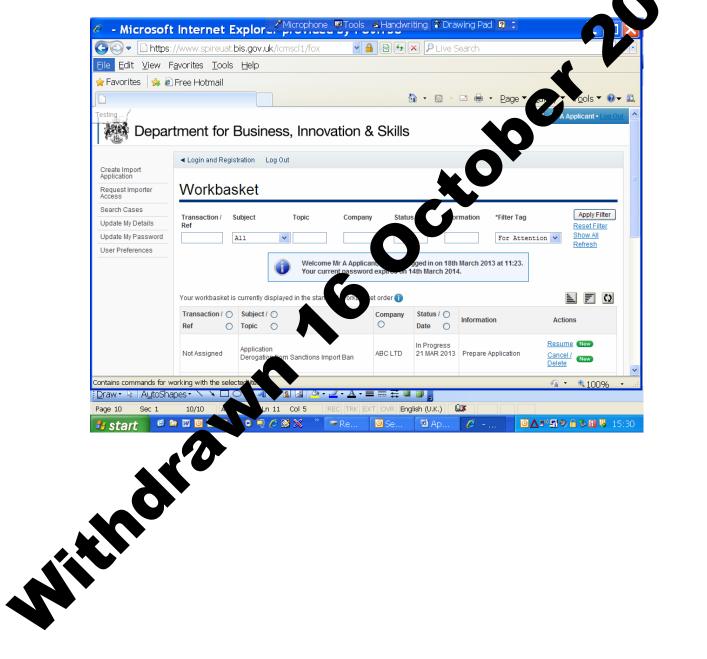
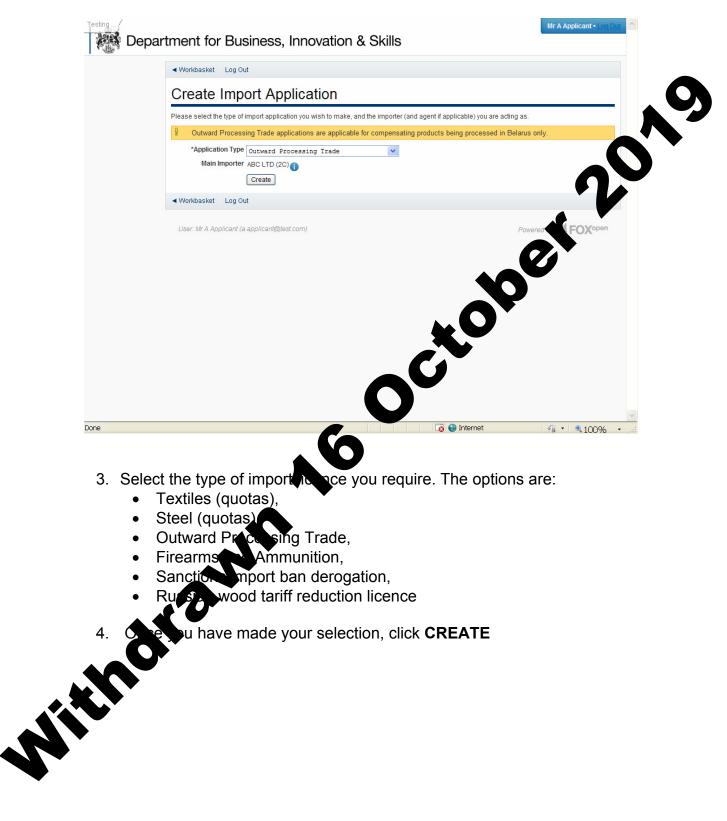


HOW TO APPLY FOR AN OPT (OUTWARD PROCESSING TRADE) LICENCE

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



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

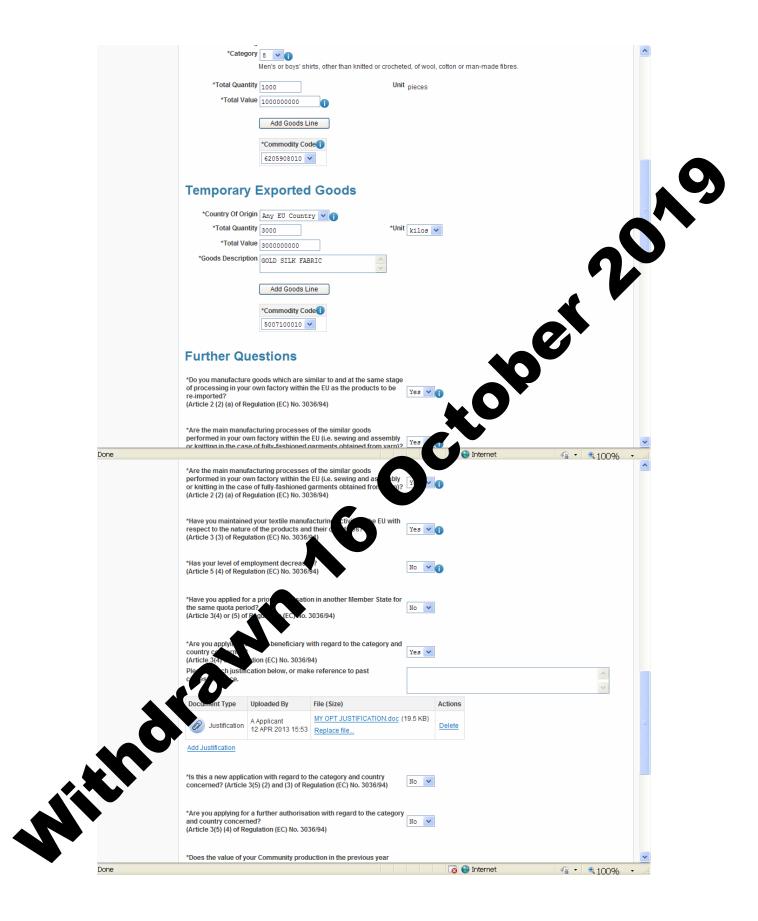


5. You are now at the **APPLICANT DETAILS** screen.

Validation Su Submit	Applicant Details	
	Application Type Type Outward Processing Trade	
	Importer	
	Importer ABC LTD (2C) Address 1 A Street Somewhere AB1 2CD	
	*Contact Name Mr A Applicant	
	Telephone +44 (0)207 123 4567 (Work)	
	Next	
	✓ Workbasket Log Out	
	Line Mr.A. teoligent (c. configert@text.com)	
Done	User: Mr A Applicant (a applicant@test.com)	Powered by FOXopen
	User. Mr A Applicant (a applicant@test.com)	v
6. li	f the data is correct, click	×
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6. li	f the data is correct, click	v
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7. You are now at the **OUTWARD PROCESSING TRADE (OPT)** 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 contract. Click **NEXT**

t Details	◄ Workbasket Validate Current Page Log Out	
Processing	Previous Next	
n Summary	TOWAS TOWA	
	Outward Processing Trade	NY
	Applicant's Reference 0123456789	
	*Requested customs supervising office A CUSTOMS OFFICE name	
	*Requested customs A CUSTOMS OFFICE AUTOWNERE AUTOWNERE UK	
	*Rate of yield (kg per 3 garment)	
	Rate of yield MATHS	
	*Last Export Day 31-DEC-2013	
	importation (months) 3	
	*Nature of processing FABRIC INTO T-SHIRTS	-
	*Suggested means of ALL T-SHIRIS ARE BLUE	
	Compensating Products	
	*Country Of Origin Belarus	
	*Country Of Belarus V	



		*Does the value of your include subcontract pr (If so and you have not declarations from sub- quantities) (Article 2(2)	Ilation (EC) No. 3036/94) r Community production in the pr oduction? yet given this information, pleas contractors that they will not app (a) of Regulation (EC) No. 3036/9	revious year e attach No oly for the same	✓			
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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**.

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	There are no errors. This application is ready to submit.
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9. You are now at the **DECLARATION OF TRUTH** page.

Department for Business, Innovation & Skills File Transfer System	
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Declaration of Truth	
I 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 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 a import good which are the property of the applicant. I confirm that I am legally entitled to be in possession of any export licence presented with the application. I undertake to provide any information or documentation required by BIS in connection with this application of in connection with a submit and undertake to provide any information or documentation required by BIS in connection with this application of in with the use of any licence granted in response to this application. I am aware that BIS may use information in this application for the undertaket or provide any licence granted in response to this application. I am aware that BIS may use information in this application of import policy and that the information may be passed for similar purposes to the Community of the undersigned, certify that the information provided in this application is true and given in good faith and the use of sublished in the Community.	
*Confirm that you agree to the above by typing "I AGREE" in this box I AGREE Submit	
Previous	
✓ Workbasket Log Out	
User: Mr A Applicant (a.applicant@test.com)	
Done	

10. If you accept the declaration with is correct, type I ACCEPT in the box, and click SUBMIT. Accept declaration of truth.

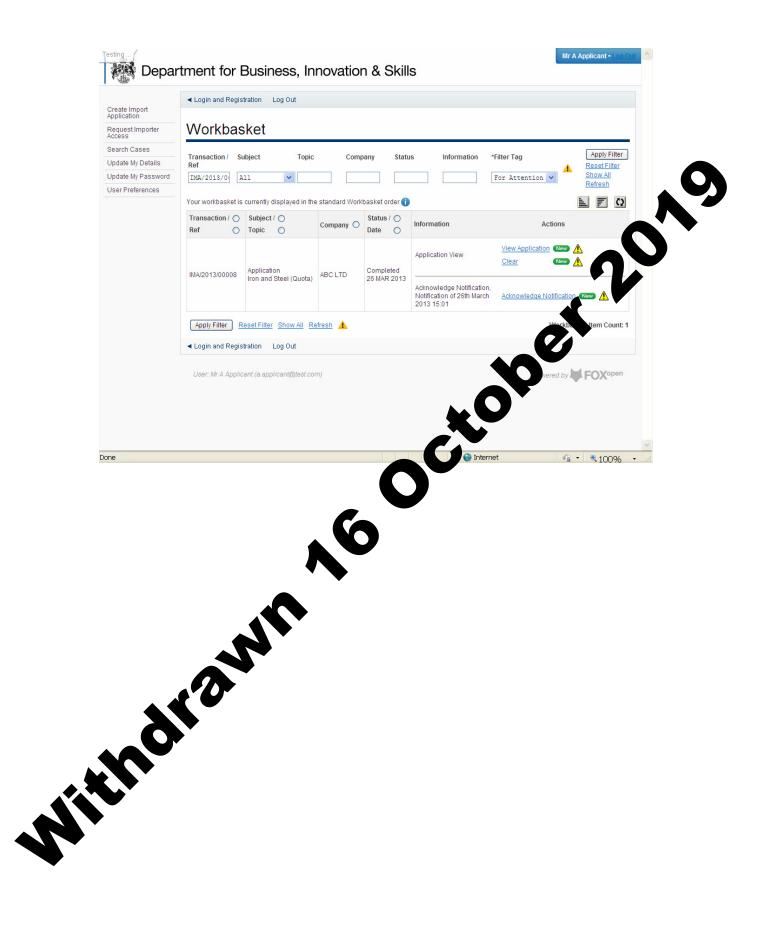


11. Your application for an OPT licence has now been submitted to ILB for approval. You will see the progress of your application in your **WORKBASKET**.

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





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.**

You have been issued with the following docur Title Quota Licence	uments. Please view them and take any appropriate action.	
Notification Message	es Show System d	<u>DCS</u>
There are currently no notification messages. Acknowledgement of	f Receipt	_
This notification has been acknowledged. Det Acknowledgement By Mr Roy S Acknowledgement Date 26-MAR Acknowledgement Comment Aaaargh	Smiles (BIS ILB) R-2013 15:02:09	
		en
Done	€ 1009	6 • .::
x ***		
tho		

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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