



Department for
Business & Trade

End-user and stockist undertaking form (EUU) guidance

Last updated: June 2025

Instructions for the UK exporter

This EUU must be completed by the end-user or stockist of the items which are being exported. The end-user or stockist receives and either uses the items which are exported or keeps them as stock. The end-user or stockist can use the items as they are, incorporate them or transfer them from stock to an end-user once they have demand.

The end-user or stockist must complete this EUU if a UK exporter is applying for a standard individual export licence (SIEL), standard individual trade control licence (SITCL) or a licence to provide technical assistance. The UK exporter will submit this completed form as part of their licence application.

The end-user or stockist must complete this EUU even if the items:

- are being shipped via a consignee
- will be incorporated* by the end-user
- will be held as stock with no confirmed orders

*Incorporation means integrating items into a higher system, platform or software.

The licence application which this EUU relates to must be submitted by the UK exporter within 6 months of the date this EUU is signed.

This EUU must be translated into English if the end-user or stockist completes it in a different language. Any company logos or stamps must also be translated. The translation can be verified by the UK exporter, or it can be verified by a member of the [Institute of Translation and Interpreting](#) or a Notary Public.



All the information on this EUU must match what is entered on the UK exporter's licence application. Otherwise, there may be delays to processing the application

Submitting the EUU

Before the EUU is submitted to us, make sure it has been completed, signed and dated by a person authorised by the end-user or stockist to sign on their behalf (this person is the responsible official).

Always submit this EUU and translation as non-editable PDF documents.

Instructions for the end-user or stockist

Please avoid using abbreviations or acronyms in the responses. Where the information exists, it must be provided. More information may be requested as part of further checks.

For stockists with confirmed orders, the customer is the end-user, and, as the end-user, must complete this EUU themselves. In this circumstance, the stockist must be listed as a consignee and a separate EUU must be completed for each confirmed order with a different customer. The UK exporter will need to submit a separate licence application for each EUU.

Section 9 must only be completed for exports to stockists where there are **no** confirmed orders, or the items will be re-sold to customers who are not currently known.

In Section 4, if the end-user or stockist is unable to provide a logo, then an official company stamp must be provided instead.

The end-user or stockist can use a digital signature to sign this form, or they can print and sign it. A digital signature can be a simple electronic signature (which includes scanned signatures) or advanced electronic signatures by a qualified electronic signature creation application.

Definitions

UK exporter – The individual or organisation exporting the items from the UK.

Consignee – The initial recipient of the items outside of the UK (meaning the entity/person to whom the exporter is first delivering the items). They are the importer of record. The consignee may also be the end-user, but it is not the freight forwarder.

End-user – The entity that uses the items or incorporates or processes them in some way.

Intermediate user – The entity that uses the items **after** incorporation or processing, but they are not the final known ultimate end-user(s). There may be several instances of incorporation or processing before the final delivery to the ultimate end-user(s). These entities should be listed on the licence application as **third parties**.

Ultimate end-user – The entity that receives the final items from the end-user or intermediate user. This can be after the items originally exported have been altered, installed or incorporated into another item. The ultimate end-user may also receive the items from the end-user after they have been held in stock or interim storage and processed. The end-user and ultimate end-user may be different entities but are not always.

Stockist – A retailer that resells the goods in their existing state.

Section 2: Items

“Items” refers to goods, software or technology.

Technology is information, including but not limited to:

- documents such as blueprints, emails, manuals, diagrams, designs or research
- projects relating to the use, development or production of controlled goods or software

This section should be used to include information relating to technical assistance as part of a technical assistance licence application. This may involve:

- instructions
- skills
- training or supervision
- working knowledge and consulting services
- the transfer of technical data

Each itemised line asks for the following information:

- quantity – The total quantity exported over the duration of the licence.
- unit of measurement (e.g.: pieces, litres, tonnes, etc.)
- descriptions of the items – these should be detailed and include information about any spares, components or accessories that are being exported with the main items. Use descriptions in plain English.

Contacting ECJU

If you have any questions about completing the EUU, please send an email to exportcontrol.help@businessandtrade.gov.uk.