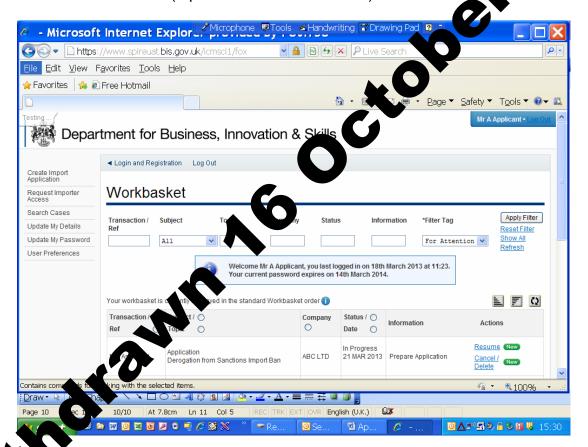


Department for Business, Innovation & Skills

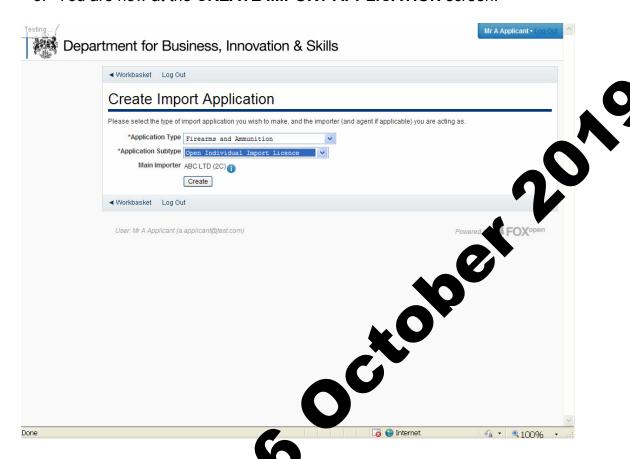
HOW TO APPLY FOR A FIREARMS OPEN IMPORT LICENCE

 OILs are only issued for commercial imports of weapons covered by Sections 1 and 2 of the Firearms Act (i.e. single-shot rifles and shotguns). Weapons covered by Section 5 of the Firearms Act cannot be imported using an OIL.

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

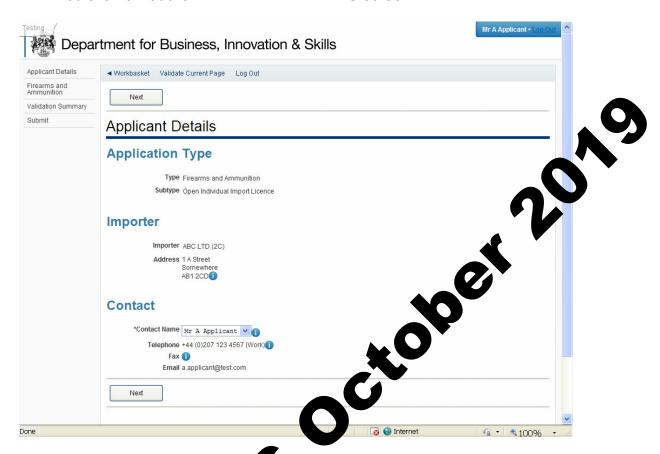


You are now at the CREATE IMPORT APPLICATION screen.



- 4. Select the type of import is ace you require. The options are:
 - Textiles (quotas),
 - Steel (quotas)
 - Outward Processing Trade,
 - Firearms Ammunition,
 - Sanction import ban derogation,
 - Ru s wood tariff reduction licence
- 5. For fire rms import licence requests, you must choose either OIL (Open in 30 Licence) or SIL (Specific Import Licence). Please note that an OIL an only be issued to a Registered Firearms Dealer (RFD).
- Once you have made your selection, click CREATE

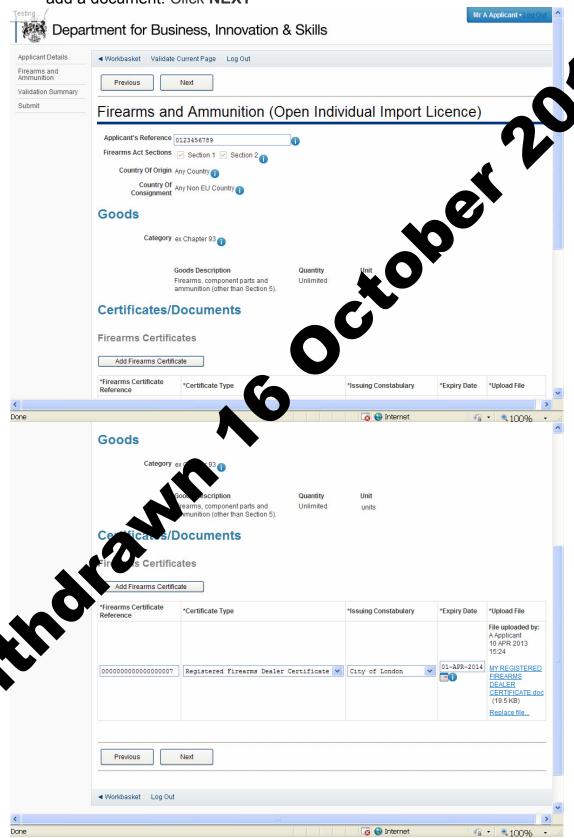
7. You are now at the **APPLICANT DETAILS** screen.



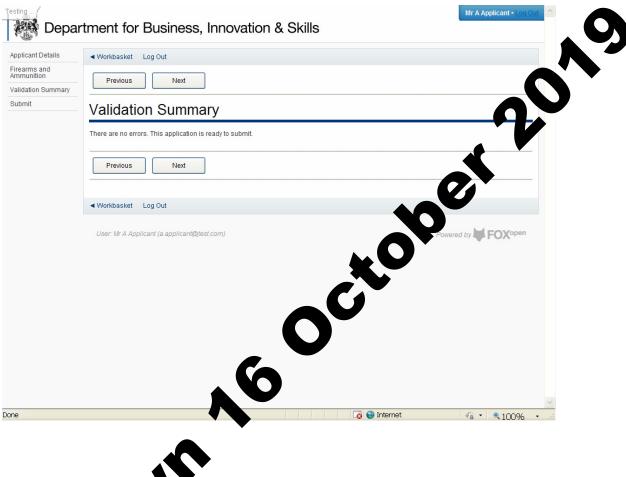
8. If the data is correct, click N



9. You are now at the FIREARMS AND AMMUNITION OPEN INDIVIDUAL IMPORT LICENCE screen. Fill in the details. Please use the 1 for further advice on what to put in each box. Upload all supporting documents. Click ADD FIREARMS CERTIFICATE each time you wish to add a document. Click NEXT

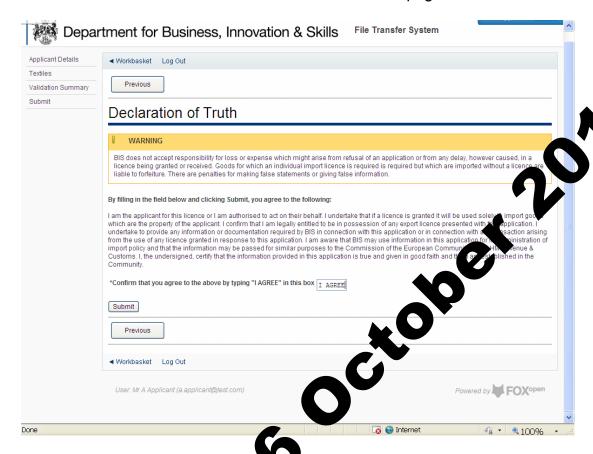


10. You are now at the **VALIDATION SUMMARY** screen. If there are any errors, they will be listed here. Click **PREVIOUS** to return to the **FIREAMS AND AMMUNITION OPEN INDIVIDUAL IMPORT LICENCE** page and correct any errors. If there are no errors listed, click **NEXT**.



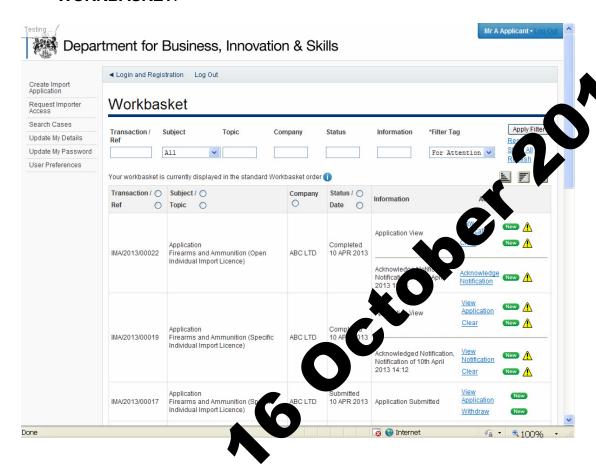


11. You are now at the **DECLARATION OF TRUTH** page.



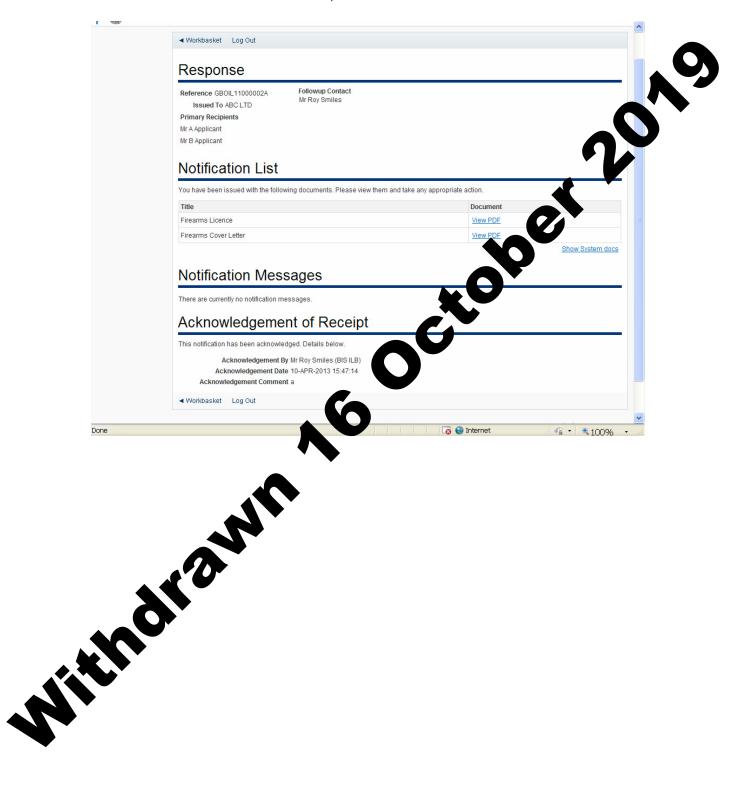
12. If you accept the declaration of truth is correct, type I ACCEPT in the box, and click SUBMIT. You cannot apply for an import licence unless you accept a claration of truth.

13. 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.

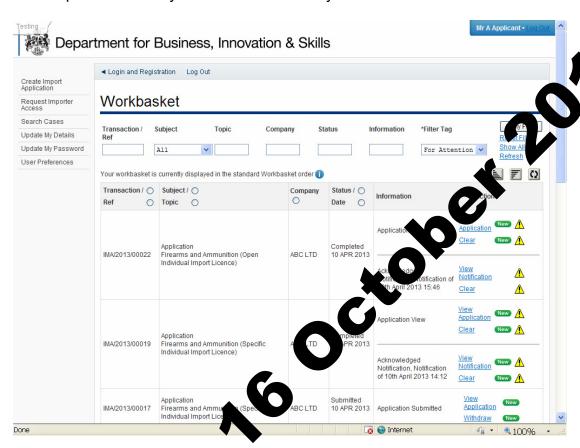


14. If your import licency oplication is approved, the status in your workbasket will change to **COMPLETED**. A **NOTIFICATION** confirming your import licency has been issued is sent to your workbasket with an **ACTION** for the **ACKNOWLEDGE NOTIFICATION**. Please acknowledge the notification. You may be asked for **FURTHER INFOPM** ON. Your import licence request will **NOT** be considered further until you have provided the information requested.

15. 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**.



16. 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.



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