



Export Licence Application Form

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, choose 'Contact RPA' and click on 'Personal information charter'.

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

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

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

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

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

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

Email: trader@rpa.gov.uk

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