

Application for Bulk Import Reduced Data Set (BIRDS) Authorisation

1. Applicant's full name, address and postcode:	2. Contact Name:				
3. Contact's Position in Company	4. Companies House Registration No:				
5. Company Registered Address including postcode:	6. Applicant's EORI number:				
7. Contact's Details <table style="width: 100%;"><tr><td style="width: 50%;">Tel No:</td><td style="width: 50%;">Email:</td></tr><tr><td>Mobile No:</td><td>Website:</td></tr></table>		Tel No:	Email:	Mobile No:	Website:
Tel No:	Email:				
Mobile No:	Website:				
8. Have you or anybody in your operation that has previously operated the Low Value Bulking Procedure been turned down or had the authorisation revoked? If yes, please give details including EORI registration/s: No <input type="checkbox"/> Yes <input type="checkbox"/> Please give details: <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>					

Authorisations/Approvals

9. Authorisations/Approvals

Does the applicant hold the status of Authorisation Economic Operator (AEO)?

Yes Authorisation Number

No

Has the applicant previously held AEO status?

Yes

No

Currently Applying

Do you hold Simplified Import VAT Accounting (SIVA) approval?

Yes

No

Do you hold a Duty Deferment Account?

Yes Number

No

Guarantee amount £

Do you hold a Customs Comprehensive Guarantee (CCG)?

Yes CCG Number

No

If No, have you applied for CCG?

Yes Date you submitted application

No

10. Authorised locations of goods/customs office

GB

Location (name and address)

Records/Premises

<p>11. Please state where your trading records will be held for inspection (if different from Q1 and Q5):</p>	<p>12. Please state which address the goods will be delivered to after clearance:</p>
<p>13.</p> <p>a. Is this business operating from commercial premises? Please see notes.</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>b. Please state the name and contact details of the landlord if not yourself.</p> <p>c. Does your company sub-let premises with another courier company?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	

Use of Approval

<p>14.</p>								
<p>a. What purpose will this BIRDS be used for?</p>								
<table border="1"><tr><td>Imports on behalf of other couriers?</td></tr><tr><td>Yes / No</td></tr></table>	Imports on behalf of other couriers?	Yes / No	<table border="1"><tr><td>Imports for your own use?</td></tr><tr><td>Yes / No</td></tr></table>	Imports for your own use?	Yes / No	<table border="1"><tr><td>Imports for private customers?</td></tr><tr><td>Yes / No</td></tr></table>	Imports for private customers?	Yes / No
Imports on behalf of other couriers?								
Yes / No								
Imports for your own use?								
Yes / No								
Imports for private customers?								
Yes / No								
<p>b. Please provide additional details on why your business needs this approval? Maximum 500 words.</p>								

15.

What customs procedures are you using?

- Free Circulation
- Customs Warehousing In
- Customs Warehousing Out
- Inward Processing
- Temporary Admission
- Free circulation for end use

16. Please provide a brief description of the goods being imported with the country they are being imported from.

Goods / Commodities	Source / Country of Origin

Please attach a separate sheet if applicable.

17. Turnover

- a. What is the yearly anticipated total value for low value bulked imports? £
- b. How many of these imports will you do in a year?
- c. Does your company currently make C88 import declarations for individuals / businesses?

No

Yes

If Yes, please detail:

Documentation

18. Please state what Customs approved electronic inventory system you will use to account for the movement of goods from import to final delivery:

- a. How will the goods be received into GB? Please specify whether they will arrive by road, rail, sea or air:

b. How will the imported goods be consolidated as a shipment?

c. How will your declarations be generated?

d. Which clearing agent will be making customs declarations?

e. How will final delivery of goods be made to GB recipients of BIRDS?
Please list GB delivery companies to be used:

f. How will your company's commercial records be retained for up to 6 years?

Compliance History

19. Have any breaches of Customs and taxation rules been detected within your business in the last 3 years?
Breaches could be detected by yourself, customs or fiscal authorities.

No

Yes

Please describe the breaches of Customs and taxation rules detected:

a. Have you been subject to any relevant Civil Penalty / Criminal actions in the past 3 years? If yes, please provide details. Including Penalty references, date, nature of the Penalty/Criminal action, who was involved.

No

Yes

If Yes, please give details:

20. How did you notify breaches to the relevant governmental authorities?

Accounting and logistical system of your business

<p>Your written procedures must include the statements covering the activities</p>
<p>Audit trail</p> <p>21. Do you maintain a full audit trail of your customs activities?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>22. Where are your computer activities undertaken?</p> <p><input type="text"/></p>
<p>Internal control systems</p> <p>23. Have you documented procedures that employees within the purchase, storage, production and sale processes must operate?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>a. Have your internal control processes been subject to any internal/external audit?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>b. Have you documented procedures to control your standing data?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>c. Have you documented procedures to control the stock movement of goods?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>d. Have you documented procedures to control the delivery of goods from stock?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>Making Customs declarations and the use of customs agents</p> <p>24. Have you documented procedures for verifying the accuracy of customs declarations including those submitted on your behalf by a third-party representative, for example, agent of forwarder?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>Procedures for back-up, recovery, fallback and archiving</p> <p>25. Have you documented procedures for back up, recovery, fallback, archiving and retrieval of your business records?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>

Information security – protection of security systems

26. Have you documented procedures to control your document security?

No

Yes

Declaration

I hereby undertake to abide by the terms and conditions outlined and any additional conditions imposed in their entirety and understand that if the approval is granted, any subsequent breaches of the terms and conditions of that approval may result in penalty action and may also result in withdrawal of this approval. To the best of my knowledge and belief, the information I've given in this document is accurate and any accompanying documents are authentic. If my application is accepted, I will inform HM Revenue and Customs about anything arising after the authorisation has been granted which may influence its continuation or content.

This form should be signed by a company official (Company Director/Secretary)

Name of applicant

Position in company

Signature

Date

Note: Please ensure the information submitted on this Application Form is factually correct. If during subsequent reviews, HMRC discover inconsistencies or deliberate errors with your submitted application, HMRC reserve the right to revoke your authorisation with immediate effect.

Send completed application to: birdsauthorisationsbulking@hmrc.gov.uk