



HOW TO APPLY FOR AN IRON & STEEL IMPORT LICENCE

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

The screenshot shows the 'Workbasket' interface. On the left, a navigation menu includes 'Create Import Application', 'Request Importer Access', 'Search Cases', 'Update My Details', 'Update My Password', and 'User Preferences'. The main area displays a table of transactions with columns for Transaction Ref, Subject, Topic, Company, Information, and Filter Tag. A message box indicates the user is logged in and their current session expires on 14th March 2014. Below the message, a table shows the current workbasket order with columns for Transaction Ref, Subject/Topic, Company, Status/Date, Information, and Actions. The table contains one entry: 'Not Assigned' for 'Application for Iron and Steel Imports Import Ban' by 'ABC LTD', with a status of 'In Progress' dated '21 MAR 2013' and the action 'Prepare Application'. The 'Actions' column for this entry includes 'Resume', 'Cancel/Delete', and 'New' buttons.

| Transaction Ref | Subject / Topic | Company | Status / Date | Information | Actions |
|-----------------|---|---------|----------------------------|---------------------|------------------------------------|
| Not Assigned | Application for Iron and Steel Imports Import Ban | ABC LTD | In Progress 21 MAR 2013 | Prepare Application | Resume Cancel/ Delete New |

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

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Workbasket Log Out

Create Import Application

Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.

*Application Type Iron and Steel (Quota)

Main Importer ABC LTD (2C)

Create

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3. Select the type of import licence you require. The options are:

- Textiles (quotas)
- Steel (quotas)
- Outward Processing Trade,
- Firearms and Ammunition,
- Samples import ban derogation,
- Fashion wood tariff reduction licence


4. Now you have made your selection, click **CREATE**

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

The screenshot shows a web browser window displaying the 'Applicant Details' page. The page header includes the Department for Business, Innovation & Skills logo and the text 'File Transfer System'. A user profile 'Mr A Applicant' is visible in the top right corner. The main content area is titled 'Applicant Details' and contains three sections: 'Application Type' with 'Type Iron and Steel (Quota)', 'Importer' with 'Importer ABC LTD (2C)' and 'Address 1 A Street Somewhere AB1 2CD', and 'Contact' with '*Contact Name Mr A Applicant', 'Telephone +44 (0)207 123 4567 (Work)', 'Fax', and 'Email a.applicant@test.com'. Navigation buttons for 'Next' are present at the top and bottom of the form area. The browser's address bar shows 'Done' and the page is viewed at 100% zoom.

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

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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 **NEXT**

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- Applicant Details
- Iron & Steel
- Validation Summary
- Submit

◀ Workbasket Validate Current Page Log Out

Previous Next

Iron & Steel (Quota)

Applicant's Reference: 123456789

*Will the goods be cleared in another Member State of the European Union? Yes No

*Shipping Year: 2013

*Country Of Origin: Kazakhstan

*Country Of Consignment: Kazakhstan

Goods

*Category: S21
Hot-rolled coils, excluding coils for re-rolling.

| *Commodity Code | *Goods Description | *Quantity | Unit |
|-----------------|--------------------|-----------|-------|
| 7208100000 | Coils | 100,000 | kilos |

Certificates/Documents

Export Certificates

Done Internet 100%

| *Commodity Code | *Goods Description | *Quantity | Unit |
|-----------------|--------------------|-----------|-------|
| 7208100000 | Coils | 100,000 | kilos |

Certificates/Documents

Export Certificates

Add Export Certificate

| *Export Certificate Reference | *Total Quantity | *Requested Quantity | Upload File |
|-------------------------------|-----------------|---------------------|---|
| 123456789 | 100,000 | 100,000 | File uploaded by: A Applicant 26 MAR 2013 14:41 How to apply for a Steel import licence.doc (951.5 KB) Pretend Kazakh steel export licence Replace file... |

Supporting Documents

Please provide any supporting documents regarding this application.

This may include invoices, evidence of past trade, or contracts.

[Add Supporting Documents](#)

Previous Next

◀ Workbasket Log Out

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8. 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**.

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Applicant Details
Iron & Steel
Validation Summary
Submit

◀ Workbasket Log Out

Previous Next

Validation Summary

There are no errors. This application is ready to submit.

Previous Next

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

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Applicant Details
Textiles
Validation Summary
Submit

◀ Workbasket Log Out

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Declaration of Truth

WARNING

BIS does not accept responsibility for loss or expense which might arise from refusal of an application or from any delay, however caused, in a licence being granted or received. Goods for which an individual import licence is required but which are imported without a licence are liable to forfeiture. There are penalties for making false statements or giving false information.

By filling in the field below and clicking Submit, you agree to the following:

I am the applicant for this licence or I am authorised to act on their behalf. I undertake that if a licence is granted it will be used solely to import goods which are the property of the applicant. I confirm that I am legally entitled to be in possession of any export licence presented with this application. I undertake to provide any information or documentation required by BIS in connection with this application or in connection with any transaction arising from the use of any licence granted in response to this application. I am aware that BIS may use information in this application for the administration of import policy and that the information may be passed for similar purposes to the Commission of the European Communities, Her Majesty's Revenue & Customs. I, the undersigned, certify that the information provided in this application is true and given in good faith and that it complies with the law of the Community.

*Confirm that you agree to the above by typing "I AGREE" in this box

Submit

Previous

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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.

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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**.

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Mr A Applicant • Log Out

Workbasket

| Transaction / Ref | Subject | Topic | Company | Status | Information | *Filter Tag | Action |
|-------------------|---------|-------|---------|--------|-------------|---------------|--|
| IMA/2013/00008 | All | | | | | For Attention | View Application Clear Acknowledge Notification, Notification of 26th March 2013 15:01 |

Your workbasket is currently displayed in the standard Workbasket order

Apply Filter Reset Filter Show All Refresh

Workbasket Item Count: 1

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12. If your import licence 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.

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

response

Reference Followup Contact
Issued To: ABC LTD Mr Roy Smiles

Primary Recipients
Mr A
Applicant
Mr B
Applicant

Notification List

You have been issued with the following documents. Please view them and take any appropriate action.

| Title | Document |
|---------------|--------------------------|
| Quota Licence | View PDF |

[View system docs](#)

Notification Messages

There are currently no notification messages.

Acknowledgement of Receipt

This notification has been acknowledged. Details below.

Acknowledgement By Mr Roy Smiles (BIS ILB)
Acknowledgement Date 26-MAR-2013 15:02:09
Acknowledgement Comment Aaaargh

[Workbasket](#) [Log Out](#)

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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.

Testing ... Department for Business, Innovation & Skills Mr A Applicant • Log Out

Workbasket

Transaction / Subject Topic Company Status Information *Filter Tag

Ref IMA/2013/0 All For Attention

Your workbasket is currently displayed in the standard Workbasket order

| Transaction / Ref | Subject / Topic | Company | Status / Date | Information |
|-------------------|------------------------------------|---------|-----------------------|--|
| IMA/2013/00008 | Application Iron and Steel (Quota) | ABC LTD | Completed 26 MAR 2013 | Application View Acknowledged Notification of 26 MAR 2013 |

Apply Filter Reset Filter Show All Refresh

Workbasket Item Count: 1

User: Mr A Applicant (a.applicant@test.com) Powered by FOXopen

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