



Simplified procedures application

Application for authorisation to use simplified procedures

1 Applicant's details.

Enter the full name, address and postcode of the business making this application

Business name

Registered business address and postcode

Telephone number

Email address

2 Contact details.

Enter the details of the person designated as the point of contact for this application.

Full name

Contact status

Address and postcode

Telephone number

Email address

3 Applicant's Economic Operator Registration and Identification (EORI) number for GB or NI

EORI number GB or NI or both must have a prefix of GB or XI, for example GB 123412341234

4 Companies House registration number (if applicable)

Authorised Economic Operator (AEO)

5 Are you an AEO Operator?

Show whether you're an Authorised Economic Operator (AEO) by putting an 'X' in the appropriate box.

Yes No Application pending

6 Lodgement of declarations

Show the types of representation for the lodgement of your supplementary declarations by putting an 'X' in the appropriate boxes

Self Representation (SR)

Submitting declarations in your own name and on your own behalf

As an Indirect Representative (IR)

An authorised third party acting in their own name on behalf of the principal and who is jointly liable with the principal.

As a Direct Representative (DR)

An authorised third party acting in the name and on behalf of the principal (this is only available for imports into GB and the principal must be UK established).

Using a Direct Representative

Authorisation holder will use a third party to submit the supplementary declarations in the name and on behalf of the principal (authorisation holder).

Using a Direct Representative to submit your supplementary declarations

7 Direct Representatives details:

Applicants using DRs to lodge their supplementary declarations, enter any additional representatives on a separate sheet

Full name

Address and postcode

EORI Number

Duty Deferment Account

8 Enter applicant's Duty Deferment Account (DDA) number

Enter applicant's Duty Deferment Account (DDA) number or show pending if applied for.

Which DDA will be used for payment? Tick one box below.

My own

My clients

Both

Main accounts and customs records

9 Where main accounts and customs records are held (if different from question 1)

Full name

Address and postcode

10 Type of main account

What type of account do you maintain and what type of computer system and software do you use?

Choose one

paper-based

electronic

If electronic, include the:

Name of system or application

Name of your software supplier

Aggregation

11 Aggregation (imports only) – if you require authorisation to aggregate your supplementary declarations, tell us which timeframe you wish to be authorised for

1 day

10 days

I will not aggregate

Simplified procedure – Simplified Declaration Procedure (SDP) / Entry in Declarants Records (EIDR)

12 State which simplification you require and the procedures you want to use it for and whether you're going to use it for GB, NI or both. Please put an 'X' in all relevant boxes:

SDP: GB NI

EIDR: GB NI

Centralised clearance (NI only):

13 Enter the name of the air/rail/sea/port through which you will enter goods via SDP

If you need more space for extra locations use a separate sheet and send this with your application.

14 Enter the full name, address and post code of the premises at which EIDR will be used

If you need more space for extra locations use a separate sheet and send this with your application.

Full name

Address and postcode

15 Confirm what records or systems constitute your EIDR records and what specific process will be used to establish the tax point (as noted in the EIDR record)

If using EIDR to remove goods from various Customs procedures, specify the records/systems that apply to each use of EIDR. Confirm where this information is held. For example, for removals from Customs warehouse using EIDR the EIDR records could be a combination of your commercial records or system and your duty management system.

The agreed tax point must be prior to the physical release of the goods from the premises.

For example, the confirmation of pick as recorded within the commercial system.

Simplified procedure – Simplified Declaration Procedure (SDP) / Entry in Declarants Records (EIDR)

16 Import

Show authorisation number where applicable or pending and date of application.

Free circulation:

EIDR SDP

Inward processing:

EIDR SDP

Authorisation number

Authorised use:

EIDR SDP

Authorisation number

Temporary admission:

In: EIDR SDP

Out: EIDR

Authorisation number

Customs warehousing:

In: EIDR SDP

Authorisation number

Out: EIDR

Authorisation number

Customs warehouse removals to onward supply (OSR) (SDP only)

Declaration without supporting documents (banana weighing certificates) (SDP only)

Temporary storage out:

EIDR SDP

Authorisation number

Inward processing (discharge of IP to free circulation) (EIDR only):

Authorisation number

Transfers/movements between Special Procedures:

EIDR

Outward processing:

EIDR SDP

Authorisation number

Simplified procedure – Simplified Declaration Procedure (SDP) / Entry in Declarants Records (EIDR)

17 Export

Show authorisation number where applicable or pending and date of application.
EIDR for exports can only be used for exports where a pre departure declaration is waived.

Exportation:

EIDR SDP

Inward processing:

SDP
Authorisation number

Outward processing:

SDP
Authorisation number

Authorised use:

SDP
Authorisation number

Customs warehousing:

SDP
Authorisation number

EIDR - UK continental shelf /fixed pipelines:

EIDR SDP

EIDR - Express industry memorandum of understanding:

EIDR SDP

18 Please indicate at the time of export which information you are able to provide?

Weight
Yes No

Value
Yes No

All other information
Yes No

Simplified procedure – Simplified Declaration Procedure (SDP) / Entry in Declarants Records (EIDR)

19 For imports/exports enter the estimated total quantity or weight of the goods

The number of transactions, the total customs value and the total customs, excise and VAT due or paid for the goods that you've imported during the past 12 months. This can be calculated using historical imports/exports or an estimated forecast where there is no previous importing history

Imports

Annual estimated total quantity in kgs/units/litres

Estimated number of transactions per year

Estimated total customs value per year

Average amount per year

Customs Duty = £

Excise Duty = £

VAT = £

Exports

Annual estimated total quantity in kgs/units/litres

Estimated number of transactions per year

Estimated total customs value per year

Route to CHIEF and badge requirements

For exports only

20 By which route will you or your representative be accessing CHIEF to submit your simplified declarations to HMRC?
If using:

- a DR to submit your supplementary declarations, you may wish to consult them to check this information before completing this section
- more than one DR to submit your supplementary declarations, for each DR please tell us specific route and badge requirements

If you or your representative are using the Direct Trader Input (DTI) route, will you be using:

An existing DTI badge, for example, for Manchester Airport or Felixstowe?

or

A 'new' DTI badge which you or your representative have obtained from a CSP only for the purposes of submitting your export simplified declarations?

If so, please provide the CSP and 'new' DTI badge details allocated name and 'new' DTI badge details

or

If using either Web, Email or XML Channels provide the email address for broadcast messages

Will your declarations be transmitted through an existing National Export System (NES) role?

Yes No

If you or your representative are using the Web route:

Do you require a 'new' badge (role) for Web?

If so, you will need to request a role via PA7 form

or

Will your declarations be submitted on an existing badge (role)?

If so, provide details of this role

Email address to be used for reports: (this may differ to the broadcast message email).

If you or your representative are using the email route:

Do you require a 'new' email badge (role) for EDCS?

If so, you will need to request a role via PA7 form

or

Will your simplified declarations be submitted on an existing email badge (role)?

If so, provide details of this role

Route to CHIEF and badge requirements

For exports only

Email address to be used for reports: (this may differ to the broadcast message email).

Email report type:

Text EDIFACT

If EDIFACT type:

UNOA UNOB

If you or your representative are using the XML route:

Do you require a 'new' email badge (role) for XML?
if so, you will need to request a role via PA7 form

or

Will your simplified declarations be submitted on an existing XML badge (role)?

If so, please provide details of this role (for example 3 x alpha characters)

Email address to be used for reports: (this may differ to the broadcast message email).

Email report type:

Text EDIFACT

If EDIFACT type:

UNOA UNOB

Check list

21 Please confirm that you have included the following documents with your application:

Written procedures

Customs Procedure Codes CPC's including frontier controlled and non-controlled CPCs and supplementary declaration CPCs

Commodity codes including controlled goods

For centralised clearance (NI only) a list of companies involved in the centralised clearance authorisation

Declaration

I declare that the information given in this document and any attachments are true to the best of my knowledge.

I accept and agree to the terms and conditions outlined and any additional conditions imposed in their entirety. I understand that if approval is granted, any breaches of the terms and conditions of that approval may mean that the company could be charged a penalty and the approval may be withdrawn.

Put an 'X' in the box below.

Declaration

Signature

Name in full use capital letters

Position in the company for example, proprietor, partner, director, company secretary

Date DD MM YYYY

Tell us if you wish to confirm your consent for the exchange of information to

EU member states by putting an 'X' in the box (for NI only post 31 December 2020)

Send the application and any other accompanying documents to:

BT-NCH

HM Revenue and Customs

BX9 1GZ

Communicating by email

If you choose to email us, please be aware that email is not secure. The main risk is that information sent by email could be changed or read by someone else before it reaches us. Only use email to contact us or send us information if you accept the risks.

Put an 'X' in the box if you agree to the email risks and you authorise us to use the email address you have provided to correspond with you

By emailing us you are also confirming that you are content for us to send you information concerning your business, including financial information, and that you are happy for us to send you attachments. This is in relation to all matters concerning Customs, International Trade and Excise (CITEX) for example, customs warehousing, processing, authorised or end-use, guarantees.

If we contact you by email we will desensitise information wherever possible, for example by only quoting part of any unique reference numbers. We are happy to discuss how you may do the same but still provide the information we need.

If you would prefer we did not respond by email, for example because other people may have access to your email account, we are happy to respond by an alternative method which we'll need to agree with you.

For more information, read HMRC's privacy policy. Go to www.gov.uk and search for 'HMRC privacy notice'.

If you think an email has not come from HMRC, do not click on any links, give any personal details or reply to the email. You should send the email to us at phishing@hmrc.gov.uk