence will be sent to your ICMS account. You may prefer to apply to the member state your company resides in as they may provide a quicker service (taking into account that requests to ILB must be in English, the licences will be issued in English and our system does not provide translations). If you need to print the import licence, please use plain white paper.

Q23. How long will all this take?
A23. ILB aims to provide a same working day service for issuing import licences.

ACCOUNT CHANGES
Q24. The person applying for import licences has left the company, how can I remove them?
A24. Email enquiries.ilb@trade.gov.uk and we will close their account.

Q25. Someone new needs to apply for an import licence, what do they do?
A25. New staff will need to register and make an importer access request.

Q26. There was only one person registered on the company account and they have left, so how do I request import licences?
A26. You must register and submit an importer access request. ILB cannot amend your account unless there is a replacement person.

USING AGENTS
Q27. Can I use an agent to apply for my import licences?
A27. Yes, but please note that an Agent cannot make a request to act on behalf of an importer who has not already registered themselves and had their “importer access request processed by ILB. Agent requests are automatically rejected if the importer is not on our system.

Q28. What if I change my agent?
A28. If you no longer want an agent to act on your behalf, email enquiries.ilb@trade.gov.uk and we will remove them from your account.

If we haven’t answered your specific question, Email enquiries.ilb@trade.gov.uk and we will answer them. This is a living document and will be updated to reflect the latest advice.