



## HOW TO APPLY FOR A FIREARMS OPEN IMPORT LICENCE

1. 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.
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

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

Transaction / Ref	Subject	Company	Status / Date	Information	Actions
	Application Derogation from Sanctions Import Ban	ABC LTD	In Progress 21 MAR 2013	Prepare Application	Resume <small>New</small> Cancel / Delete <small>New</small>

With drawn 16 October 2019

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

The screenshot shows a web browser window displaying the 'Create Import Application' page. The page header includes the Department of Business, Innovation & Skills logo and the user 'Mr A Applicant' with a 'Log Out' button. The main content area is titled 'Create Import Application' and contains the following fields:

- \*Application Type: Firearms and Ammunition
- \*Application Subtype: Open Individual Import Licence
- Main Importer: ABC LTD (20)

A 'Create' button is located below the 'Main Importer' field. The page footer shows the user 'Mr A Applicant (a.applicant@test.com)' and the 'FOXopen' logo. The browser's address bar shows 'Internet' and the page is zoomed to 100%.

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

- Textiles (quotas),
- Steel (quotas),
- Outward Processing Trade,
- Firearms and Ammunition,
- Sanction import ban derogation,
- Russia wood tariff reduction licence

5. For firearms import licence requests, you must choose either OIL (Open Individual 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 Open 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**.

9. You are now at the **FIREARMS AND AMMUNITION OPEN INDIVIDUAL IMPORT LICENCE** screen. Fill in the details. Please use the **i** 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**

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

Applicant Details ◀ Workbasket Validate Current Page Log Out

Firearms and Ammunition Previous Next

Validation Summary

Submit

### Firearms and Ammunition (Open Individual Import Licence)

Applicant's Reference  **i**

Firearms Act Sections  Section 1  Section 2 **i**

Country Of Origin  **i**

Country Of Consignment  **i**

#### Goods

Category  **i**

Goods Description	Quantity	Unit
Firearms, component parts and ammunition (other than Section 5).	Unlimited	

#### Certificates/Documents

##### Firearms Certificates

*Firearms Certificate Reference	*Certificate Type	*Issuing Constabulary	*Expiry Date	*Upload File
<input type="text" value="00000000000000000000"/>	<input type="text" value="Registered Firearms Dealer Certificate"/>	<input type="text" value="City of London"/>	<input type="text" value="01-APR-2014"/>	File uploaded by: A Applicant 10 APR 2013 15:24  <a href="#">MY REGISTERED FIREARMS DEALER CERTIFICATE.doc (19.5 KB)</a> <a href="#">Replace file...</a>

Previous Next

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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**.

The screenshot shows a web application interface for the Department for Business, Innovation & Skills. The page title is "Validation Summary". The user is logged in as "Mr A Applicant". The page displays a message: "There are no errors. This application is ready to submit." There are "Previous" and "Next" buttons available for navigation. The page is powered by FOXopen.

Testing ... Department for Business, Innovation & Skills

Mr A Applicant • Log Out

Applicant Details  
Firearms and Ammunition  
Validation Summary  
Submit

◀ Workbasket Log Out

Previous Next

### Validation Summary

There are no errors. This application is ready to submit.

Previous Next

◀ Workbasket Log Out

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

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11. 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

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### 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

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 declaration 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**.

Department for Business, Innovation & Skills

Workbasket

Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag
IMA/2013/00022	Application Firearms and Ammunition (Open Individual Import Licence)		ABC LTD	Completed 10 APR 2013	Application View Acknowledged Notification, Notification of 10th April 2013 14:12	For Attention
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	
IMA/2013/00017	Application Firearms and Ammunition (Specific Individual Import Licence)		ABC LTD	Submitted 10 APR 2013	Application Submitted	

14. 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.

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**.

Workbasket Log Out

### Response

Reference GBOIL1100002A      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	<a href="#">View PDF</a>
Firearms Cover Letter	<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 (BIS ILB)  
**Acknowledgement Date** 10-APR-2013 15:47:14  
**Acknowledgement Comment** a

Workbasket Log Out

Done      Internet      100%

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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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Workbasket

Transaction / Ref	Subject / Topic	Company	Status / Date	Information
IMA/2013/00022	Application Firearms and Ammunition (Open Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View Acknowledged Notification of 10th April 2013 15:46
IMA/2013/00019	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View Acknowledged Notification of 10th April 2013 14:12
IMA/2013/00017	Application Firearms and Ammunition (Specific Individual Import Licence)	ABC LTD	Submitted 10 APR 2013	Application Submitted

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