



HOW TO APPLY FOR A FIREARMS SPECIFIC IMPORT LICENCE

1. SEPARATE APPLICATIONS MUST BE MADE FOR COMMERCIAL AND PERSONAL IMPORT LICENCES
2. 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 / Ref Subject Topic Company Status Information *Filter Tag

All For Attention

Apply Filter

Reset Filter

Show All

Refresh

Mr A Applicant, you last logged in on 18th March 2013 at 11:23.
Your 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 from Sanctions Import Ban		ABC LTD	In Progress 21 MAR 2013	Prepare Application	Resume <small>New</small> Cancel/Delete <small>New</small> Delete <small>New</small>

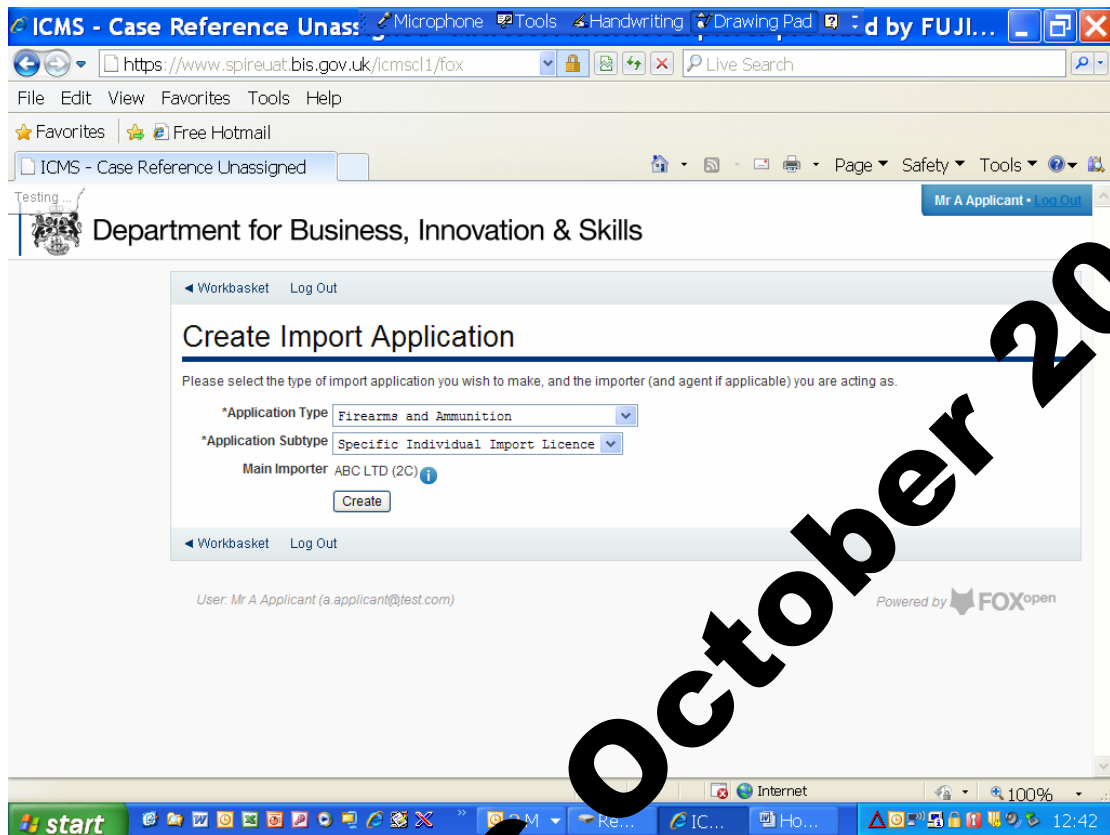
16 October 2019

Contains commands for working on the selected items.

Page 10 Sec 1 10 At 7.8cm Ln 11 Col 5 REC TRK EXT OVR English (U.K.)

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

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



The screenshot shows a web browser window with the URL <https://www.spireuat.bis.gov.uk/icmscl1/fox>. The page title is "ICMS - Case Reference Unassigned". The user is logged in as "Mr A Applicant". The main content area is titled "Create Import Application" and contains the following form fields:

- *Application Type: Firearms and Ammunition
- *Application Subtype: Specific Individual Import Licence
- Main Importer: ABC LTD (2C)

A "Create" button is visible below the form fields. The page footer indicates the user is "Mr A Applicant (a.applicant@test.com)" and the system is "Powered by FOXopen".

4. 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

5. For firearms import licence requests, you must choose either OIL (Open Import Licence) or SIL (Specific Import Licence). Please note that an OIL can only be issued to a Registered Firearms Dealer (RFD).

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

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

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Applicant Details

Firearms and Ammunition

Validation Summary

Submit

Workbasket Validate Current Page Log Out

Next

Applicant Details

Application Type

Type Firearms and Ammunition
Subtype Specific Individual Import Licence

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

Done Internet 100%

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

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9. You are now at the **FIREARMS AND AMMUNITION SPECIFIC INDIVIDUAL IMPORT LICENCE** screen. Fill in the details. Please use the **i** for further advice on what to put in each box.

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

Applicant Details
Firearms and Ammunition
Validation Summary
Submit

◀ Workbasket Validate Current Page Log Out

Previous Next

Firearms and Ammunition (Specific Individual Import Licence)

Applicant's Reference: 0123456789 **i**

Firearms Act Sections: Section 1 Section 2 Section 5 Other **i**

*Other Section Description: **i**

*Country Of Origin: USA **i**

*Country Of Consignment: USA **i**

Goods

Category: ex Chapter 93 **i**

Add Goods Line

*Goods Description	*Quantity	*Unit	Remove
Handguns of Section 5.1.Ab	1000	units	Remove
Shotguns of section 2	100	units	Remove
Rifles of Section 1	10	units	Remove
obsolete calibre rifle		units	Remove

Certificates/Documents

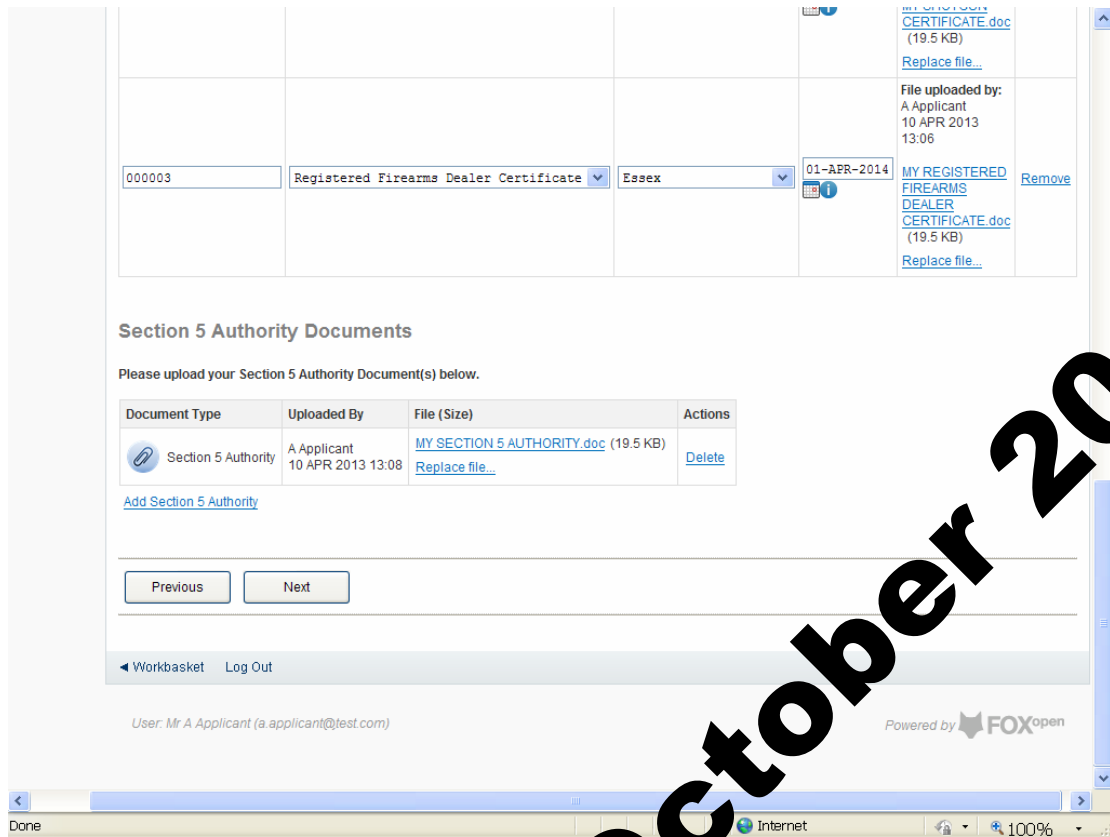
Firearms Certificates

Add Firearms Certificate

*Firearms Certificate Reference	*Certificate Type	*Issuing Constabulary	*Expiry Date	*Upload File	Actions
000001	Handgun Certificate	Essex	01-APR-2014 i	File uploaded by: A Applicant 10 APR 2013 13:05 MY FIREARMS CERTIFICATE.doc (19.5 KB) Replace file...	Remove
000002	Shotgun Certificate	Essex	01-APR-2014 i	File uploaded by: A Applicant 10 APR 2013 13:06 MY SHOTGUN CERTIFICATE.doc (19.5 KB) Replace file...	Remove
000003	Registered Firearms Dealer Certificate	Essex	01-APR-2014 i	File uploaded by: A Applicant 10 APR 2013 13:06 MY REGISTERED FIREARMS DEALER CERTIFICATE.doc (19.5 KB) Replace file...	Remove

Section 5 Authority Documents

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10. Click the relevant Section of the Firearms Act that applies. You can apply for more than one type of firearms import licence at a time. Click **ADD GOODS LINE** for each type of firearm you are requesting an import licence for (including weapons that fall to different parts of Section 5 of the Firearms Act). If your import does not fall under Section 1, 2 or 5 of the firearms Act (i.e. obsolete calibre firearms), Click **OTHER**.

11. If you have a number of Certificates to upload, Click **ADD FIREARMS CERTIFICATE** each time you wish to add another document.

12. If you have more than one Section 5 authority, Click **ADD SECTION 5 AUTHORITY** each time you wish to add another authority.

13. Upload all supporting documents. Click **NEXT**

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14. You are now at the **VALIDATION SUMMARY** screen. If there are any errors, they will be listed here. Click **PREVIOUS** to return to the **FIREARMS AND AMMUNITION SPECIFIC INDIVIDUAL IMPORT LICENCE** page and correct any errors. If there are no errors listed, click **NEXT**.

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Mr A Applicant • Log Out

Applicant Details
Firearms and Ammunition
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
Other Section Description	You must enter this item

Previous Next

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15. 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

16. 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.

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

Request Importer Access
 Search Cases
 Update My Details
 Update My Password
 User Preferences

Workbasket

Transaction / Subject Topic Company Status Information *Filter Tag
 Ref [] [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/2013/00019	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted Further Information Request, 10 APR 2013 13:28:18	View Application Withdraw
IMA/2013/00017	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw
IMA/2013/00013	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw
IMA/2013/00016	Application Iron and Steel (Quota)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw
IMA/2013/00015	Application Iron and Steel (Quota)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw
IMA/2013/00014	Application Firearms and Ammunition (Open Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw

Done Internet 100%

18. 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. You may be asked for **FURTHER INFORMATION**. Your import licence request will **NOT** be considered further until you have provided the information requested.

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19. You are now on the **FURTHER INFORMATION REQUEST** screen. When you have provided the additional information requested, Click **SEND RESPONSE**, then Click **NEXT**.

Further Information Request

FIR 1

Request Date 10-APR-2013 Requested By Roy Smiles Open

Request Subject IMA/2013/00019 Further Information Request

Request CC Email i
Addresses

Request Details Dear ABC LTD,

To enable ILB to process your application, I am writing to ask you for as to whether this is a mixture of items for your own personal use (free of Certificate enclosed) and commercial (RFD and Section 5) or a wholly commercial import?

Please note that if it is a commercial import then you should not include copies of your own private authority to possess.

Your application will not be processed further until you provide the [clarification required].

Please do not hesitate to contact me if you have any queries regarding your application. Please quote the following reference number in any correspondence: IMA/2013/00019.

Yours sincerely,

Mr Roy Smiles
roy.smiles@bis.gsi.gov.uk
+44 (0)207 123 4567

*Response Details This is a mixed consignment of personal and commercial goods. All of the goods are commercial. The rest is personal.

Send Response

[Add FIR Document](#)

Next

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20. You are now back at your workbasket. 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.

Request Importer Access

Search Cases

Update My Details

Update My Password

User Preferences

Workbasket

Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag
	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/2013/00019	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View Acknowledge Notification, Notification of 10th April 2013 14:12	View Application New ! Clear New ! Acknowledge New !
IMA/2013/00017	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00013	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00016	Application Iron and Steel (Quota)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00015	Application Iron and Steel (Quota)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00014	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application New Withdraw New

Done

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

Workbasket Log Out

Response

Reference GBSIL1100002A Followup Contact Mr Roy Smiles
Issued To ABC LTD

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
Firearms Licence	View PDF
Firearms Cover Letter	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 notification 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.

Workbasket Log Out

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22. In your workbasket, 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.

Request Importer Access

Search Cases

Update My Details

Update My Password

User Preferences

Workbasket

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

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2013/00019	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View Acknowledged Notification, Notification of 10th April 2013 14:12	View Application Clear New New
IMA/2013/00017	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw New New
IMA/2013/00013	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw New New
IMA/2013/00016	Application Iron and Steel (Quota)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw New New
IMA/2013/00015	Application Iron and Steel (Quota)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw New New
IMA/2013/00014	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted	View Application Withdraw New New

Done

Internet 100%

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