



# Import Licence Application Form

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## Notes

Please complete this form in BLOCK CAPITALS

### **Important:**

Your licence will be issued in electronic format for Customs clearance in the UK.

## Data Protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to [www.gov.uk/rpa](http://www.gov.uk/rpa), choose 'Contact RPA' and click on 'Personal information charter'.

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## Part A – Agency details

**1.** Agency issuing the licence (name and address)

Rural Payments Agency  
Lancaster House  
Hampshire Court  
Newcastle upon Tyne  
NE4 7YH

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## Part B – Applicant details

**4.** Applicant (Business name and address)

Business name

Business address  
(inc postcode)

Trader registration number

VAT number

EORI number

**6.** Rights transferred to (if required and if permitted)

Business name

Business address  
(inc postcode)

Trader registration number

EORI number

VAT number

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**Part C – Country information**

**7.** Country product imported from

Is it compulsory that the product is imported from this country?	Yes	No
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**8.** Country of origin of product

Is it compulsory that this is the country of origin?	Yes	No
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**Part D – Security information**

- 11.** Licence security details:
- Amount (£)
  - Method
  - Payee trader number
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## **Part E – Product information**

- 14.** Type of product being imported:
- 15.** Full CN code description: (must be full exact description)

**16.** CN code of product being imported (to 8 digits)

**17.** Net quantity in figures

**18.** Net quantity in words

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## **Part F – Extra information**

**20.** Special particulars (For quota/preferential licences only)

SI number

Order number

Additional information (if required for licence type)

**24. Special conditions: (Declaration, certificate number)**

Print name

Authorised signature

Date

Contact telephone number

Contact email address

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**Part G – Send your completed form by email or post to:**

Email: [trader@rpa.gov.uk](mailto:trader@rpa.gov.uk)

Post: Trader Schemes  
Rural Payments Agency  
Lancaster House  
Hampshire Court  
Newcastle upon Tyne  
NE4 7YH