



Department for  
Business & Trade

# UK Duty Suspensions – Application Guidance

Information pack

May 2024

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## Glossary

**Commodity Code** – internationally recognised reference numbers. A code describes a specific product when importing or exporting goods. You will use this code on any import declaration and can find them in the Trade Tariff tool. Commodity codes are usually 10 digits in length. If a code is not defined to the 10<sup>th</sup> digit, the final digits (to make up 10) are 0s.

**Crown Dependency** – the Crown Dependencies are the Bailiwick of Jersey, the Bailiwick of Guernsey and the Isle of Man. The Crown Dependencies are not part of the UK but are self-governing dependencies of the Crown.

**Customs Duty** – the duties paid on good imported to a country, often referred to as a tariff.

**Free Trade Agreement (FTA)** is a preferential arrangement between 2 or more countries that reduce restrictions on imports and exports, which can make trading easier and cheaper when they are used.

**General Agreement on Tariffs and Trade (GATT)** is the agreement between member states of the World Trade Organization (WTO) which governs trade in goods, with the aim of minimising trade friction and barriers between countries.

**Goods Chapter** – the first two digits of the commodity code identify the chapter in which the goods can be found in the Harmonised System as set out by the World Customs Organization (WCO).

**Goods Classification** – for trading purposes all goods must be classified by a commodity code.

**Harmonised System** is the nomenclature set out by the WCO to classify goods.

**Intermediate goods** – goods sold on to a manufacturer for additional processing prior to final sale.

**Most favoured nation (MFN)** – under the WTO agreements, countries cannot normally discriminate between their trading partners. For goods, this principle is found at Article I of the GATT. For tariffs, the effect is that the same tariffs must be applied to all trading partners, unless an exception applies (for example, that an FTA or other preferential arrangement, such as the [Developing Countries Trading Scheme \(DCTS\)](#), is in place).

**Suspensions** are complete or partial reductions in the standard tariff rate. They allow unlimited quantities to be imported for a specific period of time at a reduced or zero tariff rate, after which the rate applicable reverts to the standard tariff rate.

**Tariff Lookup Tool** is a tool made available to the public to help classify goods and calculate tariff rates. This tool is owned and managed by HMRC, who handle all questions on goods classification. It can be accessed via this [link](#).

**Tariff Rate Quotas (TRQ) or Autonomous Tariff Quotas (ATQ)** are trade mechanisms that allow a limited amount of a specific product to be imported into a country, at a lower applied tariff. TRQs or ATQs are most commonly used for agricultural imports.

**Tariff(s)** are taxes applied to imports when they enter the country (also known as 'import duty' or 'customs duty'). Importers are responsible for paying any tariff that is due.

**Taxation (Cross-border Trade) Act 2018 (TCTA)** – the TCTA allows the government to impose and regulate customs duties that are imported into, and exported from, the UK since it has left the EU. Section 8(5) of the TCTA sets out 5 key principles which HMG have regard to in considering the import duty that ought to apply to goods at the standard tariff rate.

**Trader** – an individual or company who buys and sells goods.

**UK Global Tariff (UKGT)** – the UK Global Tariff (UKGT), the UK's MFN tariff regime, applies to all goods imported into the UK, unless an exception applies. Exceptions can include preferential trading arrangements, such as a trade agreement between the UK and a partner country, or if the goods come from developing countries covered by the Developing Country Preference Scheme (DCTS). Further exceptions can also reduce tariffs, such as duty reliefs and suspensions.

**World Customs Organization (WCO)** – an intergovernmental organisation (of which the UK is a member) that regulates customs administrations across its members.

**World Trade Organization (WTO)** – an intergovernmental organisation (which the UK is a member of) which sets out the rules of trade between its members.

## Introduction

Since 2021, the UK has twice invited stakeholders to apply for temporary tariff suspensions.

The first window ran between 1 June and 31 July 2021. As a result, 102 new suspensions came into effect in January 2023, most of which are in force until 31 December 2024. A second application window ran between 12 June and 6 August 2023. This brought new suspensions on 126 product lines, and extensions for 11 existing suspensions, into effect on 11 April 2024. These measures will remain in force until 30 June 2026, unless extended.

The UK is now running a further application window, which is open from 8 May 2024. The deadline for applications is **11.59pm on Wednesday 3 July 2024**.

This application window invites stakeholders to submit applications for new suspensions, as well as to submit objections to the extension of suspensions due to expire on 31 December 2024.

The purpose of this document is to help stakeholders complete tariff suspension applications comprehensively, to give the best chance of submitting a successful application. It contains background and technical information on tariffs and suspensions, as well as details on how to complete the application form.

## Information on tariffs and suspensions

### What is a tariff?

Tariffs are taxes applied to imports when they are imported into the country (more formally known as 'import duty' or 'customs duty'). Importers are responsible for paying any tariff that is due.

### The UK Global Tariff

On 19 May 2020, the government announced the UKGT as the UK's MFN tariff regime to replace the EU's Common External Tariff. The UKGT came into force at the end of the transition period on 1 January 2021.

The UKGT applies to all goods imported into the UK unless exceptions apply, including:

- The country you are importing from has a [trade agreement with the UK](#).
- An MFN measure applies, such as a relief or [tariff suspension](#).
- The goods come from developing countries covered by [preferential arrangements](#).
- Additional duties which have been introduced for [selected goods originating from Russia and Belarus](#).

### Existing suspensions

Find all current duty suspensions using either the [Trade Tariff lookup tool](#) or by consulting the [Suspension of Duty Rates Reference Document](#).

## Suspensions implemented when the UK was a member of the EU

Duty suspensions for products which previously existed in the UK under the EU suspensions regime have been carried over into the UK's independent regime. They have been retained, provided they came into force before, or as part of, the EU's July 2020 update to ensure continuity for UK businesses.

All current duty suspensions rolled over from the EU regime, including EU ATQs changed to duty suspensions, are extended until 31 December 2028.

## Coronavirus (COVID-19) critical products

The UK government implemented tariff suspensions on a number of medical items critical in the response to COVID-19 on 1 January 2021. Three suspensions were expired for goods where there have been no imports under the suspensions (5603 91 10, 2905 44 11 00 and 2905 44 99 00). This was based on HMRC raw customs data for the period January 2021 to August 2022.

In an effort to provide continuity for businesses and ease pressures on the NHS, these suspensions are now extended until 31 December 2028.

## Suspensions implemented as a result of the 2021 and 2023 application windows

The government has committed to review all suspensions granted from the 2021 process, most of which are in force until 31 December 2024. As part of this review process, the government is inviting stakeholders to submit views on the objections to extension of these suspensions until 30 June 2026. A full list of these suspensions is available on [GOV.UK](https://www.gov.uk).

Suspensions granted from the 2023 process remain in force until 30 June 2026. The government will review these suspensions ahead of this expiry date. More information on the process for extending these suspensions will be announced on [GOV.UK](https://www.gov.uk) in due course.

## Guidance for submitting your views on the extension of 2021 suspensions

The opportunity to submit views on objections to the extension of suspensions granted from the 2021 process is being conducted in a separate, streamlined form. This can be accessed via [GOV.UK](https://www.gov.uk).

If you have any issues or concerns when submitting your views, please contact the Tariff Suspensions Team at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).

Before starting, please note:

- The form will automatically save your progress, meaning you will be able to come back to it at a later date.
- There is a progress bar, which features at the top of the application form. This indicates how far through the form you are.

- You may move between pages by using the "backward" and "forward" buttons at the bottom of the page. Please note that certain questions are mandatory to answer to progress.
- How you answer certain questions may affect the numerical ordering of subsequent questions. Please do not be concerned if certain question numbers appear to have been skipped.
- You are able to expand text-input answer fields by dragging with your mouse. You may prefer to do this if you are inserting high volumes of information.

### **Privacy and confidentiality questions**

**Q1.** You need to receive the consent of any third parties whose information you are submitting. If you have not received this consent, we may not be able to complete our assessment. By clicking "yes" to this question you understand that the Department for Business and Trade may check with the third party that consent has been granted, as requested. Choose "N/A" if your application does not contain any third-party information.

**Q2.** If the government receives a request for information under the Freedom of Information Act 2000, it is required to disclose the information it holds unless certain exemptions apply. Please use the space under this question to let us know if you want the information you provide to be treated confidentially. Please be aware that, in accordance with the Freedom of Information Act 2000, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

### **Contact details**

**Q3. to Q6.** provide space to provide details of name(s), organisation(s), email address(es) and telephone number(s). If you are submitting this objection on behalf of UK or Crown Dependency business/es that produce the product concerned (or a similar one), please also provide their details.

### **Product details**

Please answer **Q7. to Q18** for one suspension only. At **Q19.** you will be asked if you wish to provide views on further suspensions. If you select "yes", the progress you have made so far will be saved, and you will be re-directed to complete **Q7. to Q18.** for the additional suspension.

You may repeat this process to apply for up to five suspensions per application. If you wish to provide views on more than five suspensions, please submit your current form once completed and begin a new form for the further suspensions.

**Q7. to Q9.** provide space to provide details of the application ID, commodity code, and product description on which you would like to submit your views. This information is available via [GOV.UK](https://www.gov.uk).

**Q10.** Please select "yes" if you are content for the suspension to be extended until 30 June 2026, or "no" if you are not.

**Q11.** Will appear if you select “no”. Please provide your comments on why this suspension should not be extended. If you are objecting to the extension of a suspension, please make reference to the assessment criteria as listed on [GOV.UK](https://www.gov.uk) where relevant to your objection, as well as any other impacts that a duty suspension might have.

### **Domestic production of the same or similar product**

**Q12.** If you are aware of any producer in the UK or Crown Dependency that produces the same product (falling under the same commodity code) or similar product, please select “yes”. Please also select “yes” if you are aware of plans for future production.

**Q13. to Q18.** will appear if you select “yes”. Please provide details of existing or planned future domestic production of the same or similar product.

**Q19.** If you select “yes”, the form will save the information you have inputted so far, and allow you to submit the information in response to **Q7. to Q18.** for an additional suspension.

You may repeat this process to apply for up to 10 suspensions per application. If you wish to provide views on more than 10 suspensions, please submit your current form once completed and begin a new form for the further suspensions.

### **Declaration**

You will then be taken to the final page, which asks you to provide e-signatures for all named participants. This will confirm that you have read the privacy notice, and that the information provided in this application form and supporting attachments is complete and correct.

By clicking to the next page your form will be submitted. Please ensure you are content with your form before moving to the next page.

Once submitted, you will receive a PDF copy of your completed form. An example of the form to object to the extension of suspensions is included at **Annex A** of this document.

## **The application process for new tariff suspensions**

Applications for new suspensions submitted as part of this process need to meet both of the following criteria:

- The product you are seeking a suspension on should not be traded between persons who are related parties (defined in [Regulation 8\(4\) of the Customs Tariff \(Suspension of Import Duty Rates\) \(EU Exit\) Regulations 2020](#)) in circumstances which would not enable other United Kingdom businesses to benefit from the suspension.
- The same product (falling under the same commodity code) or similar products, should not be produced in the UK or Crown Dependencies, not produced in sufficient quantities, or production should be temporarily insufficient.<sup>1</sup>

We strongly recommend you ensure your application meets these criteria. If these criteria are not met, your application may not be considered.

Tariff suspensions are designed to help UK and Crown Dependency businesses remain competitive in the global marketplace. They do this by suspending, either in whole or in part,

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<sup>1</sup> products other than raw products are taken to be produced in the UK or a Crown Dependency if they are partly or wholly manufactured in the UK or a Crown Dependency. Simple assembly operations, repacking products, or preparing products for shipment or transportation would not normally be considered production processes.



UKGT import duties on certain goods, normally those used as inputs into domestic production processes. Where you are not based in the UK or a Crown Dependency, or are applying for a good that is not used as an input into a production process, there is space provided in the application form (Q44.), where you may provide further information to support your application.

If the UKGT rate on the product you import or plan to import is already 0%, there is no duty to suspend. For partial suspensions, applications may request the rate is further lowered or removed. To find out what the import duty rate of a particular good currently is, you can look up the commodity code for that product on the [Tariff Lookup Tool](#).

When assessing applications, the government will also take into account relevant considerations. These include:

- International arrangements to which the UK is a party (for example FTAs).
- Factors which may be considered, such as:
  - a) the interests of consumers in the United Kingdom;
  - b) the interests of producers in the United Kingdom of the goods concerned;
  - c) the desirability of maintaining and promoting the external trade of the United Kingdom;
  - d) the desirability of maintaining and promoting productivity in the United Kingdom; and
  - e) the extent to which the goods concerned are subject to competition.
- How other government policies may be affected by the proposed duty suspension (such as trade remedies).
- Any circumvention risks due to tariff reclassification.

You can find existing information and ongoing updates on UK duty suspensions and the application process, including all business suspensions currently in place on [GOV.UK](#).

### **Commodity code classification**

During this application process, you will be asked to submit a commodity code covering the good on which you wish to apply for a suspension. If you are unsure how to classify your goods, please check the [Tariff Lookup Tool](#).

#### How does commodity code classification work?

Commodity codes are usually 10 digits in length. The first six digits are determined by the Harmonised System (HS), set out by the World Customs Organization (WCO). All members of the WCO must use the HS, but then have the option to further define commodity codes at the 7-10-digit level. If a code is not defined to the 10<sup>th</sup> digit, the final digits (to make up 10) are 0s.

The main commodity code classifications for goods are:

- Chapters (2-digit level of the HS, “HS2”).
- Headings (4-digit level of the HS, “HS4”).

- Subheadings (6-digit level of the HS, “HS6”).
- Combined Nomenclature: the following 2-4 digits after HS6, which describe goods at the most specific level. These levels of description are referred to as CN8 (specified to the 8<sup>th</sup> digit) and CN10 (specified to the 10<sup>th</sup> digit).

At which level of commodity code classification do suspensions usually apply?

Commodity codes, even at the most granular level (CN10), often cover more than one specific good. Suspensions can therefore either apply at the level of the commodity code (usually at CN8 and CN10 level), or at the level of the specific good itself (i.e. at a more granular level than CN10, referred to as sub-CN10).

Through this application process, you can apply for a suspension on any level of commodity code, or for a suspension on a product that sits within a CN10 code. You need to ensure that the evidence you provide to support your application correctly matches the level of commodity code or product that you are applying for.

How will the government ensure it has appropriately classified the product that you have applied for?

The government will, ahead of the public objections window opening, contact all applicants. We will check that you agree with the classification the government intends to publish in the objections window is correct, based on our assessment of your application form.

In some cases, the government may suggest a different classification to the one you have provided on your application form. In such instances, an explanation detailing why the government is suggesting a different classification, and how the implementation of a suspension at that different classification would differ from your original application, will be set out in the same email checking classification. You will have the opportunity to object or raise concerns before the objection window opens.

Can commodity codes change over time?

The HS digits are reviewed every five or six years by the WCO, members can then decide how often they wish to review the 7–10 digits. Therefore, commodity codes can be subject to change throughout the year. This could mean that the commodity code that the requested suspension will apply to may have changed from the one you submitted as part of your application. If this is the case, the correct commodity code will be communicated to you as part of the outcome of your application.

**Objections**

Four weeks after the close of the application window - or where that is not reasonably practicable, as soon as practicable after that four-week period - the government will publish a list of all applications at the level of classification we have agreed with you. This will then initiate a four-week objections window, in which we will invite the wider public to submit any objections they might have on the proposed suspensions.

If we have been unable to confirm with you the appropriate level of classification relating to your application, the objections window will act as a further opportunity for you to highlight any concerns that you may have. Where this is the case, the government will discuss with you directly.

In some cases, the government may also wish to discuss potential classification changes after the objections window has closed.

## Application guidance for new suspensions

Like the 2023 application window, the online application form for this year's process is available on [GOV.UK](https://www.gov.uk).

If you have any issues or concerns when completing your application, please contact the Tariff Suspensions Team at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).

Before starting your application, please note:

- Your application will automatically save your progress, meaning you will be able to come back to it at a later date.
- You can only complete one application form at a time. You may apply for up to ten products per application. To begin an additional application form, please submit the one you are currently working on. At Annex B, we have provided an example template of the form, which may be useful to plan for multiple forms.
- There is a progress bar, which features at the top of the application form. This indicates how far through the form you are.
- You may move between pages by using the "backward" and "forward" buttons at the bottom of the page. Please note that certain questions are mandatory to answer to progress.
- How you answer certain questions may affect the numerical ordering of subsequent questions. Please do not be concerned if certain question numbers appear to have been skipped.
- You are able to expand text-input answer fields by dragging with your mouse. You may prefer to do this if you are inserting high volumes of information.

### Privacy and confidentiality

**Q1.** You need to receive the consent of any third parties whose information you are submitting as part of your application. If you have not received this consent, we may not be able to complete our assessment. By clicking "yes" to this question you understand that the Department for Business and Trade may check with the third party that consent has been granted, as requested. Choose "N/A" if your application does not contain any third-party information.

**Q2.** If the government receives a request for information under the Freedom of Information Act 2000, it is required to disclose the information it holds unless certain exemptions apply. Please use the space under this question to let us know if you want the information you provide to be treated confidentially. Please be aware that, in accordance with the Freedom of Information Act 2000, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

**Q3.** If you consent, the name of your business, or the business you are applying on behalf of, will be included in the published summary of applications, which will appear on GOV.UK. If you do not consent, it will be anonymised, but the product you have applied for, and its associated commodity code, will still be published.

### **Applicant information**

**Q4. to Q13.** ask you to fill in your personal and company information.

**Q10.** asks whether any of the applicants are importers of the product being applied for. While anyone can apply for a tariff suspension through this process, we would usually expect applications to be made by, or on behalf of, organisations that import the product being applied for.

### **Product description**

Please answer **Q14. to Q42.** for one product only. At **Q43.** you will be asked if you wish to apply for further suspensions. If you wish to apply for a further suspension, the form will then allow you to submit the information in response to **Q14. to Q42.** for the relevant product.

You may repeat this process to apply for up to five products per application. If you wish to apply for more than five products, please submit your application form and begin a new application form for the further products.

**Q14.** The accuracy and level of detail of the product description is important. It ensures the government will be able to accurately assess and, if successful, implement the suspension correctly, in line with the product you have applied for. If there is insufficient detail or the description is inaccurate, it may mean your application is less likely to be successful, or that there could be a delay in assessing it.

**Q15.** This question will help us to analyse results we receive as part of the process, including identifying particular sectors of interest to applicants.

**Q16.** Supporting literature should provide as much detail as you have available. It should detail the product name, what the product is, including its composition and properties if relevant, and its intended and potential uses. While a different level of detail will be appropriate for different products, it is important to provide as much supporting evidence as you can. Insufficient information on whether your product meets the core criteria could be detrimental to the success of your application.

**Q17.** For information on commodity codes, please refer to the guidance relating to commodity code classification on pages 9-10 of this document. We would usually expect this to be defined at 10-digit level. It may be the case that your product is covered by the commodity code covering "Other". If you are unsure of the right code, you can use the [Tariff Lookup Tool](#) or email us at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).

**Q18.** Please see below an image of where the product description appears at CN10 level on the Online Tariff Lookup Tool:

<a href="#">Vegetable products</a>	<a href="#">Section II</a>
L <a href="#">Edible fruit and nuts; peel of citrus fruit or melons</a>	<a href="#">Chapter 08</a>
L <a href="#">Fruit and nuts, provisionally preserved, but unsuitable in that state for immediate consumption</a>	<a href="#">0812</a>
L <a href="#">Other</a>	<a href="#">0812 90</a>
L <a href="#">Apricots; oranges</a>	<a href="#">0812 9025</a>
L <b>Apricots</b>	<b>0812 9025 90</b>

**Q19.** Please state whether there is an existing tariff suspension on the product. You can find out more about whether a suspension is in place on the product by using the [Tariff Lookup Tool](#). If a suspension is applied at sub-CN10 level, it will feature via an additional code under “Import duties”, as shown in the below image:

Import duties				
Country	Measure type	Duty rate	Conditions	Footnotes
<a href="#">All countries (1011)</a>	<a href="#">Third country duty</a>	16.00%		
<a href="#">All countries (1011)</a>	<a href="#">Third country duty</a> Additional code: <b>2700</b> Duty suspension of 0% applies - see footnote for coverage. Please do not use if the MFN import duty rate is 0%.	0.00%		<b>DS160</b>
<a href="#">All countries (1011)</a>	<a href="#">Third country duty</a> Additional code: <b>2701</b> Duty suspension does not apply. Please do not use if the MFN import duty rate is 0%.	16.00%		

If the suspension applies to the full commodity code, it will appear further down the page under the heading “Suspensions”, as shown in the below image:

Suspensions				
Country	Measure type	Duty rate	Conditions	Footnotes
<a href="#">All countries (1011)</a>	<a href="#">Autonomous tariff suspension</a>	0.00%		

**Import VAT and excise**

- Goods are subject to an import VAT rate of **0.00%**
- [Excise duties](#) are not chargeable on this commodity.

**Q20.** Please use this space to state how you, or any organisation(s) you are applying on behalf of, intend to use the product (such as whether the product is intended for resale, or whether the intention is to use it in a production process). If your product is not used in a production process, you may also use the space at **Q44.**, under ‘Other remarks’, to provide further information to support your application.

**Q21.** Please state whether the product you are applying for is a chemical with a CAS registry number.

**Q22. to Q25.** will appear if you have answered you are applying for a chemical product in **Q21.** These questions will ask you to input the relevant information pertaining to the chemical product. Answering these questions accurately will help the government correctly classify the good on which you are applying for a suspension.

### **Proposed implementation of suspension**

**Q26.** Referring to the guidance regarding commodity codes on pages 9-10 of this document, please specify the level of commodity code you wish to apply for. This could, for example, be where you indicate you wish the suspension to apply at:

- CN8 level.
- CN10 level.
- Sub-CN10 level.

You will need to ensure that the evidence you provide to support your application correctly matches the level of commodity code or product that you are applying for.

**Q27.** Please express any concerns you may have at this stage with a suspension being applied on a broader commodity code than the one you have applied for. For example, if you have specified in response to **Q26.** that you are applying for the suspension at sub-CN10 level, this is where any objections to broader implementation (e.g. CN10 level) should be made in advance of the government assessing whether a broader level of commodity code might be appropriate. There will also be further opportunities to object to such cases. For further information on commodity codes and how they apply to suspensions, please see the explanation above on pages 9-10 of this document.

**Q28.** You should choose “No” if you are requesting the tariff to be reduced but not removed altogether – i.e. to lower the import duty but for it to remain above 0%.

**Q29.** This question will appear if you answer “No” to **Q28.** It asks you to provide the rationale for the reduction, which will help the government to effectively assess your application.

### **Product importation and consumption**

#### **Q30.**

- Please insert the total value of this product that you expect to import within the calendar year 2025. This should be expressed in GBP and should be reported in the same format as required on customs declarations.
- Please insert the quantity of this product that you expect to import within the calendar year 2025. You are required to express this in weight (the measurement unit defined in the UKGT, or the unit used when submitting a customs declaration, ordinarily declared in KG). There is also an option to express any relevant supplementary units (for example litres).

**Q31.** Please insert the annual import value of the product for the calendar years 2021, 2022 and 2023, as well as the average across these years. Please calculate this average value by adding up the values of each year for which you have imported the product and dividing it by the number of years you have imported it for. E.g. [value in 2021] + [value in 2022] + [value in 2023] = Sum. Sum / 3 = average.

**Q32.** There are two options to express units of quantity in this section. The first is the unit of weight, which should be that as defined in the UKGT, or the unit used when submitting a customs declaration. Weight is ordinarily declared in KG. The second provides space for any supplementary unit. For example, if you are importing juice, you may wish to express a measurement in litres, in addition to KG. Please insert the quantities you have imported for the years 2021, 2022 and 2023, as well as the average quantity of importation across these years. Please calculate this average by adding up the quantities of each year for which you have imported the product and dividing it by the number of years you have imported it for. E.g. [value in 2021] + [value in 2022] + [value in 2023] = Sum. Sum / 3 = average.

**Q33.** Please indicate the country or countries from which you are importing. If you are importing from more than one country, please provide a breakdown (%) of the amount you import per country. For example, we could expect a return to take the following form:

Country	Payable tariff rate	Amount of product imported (%)
Country A	4%	60%
Country B	4%	20%
Country C	4%	20%

**Q34.** Please indicate if you plan to import from any other countries within the next two calendar years.

**Q35.** If you click “yes” to **Q34.**, we will ask you to specify which countries you plan to import from. If you have a contract with an organisation for future imports, it may assist your application to evidence it here. This will be particularly helpful if you have limited or no past imports of the product.

**Q36.** Please indicate the total duty savings you would have realised if a suspension were in place on this product in the calendar year 2023. Please ensure your figures are correct for the calendar year 2023. If you provide figures for a different year, please explain why in the “other remarks” section at **Q44.**

In the application process that ran in 2021, applicants were asked to demonstrate a duty savings threshold of at least £10,000. Like last year, the government is not setting out a minimum duty savings threshold as part of the application process in 2024. Savings are generally expected to be significant enough to warrant a government measure.

**Q37.** Please demonstrate how you have calculated the total duty savings you have described in **Q36.** We typically expect you to set out the following:

- the total amount you imported of this product in the calendar year 2023;
- the applicable duty rate on the product; and
- the duty rate applied to the total imports, in order to give the total amount of duty paid.

### **Domestic production of the product**

**Q38. to Q40.** ask you to demonstrate how your application meets the criterion that the product or similar products should not be produced in the UK or Crown Dependencies, only produced in limited quantities, or production should be temporarily insufficient.

**Q39.** asks you to provide a summary of the efforts you have made to ascertain that there are no UK or Crown Dependency producers that are willing or able to supply the product or similar products, or that domestic production is temporarily insufficient.

As this pertains to one of the criteria listed on page 8, providing detailed evidence that explains the specific type of research undertaken is crucial. This evidence could include, for example, a report detailing correspondence by phone or email to potential producers or market leaders with knowledge of the good being applied for, trade data implying there is no domestic production, reports from official sources (e.g. official data/statistical authorities producing trustworthy evidence) as well as rigorous internet-based research or independently driven analysis. A simple search through an online search engine with no attempt to follow up (e.g. a screenshot of the first page of a search engine result) is unlikely to be sufficient.

Providing the dates, details and results of these approaches will assist the government in ascertaining that your application meets the criteria, making it more likely to be successful.

**Q40.** allows you to provide hard evidence to demonstrate these efforts. We strongly recommend that you submit supporting evidence, such as email exchanges and the results of any research undertaken, as this is likely to strengthen your application.

### **Anti-dumping, countervailing and safeguard measures**

**Q41.** This question asks you whether you are aware of any anti-dumping, countervailing or safeguard measures on the product on which you are applying for a suspension.

#### Anti-dumping measures

Anti-dumping measures comprise an increased duty on imported goods. They protect against damage to UK industry caused by the dumping of goods in the UK market at prices much lower than the normal value.

Each anti-dumping measure covers specified goods originating in, or exported from, named countries or exporters.

It is charged in addition to other duties that apply to the imported goods, such as the customs duty or rebalancing duties.

Where a safeguard measure is also applied to an imported good, only the highest of either the applicable safeguard or anti-dumping duties apply.

#### Countervailing measures

Countervailing measures comprise an increased duty on imported goods that have received countervailable subsidies in the originating or exporting country, and which are deemed to cause or threaten to cause material injury to UK industry which produces similar goods.

It is treated in the same way as anti-dumping duty for customs purposes. It is possible to have both anti-dumping and countervailing duties on the same product, though these duties may not compensate for the same situation of dumping or export subsidization.

#### Safeguard measures

Safeguard measures can take the form of an increased duty on the good concerned, or a quantitative restriction on the amount of the good which may be imported, such as a ban or a quota.



Safeguard measures may be imposed temporarily on goods that are being imported in increased quantities and under such conditions as to cause or threaten serious injury to UK industry which produces 'like' or directly competitive goods. Safeguard measures are applied to imported goods from all countries, but there are exemptions available for goods from developing countries.

You can find out whether a product is subject to an anti-dumping, countervailing or safeguard measure by looking it up on the [Tariff Lookup Tool](#).

**Q42.** will appear if you answer "yes" to **Q41**. This question asks you to explain the reasons why you are applying for a tariff suspension on a product subject to anti-dumping, countervailing or safeguard measures. This information will help the government to effectively assess your application.

### **Apply for further suspensions**

**Q43.** you will be asked if you wish to apply for any further products. If you wish to apply for a further product, the form will then allow you to submit the information in response to **Q14.** to **Q42.** for that product.

You may repeat this process to apply for up to five products per application. If you wish to apply for more than five products, please submit your application form and begin a new application form for the further products.

### **Other remarks**

**Q44.** You should use this answer to provide any further information on any aspect of your application. Where you, or any organisation(s) you are applying on behalf of, are not based in the UK or a Crown Dependency, or are applying for a good that is not used as an input into a production process, you can also use this space to provide further information to support your application.

### **Declaration**

Once you have completed **Q44.**, you will then be taken to the final page, which asks you to provide e-signatures for all named applicants. In providing e-signatures, you confirm that you have read the privacy notice, and that the information provided in this application form and supporting attachments is complete and correct.

By providing e-signatures, you are also confirming that your application does not relate to a product that is traded between persons who are related parties, in circumstances that would not enable other businesses to benefit from a duty suspension. This criterion is set out in Regulation 8(4) of the Customs Tariff (Suspension of Import Duty Rates) (EU Exit) Regulations 2020).

Please note that this is the final page and that by clicking "next" your application will be submitted.

Once submitted, you will receive a PDF copy of your completed form. An example of the application form for new suspensions is included below at **Annex B** of this document.

If you have further questions that were not answered by the guidance document, please contact the Tariff Suspensions Team at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).

## Annex A – Suspension extension form

Duty suspensions, or tariff suspensions, are the complete or partial reduction in the Most Favoured Nation ('MFN') UK Global Tariff (UKGT) rate for specified products. Duty suspensions are temporary measures that are in place for defined periods. After this period expires, the applicable tariff rate reverts to the UKGT rate, unless a decision is taken to extend it.

Since 2021, the UK has twice invited stakeholders to apply for temporary tariff suspensions.

The first window ran between 1 June and 31 July 2021. As a result, 102 new suspensions came into effect in January 2023, most of which are in force until 31 December 2024. A second application window ran between 12 June and 6 August 2023. This brought new suspensions on 126 product lines, and extensions for 11 existing suspensions, into effect on 11 April 2024. These measures will remain in force until 30 June 2026.

### Reviewing suspensions due to expire on 31 December 2024

The government has committed to review all suspensions granted from the 2021 process, which are due to expire on 31 December 2024. As part of this review process, the government is inviting stakeholders to submit objections to the extension of these suspensions until 30 June 2026. A full list of these suspensions is available via [GOV.UK](#).

Please note that if you wish to apply for a new suspension, there is a separate application form. This is available via [GOV.UK](#).

The UK is running this process alongside the 2024 application window, which is open from 8 May 2024. The deadline for all applications for new suspensions, and views for suspensions due to expire on 31 December 2024, is **11.59pm on Wednesday 3 July 2024**.

### Completing your form

Before starting, please note:

- The form will automatically save your progress, meaning you will be able to come back to it at a later date.
- There is a progress bar, which features at the top of the application form. This indicates how far through the form you are.
- You may move between pages by using the "backward" and "forward" buttons at the bottom of the page. Please note that certain questions are mandatory to answer to progress.
- How you answer certain questions may affect the numerical ordering of subsequent questions. Please do not be concerned if certain question numbers appear to have been skipped.
- You are able to expand text-input answer fields by dragging with your mouse. You may prefer to do this if you are inserting high volumes of information.

If you have any questions, please do not hesitate to contact us at [tariffssuspensions@businessandtrade.gov.uk](mailto:tariffssuspensions@businessandtrade.gov.uk).

## **Privacy notice**

The Department for Business and Trade (DBT) is committed to protecting the privacy and security of your data. This notice describes how we collect and use your data in accordance with data protection legislation (the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018).

It is important that you read this privacy notice so that you are aware of how and why we are using your data.

### **Purpose**

The Department for Business and Trade will process personal data supplied for the purpose of inviting objections to certain suspensions being extended until 30 June 2026, in accordance with the UK GDPR and Data Protection Act 2018. The information you provide will be processed on the lawful basis of public task. If you are providing a response on behalf of a third party, you must ensure you get their consent prior to submission.

### **What personal data we collect**

- Mandatory information to be collected when submitting an application form:
- Name (first name and surname).
- Email address.
- Contact number.
- Name of organisation / business you represent.
- E-signature.

### **How we will use your personal data**

We will use your personal information to help us identify any responses from bots or other fraudulent sources to maintain the integrity of the information received. We may also use your contact details to get in touch with you to discuss the information you have provided in your form, or any attachments you have provided. We may also use your contact details to remove your response if you instruct us to do so.

Your information will be processed and shared within the department and with selected third parties for purposes connected with the Department for Business and Trade performing a task in the public interest, or to fulfil an official function, and the task or function has a clear basis in law, including to:

- Ensure that the UK's suspensions regime is tailored to the UK economy.
- Identify international and UK-based opportunities.
- Better understand the domestic and international business landscape with respect to the UK's international trade.
- Ensure that trade opportunities are inclusive.
- Enable the department (DBT) to follow up on the points raised in the suspension application form.

## **Lawful basis**

Our lawful basis for processing your personal data is that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **How we may share your information**

Your personal data will be processed and shared within the Department for Business and Trade and with selected third parties.

Third parties with whom information may be shared with are:

- Other government departments including but not limited to HM Treasury (HMT), the Department for Transport (DfT), HM Revenue & Customs (HMRC), the Department for Environment, Food and Rural Affairs (DEFRA), the Department of Health and Social Care (DHSC), the Foreign, Commonwealth and Development Office (FCDO), the Cabinet Office, and the Department for Energy Security & Net Zero (DESNZ).
- Non-personal information provided within your form may be shared with a science and technology consultant. This is to ensure that, for some products, the products details provided in your form relate to those provided in the suspension application you are objecting to.
- Should there be a requirement to share your personal data with other third parties not included in this list, you will be notified beforehand via a revised privacy notice.

The Department for Business and Trade may use your data to inform UK tariff and trade policy. For example, your data might be considered to monitor tariff policy, or inform any future reviews of the UKGT. We will seek your consent before considering the data you have provided via these other processes.

We will not:

- Sell or rent your data to third parties.
- Share your data with third parties for marketing purposes.
- Use your data in analytics.

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

Information provided whilst contributing to this process, including personal information, may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA), the UK GDPR and the Data Protection Act (2018).

Consent will be sought in accordance with the UK GDPR and Data Protection Act 2018 should there be a requirement to share information with any other third parties listed in this notice. If you want the information you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of information that has been provided,

we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

### **How long we will retain your information**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will only retain your personal information for as long as:

- It is needed for the purposes set out in this document.
- The law requires us to.

Subject to the paragraph above, we will retain your personal information for up to 3 years from the date on which it is provided or subsequently updated, and your overall response for up to 10 years, however we conduct regular reviews to ensure we only keep information required for the purpose of which it was collected. Should there be any indication that there will be a business need to extend this retention period, this will be robustly reviewed, and any changes will be clearly outlined and recorded in a revised notice.

### **Your rights and access to your information**

You have the right to request a copy of the information that we hold about you. The Data Protection Act 2018 also gives you additional rights that refer to how the Department for Business and Trade holds and uses your information.

Consequently, under certain circumstances, by law you have the right to:

- Raise an objection to how your data is processed.
- Withdraw consent and the right to object and restrict further processing of your data; however, where legally enforceable, this may affect the service we are able to provide to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Not be subject to automated decision-making including profiling.
- Request details about how your personal data is processed and to request a copy of your personal data.

### **Identity and contact details**

The Department for Business and Trade is registered as a Data Controller under the UK General Data Protection Regulation and Data Protection Act 2018. Our contact details are:

Department for Business and Trade  
Old Admiralty Building  
Admiralty Place  
Whitehall  
London  
SW1A 2DY

Email: [data.protection@businessandtrade.gov.uk](mailto:data.protection@businessandtrade.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information. You can contact our Data Protection Officer using the same contact.

If you are not satisfied with the Department for Business and Trade response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website.

For more information about your rights under the Data Protection Act 2018 or to request a copy of any data held about you please contact [data.protection@businessandtrade.gov.uk](mailto:data.protection@businessandtrade.gov.uk).

### **Privacy and confidentiality questions**

- Q1: If you are including any personal information of third parties in the application, have you received their permission to do so?
  - Yes.
  - No.
  - Not Applicable
- Q2: Please use the space under this question to let us know if you want the information you provide to be treated confidentially. Please be aware that, in accordance with the Freedom of Information Act 2000, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. If you select "yes", please use the text entry box to be as specific as possible.
  - Yes.
  - No.

### **Contact details**

Please provide contact details for all participants below. If you are submitting this form on behalf of UK or Crown Dependency business/es that produce the product concerned (or a similar one), please also provide their details below.

- Q3: Please provide full name(s).
- Q4: Please provide name of organisations(s).
- Q5: Please provide email address(es).
- Q6: Please provide telephone number(s).

### **Product details**

In this section, you should provide us with details about the suspension to which you would like to submit your views, as well as the related product. Please refer to the list of 2021 suspensions published on [GOV.UK](https://www.gov.uk) to find this information.

Please answer questions 7 to 18 for one suspension only. At question 19, you will be asked if you wish to provide views on further suspensions. If you select “yes”, the progress you have made so far will be saved, and you will be re-directed to complete questions 7 to 18 for the additional suspension.

You may repeat this process to apply for up to five suspensions per application. If you wish to provide views on more than five suspensions, please submit your current form once completed and begin a new form for the further suspensions.

- Q7: Please provide application ID. This will be in the form “SUS\_X”.
- Q8: Please provide commodity code.
- Q9: Please provide product description.
- Q10: Are you content for the suspension to be extended until 30 June 2026?
  - Yes.
  - No.
- Q11 (pop-up if “no” is selected in response to Q10): Please explain why you are objecting to this suspension being extended until 30 June 2026.

Please make reference to the assessment criteria as listed on [GOV.UK](https://www.gov.uk) where relevant to your objection, as well as any other impacts that a duty suspension might have.

Please provide as much detail as possible.

#### **Domestic businesses producing an identical, equivalent, or substitutable product**

- Q12: Are you aware of any producer based in the UK or Crown Dependency that produces the same product (falling under the same commodity code) or similar product? Please select “yes” if you are aware of plans for future production.
  - Yes.
  - No.

If “yes” is selected in response to Q12, the following questions will appear:

- Q13: Please provide names of organisation(s) based in the UK or Crown Dependency that produce(s) the same or similar product.
- Q14: Please describe the product that this organisation produces which is relevant to this objection.
- Q15: Please explain why you consider this product to be the same as, or similar to, the product applied for in the application window, to which you are objecting.
- Q16: Please provide supporting literature, such as a product datasheet or brochure, that includes a product specification when submitting your application.
- Q17: If known, please provide production capacity of the product available for the market (e.g. not bound in-house or by contracts) in the calendar year 2023.

Figures should be reported in the same format as would be required on customs declarations, or as defined in the UK Global Tariff. Weight is ordinarily declared in KG.

- Q18: If known, please provide anticipated production capacity of the product available for the market for the calendar year 2025. Figures should be reported in the same format as would be required on customs declarations, or as defined in the UK Global Tariff. Weight is ordinarily declared in KG.

### **Provide views on further suspensions**

- Q19: Do you wish to provide views on further suspensions?
  - Yes.
  - No.

Please note that if you select “yes”, the progress you have made so far will be saved, and you will be re-directed to complete questions 7 to 18 for the additional suspension.

You may repeat this process to apply for up to five suspensions per application. If you wish to provide views on more than five suspensions, please submit your current form once completed and begin a new form for the further suspensions.

### **Declaration**

By signing below, I certify I have read the privacy notice and that the information provided in this form and supporting attachments is complete and correct.

- E-signature.

You have now completed all stages of the form. By clicking to the next page, it will be submitted. Please ensure you are content with your form before moving to the next page.

### **Submission page**

Thank you for completing this form.

This is confirmation it has been received.

You will have the opportunity to download a PDF copy of your response.

If you have any questions, please do not hesitate to contact us at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).



## Annex B – Example suspension application form

Duty suspensions, or tariff suspensions, are the complete or partial reduction in the UK Global Tariff (UKGT) rate for specified products. Duty suspensions are temporary measures that are in place for defined periods. After this period expires, the applicable tariff rate reverts to the UKGT rate, unless a decision is taken to extend it.

Since 2021, the UK has twice invited stakeholders to apply for temporary tariff suspensions.

The first window ran between 1 June and 31 July 2021. As a result, 102 new suspensions came into effect in January 2023, most of which are in force until 31 December 2024. A second application window ran between 12 June and 6 August 2023. This brought new suspensions on 126 product lines, and extensions for 11 existing suspensions, into effect on 11 April 2024. These measures will remain in force until 30 June 2026.

The UK is now running a further application window, which is open from 8 May 2024. The deadline for applications is **11.59pm on Wednesday 3 July 2024**.

Please note that if you wish to provide views on extending an existing suspension, there is a separate form. This is available via [GOV.UK](https://www.gov.uk).

Before completing this form, we recommend that you read the detailed guidance on the UK's duty suspension application process, which can be found via [GOV.UK](https://www.gov.uk).

We recommend that you complete this application on a computer, rather than a mobile device.

If you have any technical issues or any questions while completing this application, please don't hesitate to contact us at: [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).

Before starting your application, please note:

- Your application will automatically save your progress, meaning you will be able to come back to it at a later date.
- You can only complete one application form at a time. You may apply for up to ten products per application. To begin an additional application form, please submit the one you are currently working on. At Annex B, we have provided an example template of the form, which may be useful to plan for multiple forms.
- There is a progress bar, which features at the top of the application form. This indicates how far through the form you are.
- You may move between pages by using the "backward" and "forward" buttons at the bottom of the page. Please note that certain questions are mandatory to answer to progress.
- How you answer certain questions may affect the numerical ordering of subsequent questions. Please do not be concerned if certain question numbers appear to have been skipped.
- You are able to expand text-input answer fields by dragging with your mouse. You may prefer to do this if you are inserting high volumes of information.

## **Privacy notice**

Please read the privacy notice before answering the privacy and confidentiality questions on the next page.

The Department for Business and Trade (DBT) is committed to protecting the privacy and security of your data. This notice describes how we collect and use your data in accordance with data protection legislation (the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018).

It is important that you read this privacy notice so that you are aware of how and why we are using your data.

## **Background**

Since 2021, the UK has twice invited stakeholders to apply for temporary tariff suspensions. The UK is now running its third application window between 8 May and 3 July 2024.

In line with this, the Government has made an application form available on GOV.UK for stakeholders to request duty suspensions.

The Department for Business and Trade will process personal data supplied for this purpose in accordance with the UK GDPR and Data Protection Act 2018. The information you provide will be processed on the lawful basis of public task. If you are providing a response on behalf of a third party, you must ensure you get their consent prior to submission.

## **What personal data we collect**

Mandatory information to be collected when submitting an application form:

Name (first name and surname).

Email address.

Contact number.

Name of organisation / business you represent.

E-signature.

## **How we will use your personal data**

We will use your personal information to help us identify any responses from bots or other fraudulent sources to maintain the integrity of the information received. We may also use your contact details to get in touch with you to discuss the information you have provided in your form, or any attachments you have provided. We may also use your contact details to remove your response if you instruct us to do so.

For transparency, a summary of the information provided in application forms will be published on GOV.UK. These summarised lists will include non-personal information about the product to which the application or objection relates, including the commodity code and commodity description. It will include the name of the organisation or business who lodged the application, subject to their consent.

Your information will be processed and shared within the department and with selected third parties for purposes connected with the Department for Business and Trade performing a

task in the public interest, or to fulfil an official function, and the task or function has a clear basis in law, including to:

- Ensure that the UK's suspensions regime is tailored to the UK economy.
- Identify international and UK-based opportunities.
- Better understand the domestic and international business landscape with respect to the UK's international trade.
- Ensure that trade opportunities are inclusive.
- Enable the Department for Business and Trade (DBT) to follow up on the points raised in the suspension application form.

### **Lawful basis**

Our lawful basis for processing your personal data is that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **How we may share your information**

Your personal data will be processed and shared within the Department for Business and Trade and with selected third parties.

Third parties with whom information may be shared with are:

- Other Government departments including but not limited to HM Treasury (HMT), the Department for Transport (DfT), HM Revenue & Customs (HMRC), the Department for Environment, Food and Rural Affairs (DEFRA), the Department of Health and Social Care (DHSC), the Foreign, Commonwealth and Development Office (FCDO), the Cabinet Office, and the Department for Energy Security & Net Zero (DESNZ).
- Non-personal information provided within your application form may be shared with a science and technology consultant. This is to ensure that, for some products, the product subject to the application request is aligned with the most appropriate commodity code.
- Should there be a requirement to share your personal data with other third parties not included in this list, you will be notified beforehand via a revised privacy notice.

The Department for Business and Trade may use your data to inform UK tariff and trade policy. For example, your data might be considered to monitor tariff policy, or inform any future reviews of the UKGT. We will seek your consent before considering the data you have provided via these other processes.

We will not:

- Sell or rent your data to third parties.
- Share your data with third parties for marketing purposes.
- Use your data in analytics.

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

Information provided whilst contributing to this process, including personal information, may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA), the UK GDPR and the Data Protection Act (2018).

Consent will be sought in accordance with the UK GDPR and Data Protection Act 2018 should there be a requirement to share information with any other third parties listed in this notice. If you want the information you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

### **How long we will retain your information**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will only retain your personal information for as long as:

- It is needed for the purposes set out in this document.
- The law requires us to.

Subject to the paragraph above, we will retain your personal information for up to 3 years from the date on which it is provided or subsequently updated, and your overall response for up to 10 years, however we conduct regular reviews to ensure we only keep information required for the purpose of which it was collected. Should there be any indication that there will be a business need to extend this retention period, this will be robustly reviewed, and any changes will be clearly outlined and recorded in a revised notice.

### **Your rights and access to your information**

You have the right to request a copy of the information that we hold about you. The Data Protection Act 2018 also gives you additional rights that refer to how the Department for Business and Trade holds and uses your information.

Consequently, under certain circumstances, by law you have the right to:

- Raise an objection to how your data is processed.
- Withdraw consent and the right to object and restrict further processing of your data; however, where legally enforceable, this may affect the service we are able to provide to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Not be subject to automated decision-making including profiling.
- Request details about how your personal data is processed and to request a copy of your personal data.

## Identity and contact details

The Department for Business and Trade is registered as a Data Controller under the UK General Data Protection Regulation and Data Protection Act 2018. Our contact details are:

Department for Business and Trade  
Old Admiralty Building  
Admiralty Place  
Whitehall  
London  
SW1A 2DY

Email: [data.protection@businessandtrade.gov.uk](mailto:data.protection@businessandtrade.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information. You can contact our Data Protection Officer using the same contact.

If you are not satisfied with the Department for Business and Trade response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website.

For more information about your rights under the Data Protection Act 2018 or to request a copy of any data held about you please contact [data.protection@trade.gov.uk](mailto:data.protection@trade.gov.uk).

## Privacy and confidentiality

- Q1: If you are including any personal information of third parties in the application, have you received their permission to do so?
  - Yes.
  - No.
  - Not Applicable.
- Q2: Please use the space under this question to let us know if you want the information you provide to be treated confidentially. Please be aware that, in accordance with the Freedom of Information Act 2000, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. If we receive a request for disclosure of information that has been provided, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. If you select "yes", please use the text entry box to be as specific as possible.
- Q3: As outlined in the privacy notice, the DBT will publish a notice on GOV.UK, which summarises the requests received. Do you – and any other named applicants – consent to the name of your (and, if relevant, their) business or organisation being published? If you wish to consent to certain names being published, but not others, there is space to specify this in the text box provided.

## Applicant information

- Q4: Please provide full name(s).
- Q5: Please provide name(s) of organisation(s).

- Q6: If your organisation(s) has/have a website, please include a link.
- Q7: Please provide email address(s).
- Q8: Please provide telephone number(s).
- Q9: Please specify where your organisation is located.
  - Scotland.
  - Wales.
  - Northern Ireland.
  - Northeast England.
  - Northwest England.
  - Yorkshire and the Humber.
  - East Midlands.
  - West Midlands.
  - East of England.
  - London.
  - Southeast England.
  - Southwest England.
  - Crown dependency: the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man.
  - Other (please specify)
- Q10: Are you an importer of the product(s) being applied for?
  - All applicants are importers of the product.
  - Some applicants are importers of the product.
  - No applicants are importers of the product.
- Q11: If you answered (b) to the previous question, please state which applicants are importers of the product being applied for.
- Q12: Please select the size of your organisation by number of employees. If there are multiple organisations listed on your application, please use the additional space provided.
  - Fewer than 50 employees.
  - Between 51 and 250 employees.
  - Between 251 and 500 employees.
  - Greater than 501 employees.
  - Additional space.

- Q13: Have you applied for a tariff suspension previously?
  - Yes.
  - No.

### **Product description**

In this section, please provide us with the details of the product on which you are applying for a duty suspension.

Please answer questions 14 to 42 for one product only. At question 43, you will be asked if you wish to apply for suspension(s) on further products. If you wish to apply for a further suspension, the form will then allow you to submit the information in response to questions 14 to 42 for the relevant product.

You may repeat this process to apply for up to five products per application. If you wish to apply for more than five products, please submit your application form and begin a new application form for the further products.

Please ensure you provide an accurate and precise product description, that will enable us to identify the specific product you are importing. You must show that your product meets the requirements of the commodity code applicable to the product, see Q16.

Detailed guidance on how best to fill out this section can be found via [GOV.UK](https://www.gov.uk).

- Q14: Please provide a detailed description of the product. Depending on the product's nature, the description should include, for example, its components, composition, function, and intended purpose.

Please do not simply quote the text of the commodity code considered to be applicable to the product.

- Q15: Which manufacturing sector does the product you are applying for sit within?
  - Agriculture.
  - Automotive.
  - Biomedicine. Chemicals.
  - Food and drink.
  - Furniture.
  - Heavy vehicles.
  - Metals.
  - Pigments.
  - Plastics.
  - Oils.
  - Office supplies.
  - Renewables.
  - Other (please specify).

- Q16: Please provide supporting literature, such as a product datasheet or brochure, that includes a product specification when submitting your application. If you are unable to provide this, please indicate why at Q44 the end of the questionnaire or contact us at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).
- Q17: Please provide the commodity code applicable to this product. We have provided detailed guidance on commodity codes on pages 9 and 10 of the guidance, available via [GOV.UK](https://www.gov.uk). We would usually expect this to be defined at 10-digit level. It may be the case that your product is covered by the commodity code covering “Other”. If you are unsure of the right code, you can use the [Tariff Lookup Tool](#) or email us at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).
- Q18: Please insert the commodity code description that appears on the [Tariff Lookup Tool](#).
- Q19: Please state whether there is an existing tariff suspension on the product. You can find out more about whether a suspension is in place on the product by using the [Tariff Lookup Tool](#). Further guidance on how to find existing suspensions on the Tool is included on pages 12 and 13 of the guidance, available via [GOV.UK](https://www.gov.uk).
- Q20: Please describe how you, or any organisation(s) you are applying on behalf of, intend to use the product (such as whether the product is intended for resale, or whether the intention is to use it in a production process).
- Q21: Is the product you are importing a chemical with a CAS number?

#### **Chemical product information (pop up – diverted here if answer “yes” to Q19)**

- Q22: Please provide the CAS registry number.
- Q23: Please provide the CUS number (reference number in the European Customs Inventory of Chemicals).
- Q24: Please provide the structural formula.
- Q25: Please provide the purity degree.

#### **Proposed implementation of suspension**

This section is focussed on the different ways in which suspensions can be implemented. Further information on how to fill out this section can be found on pages 12 and 13 of the guidance, available via [GOV.UK](https://www.gov.uk).

- Q26: As outlined on pages 9 - 10 of the guidance document, a full commodity code can often cover more products than a specific product falling within it. Please specify if you wish to apply for the suspension to apply to a full commodity code (and, if so, at what level) or a more specific product falling within it. Please note if you are applying for a suspension to cover a full commodity code, the evidence you provide throughout this form will need to meet the application criteria for the full range of products covered by that commodity code.
  - Headings (4-digit level of the HS, “HS4”).  
This will mean that the suspension will cover all product lines under this heading.



- Subheading (6-digit level of the HS, “HS6”).  
This will mean the suspension will cover all product lines falling under this subheading.
  - Combined nomenclature (8-digit level, “CN8”).  
This will mean the suspension will cover all product lines under this definition.
  - Combined nomenclature (10-digit level, “CN10”).  
This will mean the suspension will cover all products captured by this definition.
  - Specific product (“sub-CN10”).  
This will mean the suspension will apply to a specific within a defined commodity code.
- Q27: Please outline if you have any concerns or objections at this stage to the Government considering a suspension to a broader level of commodity code than appears in your application form. Please note that if this is being considered the Government will suggest this broader code to you when it confirms the classification code with you following submission of your application. In such instances, an explanation detailing why the Government is suggesting a different classification, and how the implementation of a suspension at that different classification would differ from your original application, will be set out in the same email checking classification. You will have the opportunity to object or raise concerns before the objection window opens.
  - Q28: Please indicate whether you are applying for the tariff on this product to be suspended to 0%.
    - Yes.
    - No.
  - Q29 (pop up – diverted here if answered No to Q28): Please indicate a suggested reduced tariff rate, and an explanation of why you have suggested this rate.

### **Product importation and consumption**

In this section, please provide information regarding your, or any organisation(s) you are applying on behalf of, historic and anticipated importation and consumption of the product. If more than one importer is named on this application, you should provide the total combined figures in responses to the below.

- Q30: Please provide the expected annual importation of the product for the calendar year 2025.
  - a) Customs value in GBP (figures should be reported in the same format as is required on customs declarations).
  - b) Quantity.

- Weight – the measurement unit should be that as defined in the UK Global Tariff, or the unit used when submitting a customs declaration. (Weight is ordinarily declared in KG).
  - Supplementary unit (if applicable for the commodity code).
- Q31: Please provide us with your, or any organisation(s) you are applying on behalf of, annual importation of the product for the calendar years preceding this application. This should be total value in terms of GBP. Please confirm for each year listed. If you have not imported this product prior to 2024, please answer “N/A”.
  - 2021.
  - 2022.
  - 2023.
  - Average value of annual importation (2021 – 2023 inclusive).
- Q32: Please provide us with your, or any organisation(s) you are applying on behalf of, annual importation of the product for the calendar years preceding this application. This should be the quantity expressed in terms of the measurement unit defined in the UKGT, or as a supplementary unit if appropriate. Please confirm for each year listed. If you have not imported this product prior to 2024, please answer “N/A”.
  - 2021.
    - KG.
    - Supplementary Unit.
  - 2022.
    - KG.
    - Supplementary Unit.
  - 2023.
    - KG.
    - Supplementary Unit.
  - Average quantity of annual importation (2021 – 2023 inclusive).
    - KG.
    - Supplementary Unit.
- Q33: Please list the countries you, or any organisation(s) you are applying on behalf of, import the product from and the payable tariff rate, including any preferences (such as due to a Free Trade Agreement). You should provide a breakdown (%) of the amount of product imported per country. If you have not imported this product prior to 2024, please answer “N/A”.
  - Country A.
  - Country A tariff rate.

- Country A % of imports.
  - Country B.
  - Country B tariff rate.
  - Country B % of imports.
  - Country C.
  - Country C tariff rate.
  - Country C % of imports.
  - Additional space.
- Q34: Do you, or any organisation(s) you are applying on behalf of, plan to import the product from any other country in the next 2 years? Please select “yes” if you have not imported the product prior to 2024, but plan to do so in the next two years.
  - Q35 (pop up – diverted here if answered “Yes” to Q34): Please specify which country or countries you, or any organisation(s) you are applying on behalf of, plan to import this product from. If you, or any organisation(s) you are applying on behalf of, have a contract for future imports, it may assist your application to evidence it here. Projected values, volumes and duty savings will be particularly helpful if you have limited or no past imports of the product.
  - Q36: Please indicate how much you, or any organisation(s) you are applying on behalf of, would have saved in import duties had a full duty suspension been in place in the calendar year 2023. If you, or any organisation(s) you are applying on behalf of, did not import this product in the calendar year 2023, please write “N/A” or provide the figure for another recent year.
  - Q37: Please demonstrate how you have come to this conclusion by providing an outline of duties paid on imports of this product in 2023 (or other specified year). This should outline the total value of the product imported and the tariff on that product. The amount of duty paid will equal the amount of duty you would have saved if a suspension were in place. If you did not import this product in 2023, please write “N/A”.

### **Domestic production of the product**

In line with the criteria set out on [GOV.UK](https://www.gov.uk), this section asks you to outline the efforts you have made to identify any UK or Crown Dependency producers of the product (or a product falling within the same commodity code, or similar product), and the results of your searches. Further information on the type of evidence we expect is included in the guidance document at page 15.

- Q38: Are you aware of any UK or Crown Dependency producers of the product to which this application relates (or a similar product)?
  - Yes.
  - No.

- Q39: Please explain the efforts you have made to establish that there are no UK or Crown Dependency producers that are willing or able to supply the product, or a similar, product in sufficient quantities. You should provide the date of approach, type of approach (e.g. internet search, e-mail enquiry, phone call), and result of approach.
- Q40: Please attach evidence of these enquiries, such as reports, emails, or research. Further information on types of evidence that will best support your application are outlined in the guidance, available via [GOV.UK](https://www.gov.uk).

### **Anti-dumping, countervailing, or safeguard measures**

- Q41: Is the product on which you are applying for a suspension subject to an anti-dumping, countervailing or safeguard measure? A description of each of these measures can be found in the guidance, available via [GOV.UK](https://www.gov.uk).
  - Yes.
  - No.
  - Not known.
- Q42 (pop up – diverted here if answered “Yes” to Q41): Please explain why a duty suspension is being sought on a product subject to an anti-dumping, countervailing or safeguard measure.

### **Apply for further suspensions**

- Q43: Do you wish to apply for further suspensions?

Please note that if you select “yes”, the progress you have made so far will be saved, and you will be re-directed to complete questions 14 to 42 for the additional product.

You may repeat this process to apply for up to five products per application. If you wish to apply for more than five products, please submit your application form and begin a new application form for the further products.

### **Other remarks**

- Q44: Please use this space to provide any other information regarding your application that you consider relevant. Where you, or any organisation(s) you are applying on behalf of, are not based in the UK or a Crown Dependencies, or are applying for a good that is not used as an input into a production process, you can also use this space to provide further information to support your application.

### **Declaration**

You have now completed all stages of your application.

Please provide e-signatures for all named applicants below to certify that you have read the privacy notice, and that the information provided in this application form and supporting attachments is complete and correct.

By providing e-signatures below, you are also confirming that your application does not relate to a product that is traded between persons who are related parties, in circumstances that would not enable other businesses to benefit from a duty suspension.

- E-signature.

By clicking to the next page your application will be submitted. Please ensure you are content with your application before moving to the next page.

### **Submission page**

Thank you for completing this form.

This is confirmation it has been received.

You will have the opportunity to download a PDF copy of your response.

If you have any questions, please do not hesitate to contact us at [tariffsuspensions@businessandtrade.gov.uk](mailto:tariffsuspensions@businessandtrade.gov.uk).