



## FLEGT Licences Information Sheet

**This document provides information specific to the processing of Forest Law Enforcement, Governance and Trade (FLEGT) licences in the UK.**

### Licence issue

- The licensee / exporter receives three copies of the FLEGT licence:
  - The 'Original' should be retained by the licensee / exporter.
  - The 'Copy for Customs at destination' should accompany the exported timber and be lodged with the customs authority: HMRC in GB.
  - The 'Copy for Importer' should be sent to the GB or NI importer.

### Submission to the Office for Product Safety and Standards (OPSS)

- The UK has its own process for verifying FLEGT licences.
- The EU electronic licensing system (FLEGIT) must **not** be used to submit licences for shipments being released into free circulation in GB and NI.
- Importers should always submit licences to the Competent Authority of the country where the shipment will be released for free circulation.
- Licences requiring verification by the GB and NI Competent Authority must be submitted to OPSS. This should be done as soon as they are provided by the supplier, to prevent potential delays to shipments clearing customs when they arrive in GB and NI.
- Licences should be submitted to OPSS by emailing a completed [licence verification form](#) to [flegtenquiries@businessandtrade.gov.uk](mailto:flegtenquiries@businessandtrade.gov.uk), accompanied by the electronic licence.
- We expect the licence to be submitted to us by the importer / operator, or person acting on their behalf, since the associated fee is for GB and NI verification. If an agent or supplier submits the licence on your behalf, extra information is needed on the verification form, including whether the invoice for the payment of the fee should be sent to you or the agent / supplier.
- If, after submitting the licence, you discover a mistake was made, you can contact OPSS to request the licence information is updated by an authorised officer.

## Verification by OPSS

- Once the completed verification form and licence are submitted to OPSS, the details are entered on a database to enable verification checks and data sharing with FLEGT enforcement partners in other government departments.
- You will receive an automated email notification to confirm whether or not the licence has been verified. If we need clarification or more information to decide whether to verify a licence, we may contact you or the agent / supplier who submitted it.
- Our service level agreement for verifying licences is two working days from submission for sea freight, and four working hours for air freight. The service level agreement applies from Monday to Friday, 9:00 – 17:00.

## Fee

- The £9.60 UK FLEGT licence fee represents the full cost of implementing the FLEGT regime by HMRC, Border Force and OPSS.
- The requirement to pay this fee is set in [UK legislation](#).
- OPSS holds fees on account and invoices users every three months for the verification of licences during that period. The verification form requests a PO number to use when invoices are processed.

## Customs requirements

- When the FLEGT licence is submitted to OPSS the importer should make a customs declaration in the usual way, quoting document code C690 in box 44 of the import entry, along with the status code and licence number. HMRC's Chief electronic system allows for multiple items on entry.
- A copy of the licence should be attached to the import entry.
- HMRC will also receive the automated email notification confirming the status of the licence.
- The HMRC service level agreement aims for 95 per cent of entries to be cleared in two hours for air and RoRo traffic and three hours for maritime. If the correct information has been provided there should not be any difference to this timescale.

## Help

- If you require advice or guidance about the FLEGT regulations and legal obligations, please contact OPSS at [flegtenquiries@businessandtrade.gov.uk](mailto:flegtenquiries@businessandtrade.gov.uk) or access the following webpage:

<https://www.gov.uk/guidance/regulations-timber-and-flegt-licences>