



HOW TO APPLY FOR AN OPT (OUTWARD PROCESSING TRADE) LICENCE

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

The screenshot shows the 'Workbasket' interface in a Microsoft Internet Explorer browser. The browser address bar shows the URL: <https://www.spireuat.bis.gov.uk/icmscl1/fox>. The page title is 'Workbasket'. The interface includes a navigation menu on the left with options like 'Create Import Application', 'Request Importer Access', 'Search Cases', 'Update My Details', 'Update My Password', and 'User Preferences'. The main content area displays a table of applications. A message box indicates: 'Welcome Mr A Applicant, logged in on 18th March 2013 at 11:23. Your current password expires on 14th March 2014.' The table below shows one application entry:

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Not Assigned	Application Derogation from Sanctions Import Ban	ABC LTD	In Progress 21 MAR 2013	Prepare Application	Resume <small>New</small> Cancel/ Delete <small>New</small>

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

Testing ... Mr A Applicant • Log Out

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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.

! Outward Processing Trade applications are applicable for compensating products being processed in Belarus only.

*Application Type: Outward Processing Trade

Main Importer: ABC LTD (2C) ⓘ

Create

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Done Internet 100%

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,
- Russia wood tariff reduction licence

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

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

Outward Processing Trade

Validation Summary

Submit

Next

Applicant Details

Application Type

Type: Outward Processing Trade

Importer

Importer: ABC LTD (2C)

Address: 1 A Street
Somewhere
AB1 2CD

Contact

*Contact Name: Mr A Applicant

Telephone: +44 (0)207 123 4567 (Work)

Fax

Email: a.applicant@test.com

Next

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

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7. You are now at the **OUTWARD PROCESSING TRADE (OPT)** screen. Fill in the details. Please use the **i** for further advice on what to put in each box. Upload any supporting documents such as a copy of your contract. Click **NEXT**

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Applicant Details
Outward Processing Trade
Validation Summary
Submit

Workbasket Validate Current Page Log Out

Previous Next

Outward Processing Trade

Applicant's Reference: 0123456789 **i**

*Requested customs supervising office name: A CUSTOMS OFFICE

*Requested customs supervising office address: A CUSTOMS OFFICE ANYWHERE UK

*Rate of yield (kg per garment): 3

Rate of yield calculation method: MATHS

*Last Export Day: 31-DEC-2013 **i**

*Period for re-importation (months): 3

*Nature of processing operations: FABRIC INTO T-SHIRTS

*Suggested means of identification: ALL T-SHIRTS ARE BLUE

Compensating Products

*Country Of Origin: Belarus **i**

*Country Of Processing: Belarus

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*Category 8
Men's or boys' shirts, other than knitted or crocheted, of wool, cotton or man-made fibres.

*Total Quantity 1000 Unit pieces

*Total Value 1000000000

Add Goods Line

*Commodity Code

6205908010

Temporary Exported Goods

*Country Of Origin Any EU Country

*Total Quantity 3000 *Unit kilos

*Total Value 3000000000

*Goods Description GOLD SILK FABRIC

Add Goods Line

*Commodity Code

5007100010

Further Questions

*Do you manufacture goods which are similar to and at the same stage of processing in your own factory within the EU as the products to be re-imported? (Article 2 (2) (a) of Regulation (EC) No. 3036/94) Yes

*Are the main manufacturing processes of the similar goods performed in your own factory within the EU (i.e. sewing and assembly or knitting in the case of fully-fashioned garments obtained from yarn)? Yes

*Are the main manufacturing processes of the similar goods performed in your own factory within the EU (i.e. sewing and assembly or knitting in the case of fully-fashioned garments obtained from yarn)? Yes

*Have you maintained your textile manufacturing activities in the EU with respect to the nature of the products and their characteristics? (Article 3 (3) of Regulation (EC) No. 3036/94) Yes

*Has your level of employment decreased? (Article 5 (4) of Regulation (EC) No. 3036/94) No

*Have you applied for a prior authorisation in another Member State for the same quota period? (Article 3(4) or (5) of Regulation (EC) No. 3036/94) No

*Are you applying as a beneficiary with regard to the category and country concerned? (Article 3(4) of Regulation (EC) No. 3036/94) Yes

Please provide justification below, or make reference to past cases.

Document Type	Uploaded By	File (Size)	Actions
Justification	A Applicant 12 APR 2013 15:53	MY OPT JUSTIFICATION.doc (19.5 KB) Replace file..	Delete

[Add Justification](#)

*Is this a new application with regard to the category and country concerned? (Article 3(5) (2) and (3) of Regulation (EC) No. 3036/94) No

*Are you applying for a further authorisation with regard to the category and country concerned? (Article 3(5) (4) of Regulation (EC) No. 3036/94) No

*Does the value of your Community production in the previous year

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*Is this a new application with regard to the category and country concerned? (Article 3(5) (2) and (3) of Regulation (EC) No. 3036/94)

*Are you applying for a further authorisation with regard to the category and country concerned? (Article 3(5) (4) of Regulation (EC) No. 3036/94)

*Does the value of your Community production in the previous year include subcontract production? (If so and you have not yet given this information, please attach declarations from subcontractors that they will not apply for the same quantities) (Article 2(2)(a) of Regulation (EC) No. 3036/94)

Supporting Documents

Please provide any further supporting documents regarding this application.

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

Document Type	Uploaded By	File (Size)	Actions
Supporting Documents	A Applicant 12 APR 2013 15:55	MY CONTRACT.doc (19.5 KB) Replace file...	Delete

[Add Supporting Documents](#)

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

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Done

Internet

100%

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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 **OPT** page and correct any errors. If there are no errors listed, click **NEXT**.

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

Applicant Details
Outward Processing Trade
Validation Summary
Submit

◀ Workbasket Log Out

Previous Next

Validation Summary

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

Previous Next

◀ Workbasket Log Out

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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

Previous

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

◀ Workbasket Log Out

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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 an OPT 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 / Subject Topic Company Status Information *Filter Tag

Ref All

For Attention

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information
IMA/2013/00028	Application Outward Processing Trade	ABC LTD	Submitted 12 APR 2013	Application Submitted View Application Withdraw
IMA/2013/00027	Application Derogation from Sanctions Import Ban	ABC LTD	Submitted 12 APR 2013	Application Submitted View Application Withdraw
IMA/2013/00025	Application Textiles (Quota)	ABC LTD	Submitted 12 APR 2013	Application Submitted View Application Withdraw
IMA/2013/00022	Application Firearms and Ammunition (Open Individual Import Licence)	ABC LTD	Completed 12 APR 2013	Application View View Application Clear Acknowledged Notification, Notification of 10th April 2013 15:46 View Notification Clear

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

Withdrawn 16 October 2019



- Create Import Application
- Request Importer Access
- Search Cases
- Update My Details
- Update My Password
- User Preferences

◀ Login and Registration Log Out

Workbasket

Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag
IMA/2013/0	All					For Attention

Apply Filter
Reset Filter
Show All
Refresh

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2013/00008	Application Iron and Steel (Quota)	ABC LTD	Completed 26 MAR 2013	Application View Acknowledge Notification, Notification of 26th March 2013 15:01	View Application New ! Clear New ! Acknowledge Notification New !

Apply Filter Reset Filter Show All Refresh ! Workbasket Item Count: 1

◀ Login and Registration Log Out

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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**.

The screenshot displays a web application interface with the following sections:

- response** (Section Header)
- Reference** and **Followup Contact** fields:
 - Issued To: ABC LTD
 - Followup Contact: Mr Roy Smiles
- Primary Recipients** list:
 - Mr A Applicant
 - Mr B Applicant
- Notification List** (Section Header)
- Text: "You have been issued with the following documents. Please view them and take any appropriate action."
- Table with columns **Title** and **Document**:

Title	Document
Quota Licence	View PDF
- [Show System docs](#) (Link)
- Notification Messages** (Section Header)
- Text: "There are currently no notification messages."
- Acknowledgement of Receipt** (Section Header)
- Text: "This notification has been acknowledged. Details below."
- Acknowledgement details:
 - Acknowledgement By: Mr Roy Smiles (BIS ILB)
 - Acknowledgement Date: 26-MAR-2013 15:02:09
 - Acknowledgement Comment: Aaaargh
- Navigation: [Workbasket](#) | [Log Out](#)
- User: Mr A Applicant (a.applicant@test)
- Powered by: FOXopen

The screenshot also shows a Windows taskbar at the bottom with "Done", "Internet", and "100%" visible.

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

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Mr A Applicant • Log Out

Workbasket

Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag
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

Workbasket Item Count: 1

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