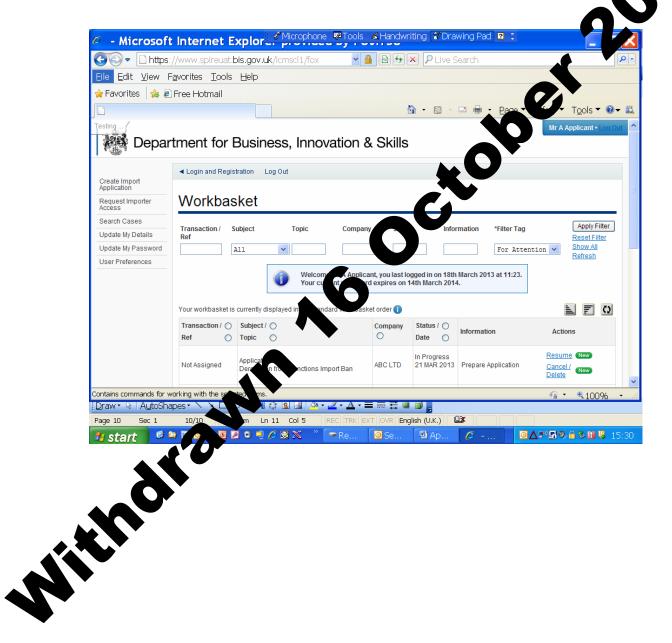


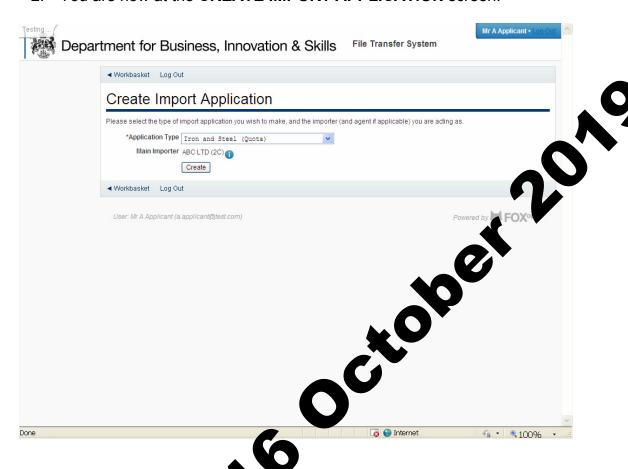
Department for Business, Innovation & Skills

HOW TO APPLY FOR AN IRON & STEEL IMPORT LICENCE

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

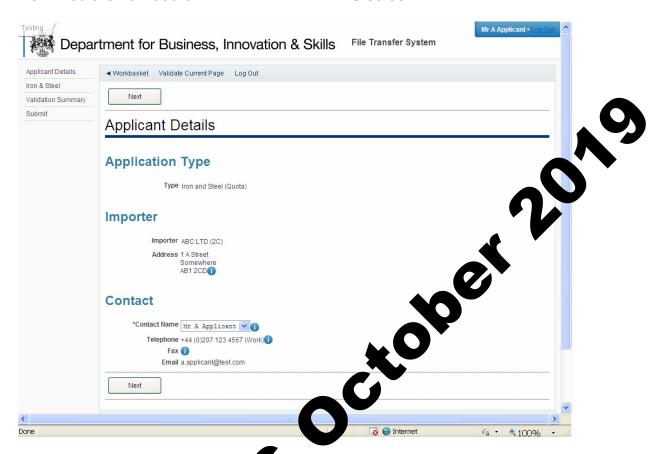


You are now at the CREATE IMPORT APPLICATION screen.



- 3. Select the type of import licence you require. The options are:
 - Textiles (quota)
 - Steel (quot
 - Outward essing Trade,
 - Firearm and Ammunition,
 - Sar on s import ban derogation,
 - wood tariff reduction licence
- 4. vou have made your selection, click **CREATE**

You are now at the APPLICANT DETAILS screen.

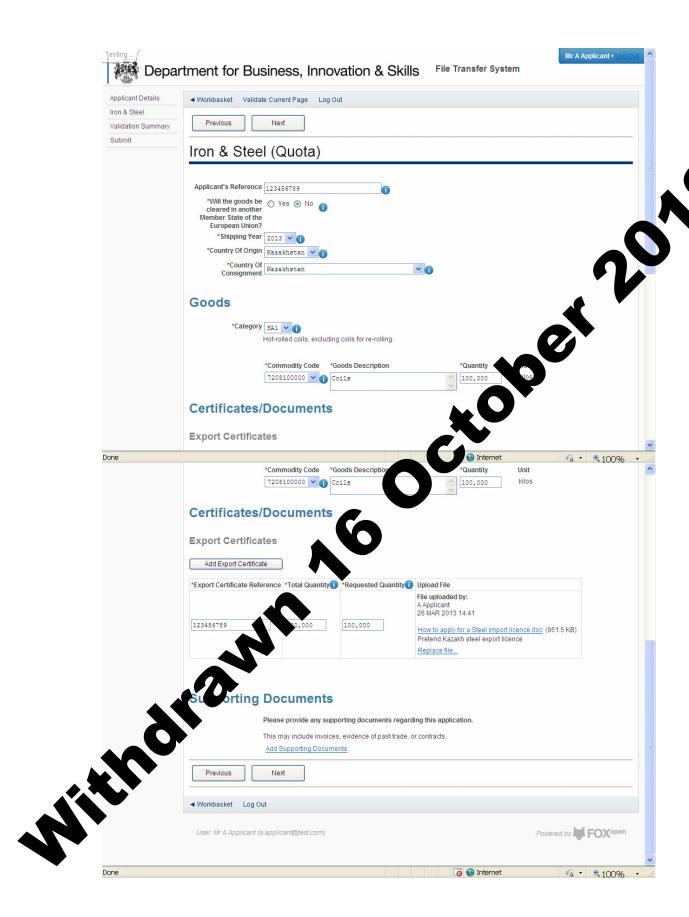


6. If the data is correct, click N

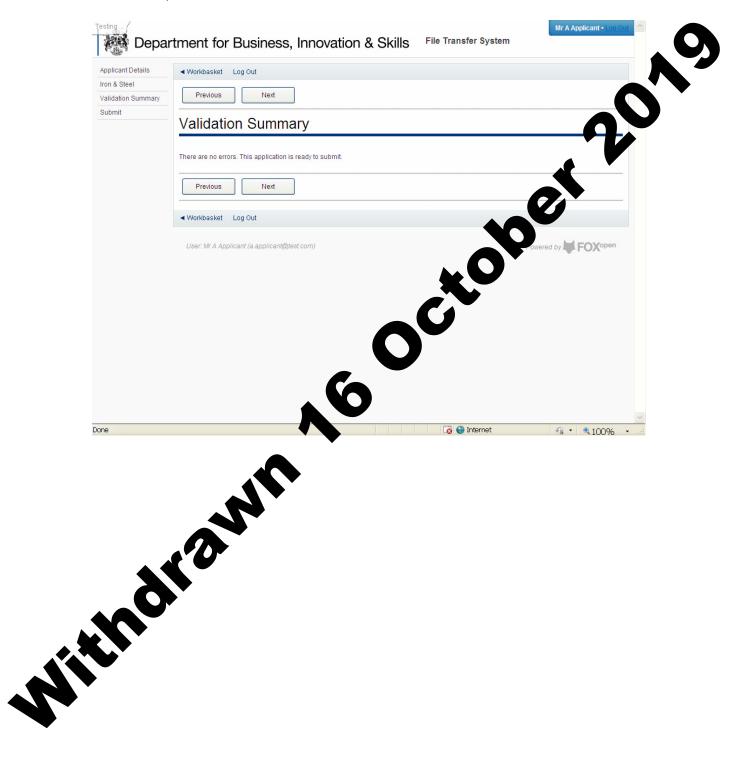


7. You are now at the IRON & STEEL (QUOTA) screen. Fill in the details. Please use the for further advice on what to put in each box. Upload any supporting documents such as a copy of your export licence. Click

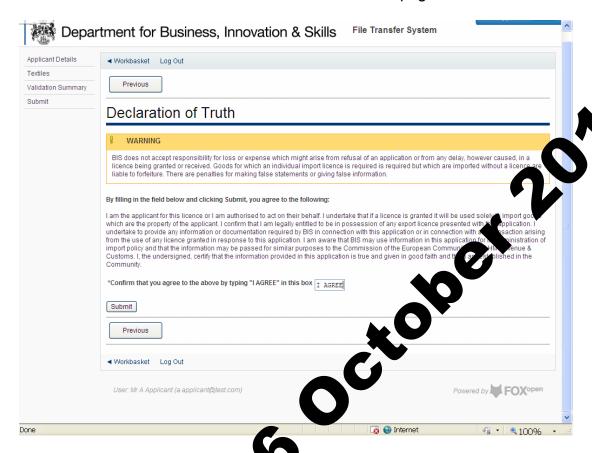




 You are now at the VALIDATION SUMMARY screen. If there are any errors, they will be listed here. Click PREVIOUS to return to the IRON & STEEL (QUOTAS) page and correct any errors. If there are no errors listed, click NEXT.

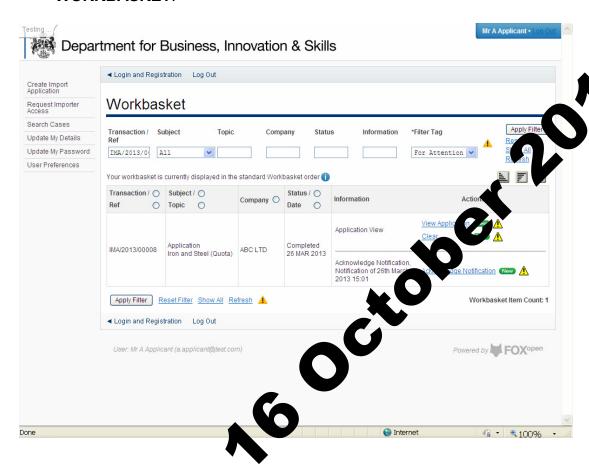


9. You are now at the **DECLARATION OF TRUTH** page.



10. If you accept the declaration of the box, and click SUBMIT. Acceptantion of truth.

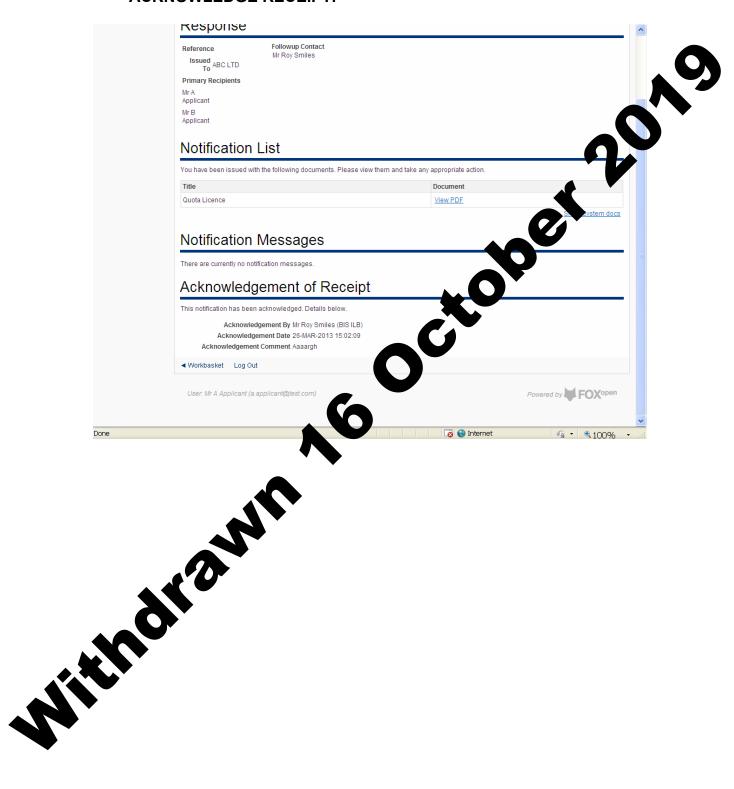
11. Your application for a Steel import licence has now been submitted to ILB for approval. You will see the progress of your application in your **WORKBASKET**.



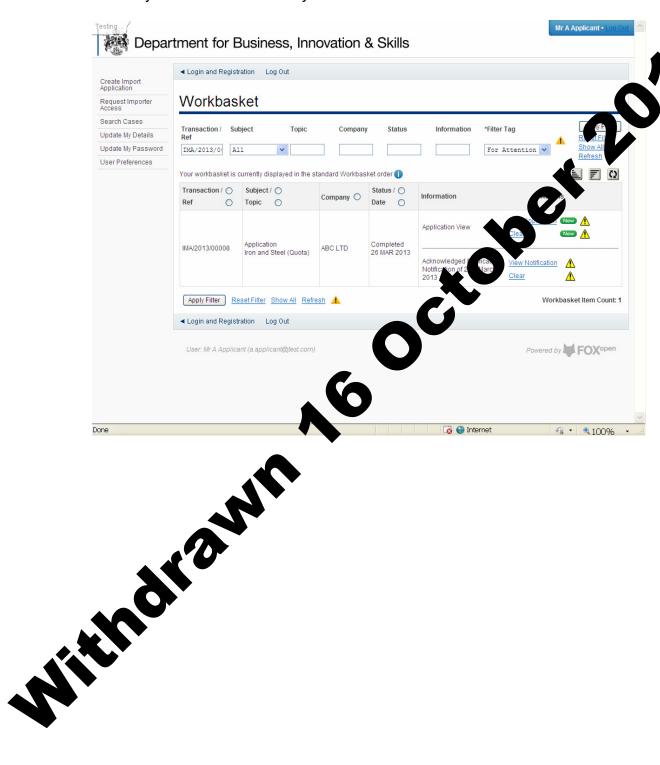
12. If your import licency oplication is approved, the status in your workbasket will change to **COMPLETED**. A **NOTIFICATION** confirming your import licency has been issued is sent to your workbasket with an **ACTION** for the **ACKNOWLEDGE NOTIFICATION**. Please acknowledge the notification.

Withdi

 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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