



HOW TO APPLY FOR A TEXTILES & CLOTHING IMPORT LICENCE

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

Microsoft Internet Explorer - https://www.spireuat.bis.gov.uk/icmscl1/fox

Department for Business, Innovation & Skills

Mr A Applicant • Log Out

Workbasket

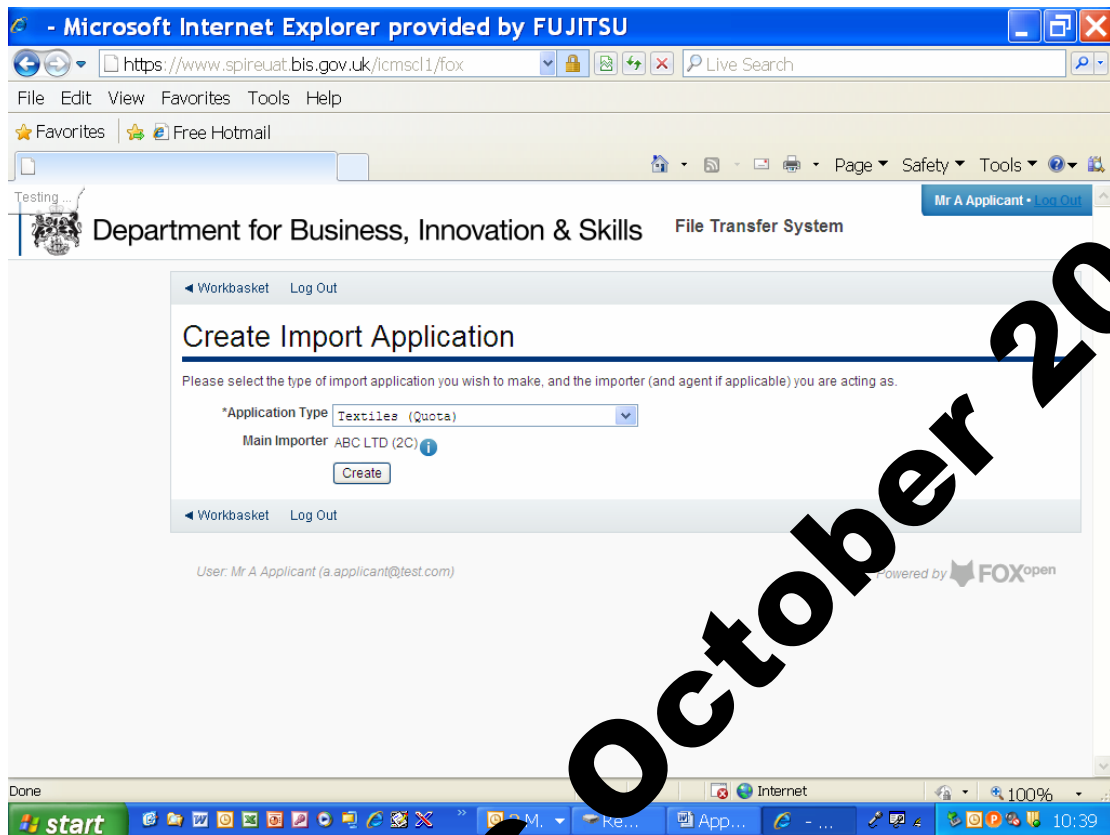
Transaction / Subject Topic Company Information *Filter Tag

Transaction / Ref	Subject	Topic	Company	Information	*Filter Tag	Actions
Not Assigned	Application for Textiles and Clothing 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 spreadsheet.

Page 10 Sec 1 10/10 Ln 11 Col 5 REC TRK EXT OVR English (U.K.) 15:30

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



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

- Textiles (quotas),
- Steel (quotas),
- Outward Processing Trade,
- Firearms & 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.

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 menu in the top right corner shows 'Mr A Applicant' and a 'Log Out' link. The main content area is titled 'Applicant Details' and contains three sections: 'Application Type' with 'Type Textiles (Quota)', 'Importer' with 'Importer ABC LTD (2C)' and 'Address 1 A Street Somewhere AB1 2CD', and 'Contact' with '*Contact Name' set to 'Mr A Applicant', 'Telephone +44 (0)207 123 4567 (Work)', 'Fax', and 'Email a.applicant@test.com'. A 'Next' button is visible at the top and bottom of the form area. The browser's address bar shows 'Done' and the taskbar shows 'Internet' and '100%' zoom.

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

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7. You are now at the **TEXTILES (QUOTA)** 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 export licence. Click **NEXT**

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

Applicant Details
 Textiles
 Validation Summary
 Submit

Workbasket Validate Current Page Log Out

Previous Next

Textiles (Quota)

Applicant's Reference: 123456789 **i**

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

*Shipping Year: 2013 **i**

*Country Of Origin: Belarus **i**

*Country Of Consignment: Belarus **i**

Goods

*Category: 4 **i**
 Shirts, T-shirts, lightweight fine knit roll, polo or turtle necked jumpers and pullovers (other than of wool or fine animal hair), undershirts and the like, knitted or crocheted.

*Commodity Code	*Goods Description	Quantity	Unit
6109100000	T-shirts	10000	pieces

Supporting Documents

*Country Of Consignment: Belarus **i**

Goods

*Category: 4 **i**
 Shirts, T-shirts, lightweight fine knit roll, polo or turtle necked jumpers and pullovers (other than of wool or fine animal hair), undershirts and the like, knitted or crocheted.

*Commodity Code	*Goods Description	*Quantity	Unit
6109100000	T-shirts	10000	pieces

Supporting Documents

Please provide any 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 26 MAR 2013 11:55	DRAFT AGENDA FOR HMRC BIS meeting on 24 APRIL.doc (27 KB) Pretend Belarus export licence Replace file...	Delete

[Add Supporting Documents](#)

Previous Next

Workbasket Log Out

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

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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 **TEXTILES (QUOTAS)** page and correct any errors. If there are no errors listed, click **NEXT**.

The screenshot displays a web application interface for the Department for Business, Innovation & Skills. The page title is "Validation Summary". The user is identified as "Mr A Applicant" with a "Log Out" button. The interface includes a sidebar with navigation options: "Applicant Details", "Textiles", "Validation Summary", and "Submit". The main content area shows a message: "There are no errors. This application is ready to submit." and two buttons: "Previous" and "Next". The page is powered by FOXopen. The browser's address bar shows "Internet" and the zoom level is set to 100%.

Withdrawn 16 October 2019

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

◀ Workbasket Log Out

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

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.

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

The screenshot shows a web browser window with the URL <https://www.spireuat.bis.gov.uk/icmscl1/fc>. The page title is "Workbasket". On the left, there is a navigation menu with options: "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 workbasket items. The table has columns for "Transaction / Ref", "Subject", "Topic", "Company", "Status / Date", "Information", and "Action". A single row is visible with the following data: Transaction Ref: IMA/2013/00007, Subject: Application, Topic: Textiles (Quota), Company: ABC LTD, Status / Date: Submitted 26 MAR 2013, Information: Application Submitted, and Action: View Application, Withdraw Application. Below the table, there are buttons for "Apply Filter", "Reset Filter", "Show All", and "Refresh". A warning icon is present next to the "Refresh" button. The "Workbasket Item Count" is shown as 1. At the bottom of the page, it says "User: Mr A Applicant (a.applicant@test.com)" and "Powered by FOXopen".

Transaction / Ref	Subject	Topic	Company	Status / Date	Information	Action
IMA/2013/00007	Application	Textiles (Quota)	ABC LTD	Submitted 26 MAR 2013	Application Submitted	View Application Withdraw Application

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.

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 Followup Contact
Issued ABC LTD Mr Roy Smiles
To

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

[Show System docs](#)

Notification Messages

There are currently no notification messages.

Acknowledgement of Receipt

Please Note

- Once you have acknowledged receipt you will be able to remove this entry from your workbasket.
- Once removed you will be able to view this notification using the Search Notifications option shown in the Workbasket left hand menu.
- Only Authorised Contacts may acknowledge receipt of notifications. Information Contacts can only view the notifications.

Done Internet 100%

Withdrawn 16 October 2019

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 Application For Attention

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information
IMA/2013/00007	Application Textiles (Quota)	ABC LTD	Completed 26 MAR 2013	Application View Acknowledgement Notification 28th March 2013 12:00

Apply Filter Reset Filter Show All Refresh

Workbasket Item Count: 1

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URN 13/808