



## HOW TO APPLY FOR A SANCTIONS DEROGATION IMPORT LICENCE

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

Testing ...

Department for Business, Innovation & Skills

Login and Registration Log Out

Workbasket

Transaction / Subject Topic Company Status Information \*Filter Tag

Ref All For Attention

Welcome Mr A Applicant logged in on 18th March 2013 at 11:23.  
Your current password expires on 14th March 2014.

Your workbasket is currently displayed in the standard workbasket order

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>

Contains commands for working with the selected items

Page 10 Sec 1 10/10 Ln 11 Col 5 REC|TRK|EXT|OVR English (U.K.)

start Re... Se... Ap... 15:30

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

The screenshot shows a web browser window with the URL 'Testing ...' and the page title 'Department for Business, Innovation & Skills'. The user is logged in as 'Mr A Applicant'. The main content area is titled 'Create Import Application' and contains the following text: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.' Below this, there is a dropdown menu for '\*Application Type' with the selected option 'Derogation from Sanctions Import Ban'. Underneath, the 'Main Importer' is listed as 'ABC LTD (2C)' with an information icon. A 'Create' button is positioned below the importer information. At the bottom of the form area, it says 'User: Mr A Applicant (a.applicant@test.com)' and 'Powered by FOX9'. The browser's taskbar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

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.

Sanctions Derogation

Validation Summary

Submit

Next

### Applicant Details

#### Application Type

Type Derogation from Sanctions Import Ban

#### 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

Workbasket Log Out

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

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

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7. You are now at the **SANCTIONS DEROGATION** 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**

### Sanctions Derogation

Applicant's Reference: 0123456789 **i**

\*Country Of Origin: Iran **i**

\*Country Of Consignment: Iran **i**

\*Contract Sign Date: 01-APR-2012 **i**

\*Contract Completion Date: 31-MAR-2013 **i**

\*Provide details of why this is a pre-existing contract: Contract signed before sanction came into force and not possible to get out of. **i**

**!** Please upload your contract in the Supporting Documents section below.

#### Goods

*Commodity Code	*Goods Description	*Quantity	Unit	*Value (euro CIF)
2710124190 <b>i</b>	Petroleum <b>i</b>	1000		1000000000

#### Supporting Documents

Please provide any further supporting documents regarding this application. This may include invoices, evidence of past transactions, etc.

Document Type	Upload By	File (Size)	Actions
Supporting Documents	A Applicant 12 APR 2012	MY CONTRACT.doc (19.5 KB) <a href="#">Replace file...</a>	<a href="#">Delete</a>

[Add Supporting Document](#)

[Previous](#) [Next](#)

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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 **SANCTIONS DEROGATIONS** screen and correct any errors. If there are no errors listed, click **NEXT**.

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Mr A Applicant • Log Out

Applicant Details  
Sanctions Derogation  
Validation Summary  
Submit

◀ Workbasket Log Out

Previous Next

### Validation Summary

The following table lists the errors or incomplete information contained within your application. All required fields must be completed before you can submit your application and these are denoted throughout by a red cross. Click on the error description below to return to the appropriate screen to complete the application.

Error List	
Item	Error Message
<a href="#">Quantity</a>	Invalid decimal value 1 Kilo
<a href="#">Value (euro CIF)</a>	Invalid decimal value 1000000
<a href="#">Provide details of why this is a pre-existing contract</a>	Please ensure you have provided at least one supporting document.

Previous Next

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

Department for Business, Innovation & Skills File Transfer System

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

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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 Sanctions derogation 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 / Subject Topic Company Status Information \*Filter Tag

Ref All

Apply Filter

For Attention

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information
IMA/2013/00027	Application Derogation from Sanctions Import Ban	ABC LTD	Submitted 12 APR 2013	Application Submitted <a href="#">View Application</a> <a href="#">Withdraw</a> <a href="#">Clear</a> <a href="#">Refresh</a> <span>New</span> <span>Warning</span>
IMA/2013/00025	Application Textiles (Quota)	ABC LTD	Submitted 12 APR 2013	<a href="#">View Application</a> <a href="#">Withdraw</a> <a href="#">Clear</a> <a href="#">Refresh</a> <span>New</span>
IMA/2013/00022	Application Firearms and Ammunition (Open Individual Import Licence)	ABC LTD	Completed 11 APR 2013	<a href="#">View Application</a> <a href="#">Withdraw</a> <a href="#">Clear</a> <a href="#">Refresh</a> <span>New</span>
				Acknowledged Notification, Notification of 10th April 2013 15:46 <a href="#">View Notification</a> <a href="#">Clear</a>
IMA/2013/00019	Application Firearms and Ammunition (Standard Individual Import Licence)	ABC LTD	Completed 10 APR 2013	<a href="#">View Application</a> <a href="#">Withdraw</a> <a href="#">Clear</a> <a href="#">Refresh</a> <span>New</span>

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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.

User Preferences [Refresh](#)

Welcome Mr A Applicant, you last logged in on 12th April 2013 at 17:25. Your current password expires on 14th March 2014.

Your workbasket is currently displayed in the standard Workbasket order [Print] [List] [Refresh]

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2013/00029	Application Wood (Quota)	ABC LTD	Submitted 12 APR 2013	Application Submitted	<a href="#">View Application</a> <span style="color: green;">New</span>
				Application View	<a href="#">View Application</a> <span style="color: green;">New</span>
IMA/2013/00027	Application Derogation from Sanctions Import Ban	ABC LTD	Completed 12 APR 2013	Acknowledged Notification Notification of 15th April 2013 16:01	<a href="#">Acknowledge Notification</a> <span style="color: green;">New</span> <a href="#">Clear</a> <span style="color: green;">New</span>
IMA/2013/00005	Application Outward Processing Trade	ABC LTD	Completed 15 MAR 2013	Application View	<a href="#">View Application</a> <span style="color: green;">New</span> <a href="#">Clear</a> <span style="color: green;">New</span>
IMA/2013/00013	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View	<a href="#">View Application</a> <span style="color: green;">New</span> <a href="#">Clear</a> <span style="color: green;">New</span>
IMA/2013/00011	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View	<a href="#">View Application</a> <span style="color: green;">New</span> <a href="#">Clear</a> <span style="color: green;">New</span>
IMA/2013/00010	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 08 APR 2013	Acknowledge Notification, Notification of 15th April 2013 12:24	<a href="#">Acknowledge Notification</a> <span style="color: green;">New</span> <a href="#">Clear</a> <span style="color: green;">New</span>

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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**.

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

◀ Workbasket Log Out

### Response

Reference GBSAN1100007F Issued To ABC LTD Followup Contact 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
Derogation from Sanctions Licence	<a href="#">View PDF</a>

[Show 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  
Acknowledgement Date 15-10-2013  
Acknowledgement Comment test

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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.

Department for Business, Innovation & Skills

Workbasket

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Filter Tag
IMA/2013/00029	Application Wood (Quota)	ABC LTD	Submitted 12 APR 2013	Application View	Application (New)
IMA/2013/00027	Application Derogation from Sanctions Import Ban	ABC LTD	Completed 12 APR 2013	Application View	View Application (New), Clear (New)
IMA/2013/00005	Application Outward Processing Trade	ABC LTD	Submitted 12 APR 2013	Application View	View Application (New), Clear (New)
IMA/2013/00013	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View	View Application (New), Clear (New)
IMA/2013/00011	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 08 APR 2013	Application View	View Application (New), Clear (New)

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