

Partial Entry Request

An original signed letter from the company owning the EORI Number specified must be supplied with this request simply stating 'please find attached Partial entry request'.

This Registration form and letter must be signed by a responsible person of the business for example Sole Proprietor, CFO, CEO, Partner, Company Secretary or Director. If none of these signatory levels can be obtained then whoever signs the paperwork will be treated as the highest available authorised signatory and agree to take full responsibility for this request.

Company details (name, address etc)	
Name of individual to whom data is to be sent	
Email address where data is to be sent	
EORI Number
Entry No
EPU
Entry date
If none of the above any relevant reference number & type	
Name (in block capitals)	
Telephone No	
Position in company	
Signature (Sole proprietor, partner, director or company secretary only).	
Signatory's name in block capitals	
Date	

I agree that the method of Data delivery will be by e-mail to the nominated representative. In agreeing this method of communication HMRC stresses that they are not liable for the security of information once it has been transmitted via email on the internet.