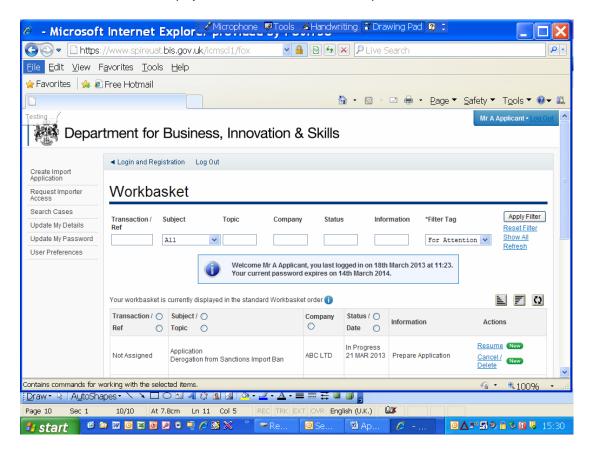


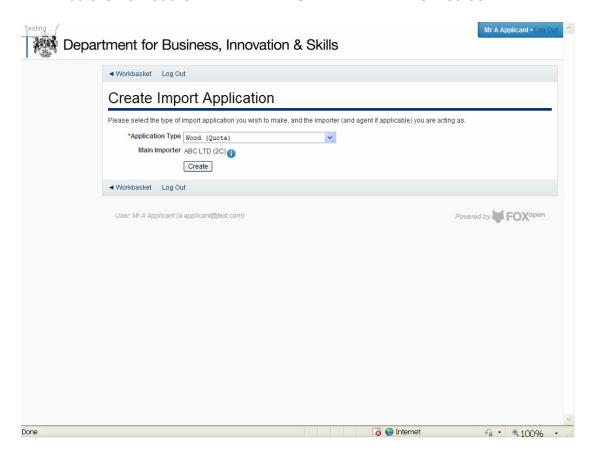
## Department for Business, Innovation & Skills

## HOW TO APPLY FOR A RUSSIAN WOOD TARIFF REDUCTION LICENCE

 On your WORKBASKET screen, Click CREATE IMPORT APPLICIATION (top left hand side of screen).

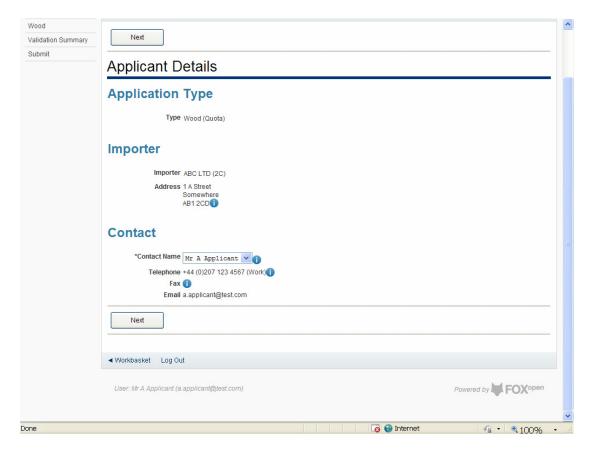


2. You are now at the **CREATE IMPORT APPLICATION** screen.



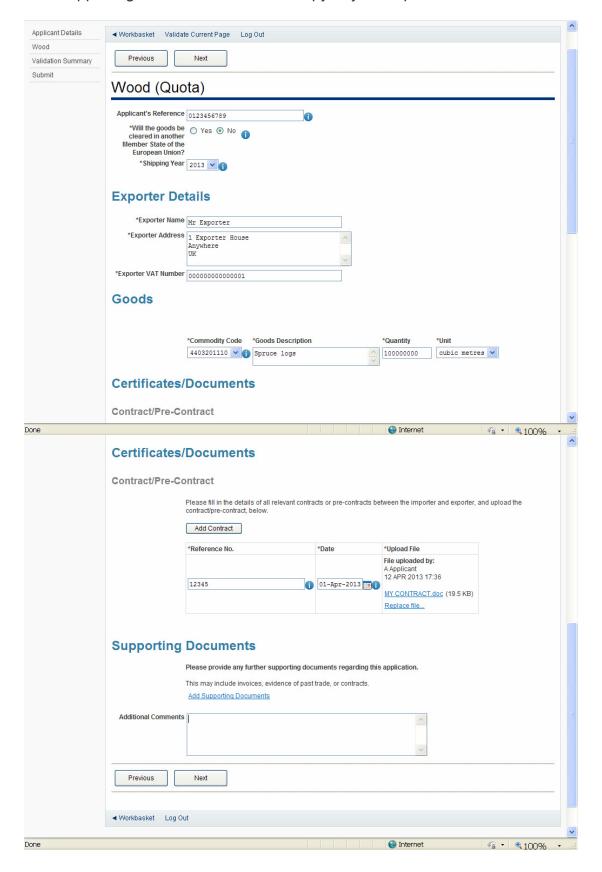
- 3. Select the type of import licence you require. The options are:
  - Textiles (quotas),
  - Steel (quotas),
  - Outward Processing Trade,
  - Firearms and Ammunition,
  - · Sanctions import ban derogation,
  - Russian wood tariff reduction licence
- 4. Once you have made your selection, click CREATE

5. You are now at the **APPLICANT DETAILS** screen.

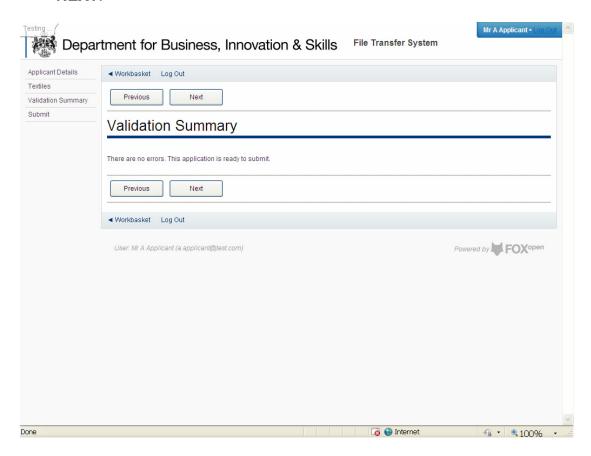


6. If the data is correct, click **NEXT**.

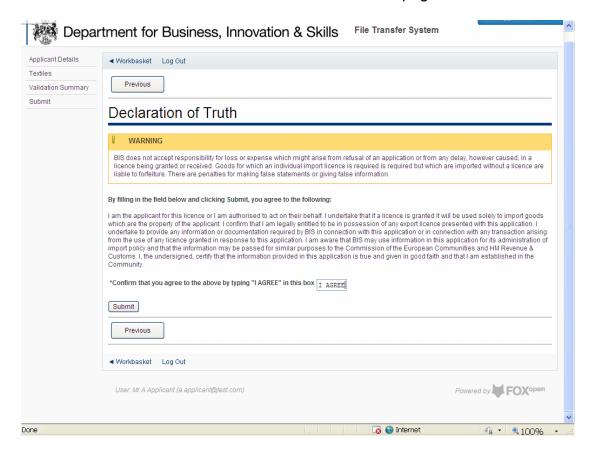
7. You are now at the **WOOD** (**QUOTA**) screen. Fill in the details. Please use the **1** for further advice on what to put in each box. Upload any supporting documents such as a copy of your export licence. Click **NEXT** 



 You are now at the VALIDATION SUMMARY screen. If there are any errors, they will be listed here. Click PREVIOUS to return to the WOOD (QUOTAS) page and correct any errors. If there are no errors listed, click NEXT.

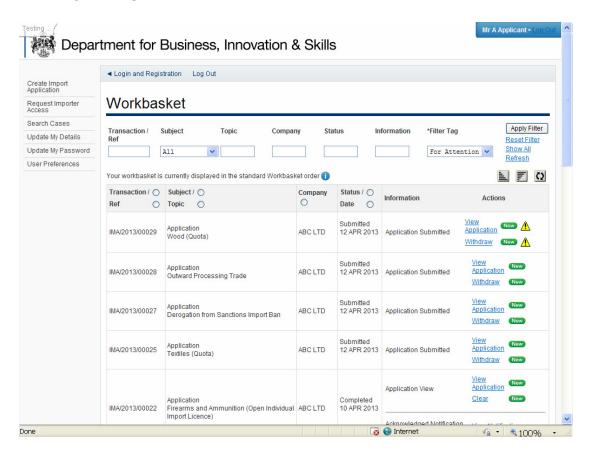


9. You are now at the **DECLARATION OF TRUTH** page.



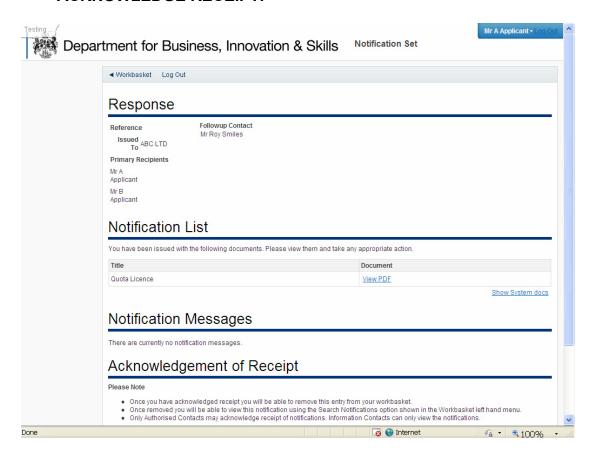
10. If you accept the declaration of truth is correct, type I ACCEPT in the box, and click SUBMIT. You cannot apply for an import licence unless you accept declaration of truth.

11. Your application for a textile import licence has now been submitted to ILB for approval. You will see the progress of your application in your **WORKBASKET**.

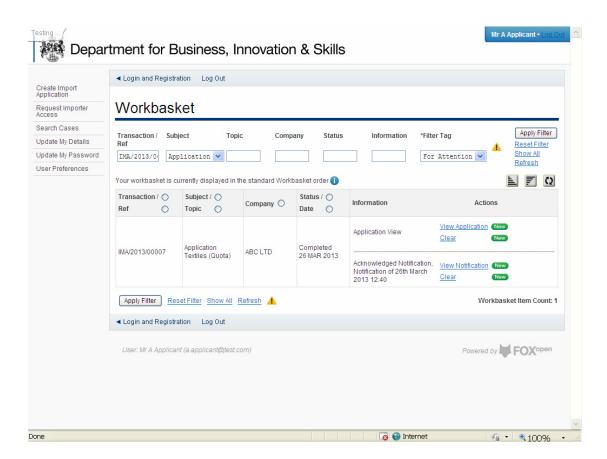


12. If your application is approved, the status in your workbasket will change to **COMPLETED**. A **NOTIFICATION** confirming your import licence has been issued is sent to your workbasket with an **ACTION** for you to **ACKNOWLEDGE NOTIFICATION**. Please acknowledge the notification.

 On the ACKNOWLEDGE NOTIFICATION screen, you will be able to see a PDF copy of your import licence for your records. Click ACKNOWLEDGE RECEIPT.



14. The status of your import licence request will show **ACKNOWLEDGED NOTIFICATION**. You may now import using your import licence whenever you wish. You will also be able to search for this import licence in your workbasket at any time.



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