



# Export Licence Application Form

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## Notes

Please complete this form in BLOCK CAPITALS

### Important:

Your licence will be issued in electronic format for Customs clearance in the UK.  
A paper version is available, you will need to request this in box 22.

## Data Protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to [www.gov.uk/rpa](http://www.gov.uk/rpa), choose 'Contact RPA' and click on 'Personal information charter'.

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## Part A – Agency details

**1.** Agency issuing the licence (name and address)

Rural Payments Agency  
Tyneside House,  
Skinnerburn Road  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7AR

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## Part B – Applicant details

**4.** Applicant (Business name and address)

Business name

Business address  
(inc postcode)

Trader registration number

EORI number

**6. Rights transferred to (if required and if permitted)**

Business name

Business address  
(inc postcode)

Trader registration number

EORI number

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**Part C – Country information**

**7. Receiving country**

Is it compulsory that the product is exported to this country?	Yes	No
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**Part D – Security information**

11. Licence security details:	Amount (£)
	Method
	Payee trader number

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**Part E – Product information**

**14.** Type of product being exported:

**15.** Full CN code description: (must be full exact description)

## **Part E – Product information continued**

**16.** CN code of product being exported (to 8 digits)

**17.** Net quantity in figures

**18.** Net quantity in words

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## **Part F – Extra information**

**20.** Special particulars

SI Number

Additional information (if required for licence type)

**22.** Special conditions: (Declaration, certificate number)

Licence type

## Part F – Extra information continued

Print name

Authorised signature

Date

Contact telephone number

Contact email address

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## Part G – Send your completed form by email or post to:

Email: [trader@rpa.gov.uk](mailto:trader@rpa.gov.uk)

Post: Trader Schemes  
Rural Payments Agency  
Tyneside House,  
Skinnerburn Road  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7AR