

Who should use this form?

- UK applicants who are not registered for VAT in the UK, or
- applicants who are not established in the customs territory of the European Community.

Please read the explanatory notes on page 5 before completing this form.

To be completed by all applicants

1	Full name of applicant	<input type="text"/>
	Trading name of applicant	<input type="text"/>
2	Address of applicant including postcode	<input type="text"/>
3	Applicant's phone number/mobile number	<input type="text"/>
	Email address	<input type="text"/>
4	Type of customs activity in which you are involved in <i>For example, import or export</i>	<input type="text"/>
5	Legal status (entity) of the applicant <i>Enter X in one box</i>	<input type="checkbox"/> Limited company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other
	If Other, give details	<input type="text"/>
6	Company incorporation or registered charity number <i>If applicable</i>	<input type="text"/>
7	Other European Union (EU) Member State VAT number(s) associated with this legal entity	<input type="text"/>
8	Provide full details of the sole proprietor, partner or directors below:	
	Full name	<input type="text"/>
	Date of birth <i>DD MM YYYY</i>	<input type="text"/>
	National Insurance number (UK only)	<input type="text"/>
	Nationality	<input type="text"/>
	Full name	<input type="text"/>
	Date of birth <i>DD MM YYYY</i>	<input type="text"/>
	National Insurance number (UK only)	<input type="text"/>
	Nationality	<input type="text"/>

Continue on page 4 in the 'Additional information' box

Questions 9 – 11 complete only if the applicant is an importer, exporter or involved in the transit of goods

9 Contact details of freight agent to be used

Full name

Address including postcode

Contact name

Phone number/mobile number

10 A full description of the goods (including the make, model and Vehicle Identification Number (VIN)/chassis/frame numbers if the goods are motor vehicles/cycles)

Value

Currency goods

11 Details of overseas supplier or customer

Full name

Address including postcode

Questions 12 – 15 complete only if the applicant is involved in importing goods

12 Details of where the goods are to be delivered in the UK following import

Full name

Address including postcode

13 Arrival date at airport or port of imported goods
DD MM YYYY

14 UK airport or port of entry or clearance

15 For imported goods only, provide details below
As appropriate

Sea freight

Bill of lading details

Container number

Vessel name

Is the import drive on/drive off?
Enter X in one box

No
 Yes

Air freight

Airway bill number

Flight number

Merchandise in baggage (hand carry)
Enter X in one box

No
 Yes

By road transport

Trailer number

Vehicle registration number

Convention Merchandises Routiers (CMR)/T1
If applicable

**Removal from Customs Warehouse or Excise
Warehouse *If applicable***

Warehouse approval number

Address including postcode

16 You must provide the following documents with your application *Please enter X in the appropriate box*

All applicants	Importers	Exporters
A copy of your valid passport/travel visa/identification card <input type="checkbox"/>	Purchase invoice <input type="checkbox"/>	Sales invoice/packing list <input type="checkbox"/>
Proof of your business status <input type="checkbox"/>	Bill of lading/airway bill <input type="checkbox"/>	Insurance documents <input type="checkbox"/>
	Insurance documents <input type="checkbox"/>	

17 I agree to the publication of my EORI number on the Commission Internet website *Enter X in one box* No Yes

Declaration

I declare that the information given on this application is true and complete

Full name

Signature

Date *DD MM YYYY*

Position within the business

Additional information

Explanatory notes

You must be a legal entity and be involved in customs activity to be eligible for an EORI number (see questions 5 and 6 below). You must answer each relevant question fully and accurately. Failure to do so will delay the processing of your application. Paper applications must be completed in capital letters and black ink.

Questions 1 – 2

Give the full name of the business applying for the EORI number, address and postcode of the business premises, including details of the trading name, if applicable. If there are no separate business premises, include the home address of the sole proprietor, main partner or managing director.

Question 3

Include your business phone and/or mobile number which we can contact you on during the day. Providing your email address will enable us to notify you promptly of your new EORI number.

Question 4

Include, as appropriate, one or more of the following examples of customs activities:

- importer
- exporter
- customs agent
- carrier
- forwarder
- warehousekeeper, or
- manufacturer.

If your category is not in the above list, please specify.

Question 5

You must be a legal entity to be eligible for an EORI number. Branches and divisions of companies are not legal entities and are therefore not eligible.

Question 6

If applicable provide your company incorporation or registered charity number.

Question 7

If you are VAT registered in any other Member State provide all your VAT numbers including the country that directly corresponds to this legal entity.

Question 8

Provide full details of the sole proprietor, partners or directors as appropriate.

Questions 9 – 11

To be completed **only** by importers and exporters. The information provided should relate to your first import or export.

Questions 12 – 15

To be completed **only** by importers.

Question 16

Supporting documents to be supplied as follows:

Persons/private individuals – a copy of your passport/travel visa/identification card.

Businesses – to confirm the existence of your business you will need to provide a copy of an official document providing identification data of your business, issued by a government department/agency, Chamber of Commerce and so on, in the EU or third country. For example the document could be a registration document for tax purposes or a certificate of incorporation.

Importers – purchase invoice, bill of lading/airway bill and insurance documents relating to the import consignment.

Exporters – sales invoice/packing list and insurance documents relating to the export consignment.

Question 17

European Union (EU) database

Your details will be held on an EU database that may be accessed by the Commission or customs authorities in any Member State.

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

Commission Internet website

The Commission will also maintain a further EORI database, containing the numbers, names and addresses of all EORI holders for access by the public via the Internet. Enquirers will be able to ask if an EORI number is valid and if it is the name and address of the holder will also be disclosed providing the holder has given prior permission for the disclosure. Please indicate whether you agree or not to your name and address being disclosed to the Commission Internet website.

Question 18

For electronic applications we will accept the name of the responsible person (sole proprietor, director and so on) rather than a signature.

Where to send your completed EORI application

HM Revenue & Customs will accept your application by email or hard copy through the post. Fully completed email applications will be given priority for processing. Your application can take up to three working days. The person completing this application must be the sole proprietor/partner/director of the business applying for the EORI number.

Please send your completed email applications with scanned supporting documents by email to **eorihmrc@hmr.gov.uk**

Hard copy applications with copies of supporting documents should be sent to:

HM Revenue & Customs
EORI Team
13th Floor South
Government Buildings
Ty Glas
Llanishen
Cardiff
CF14 5FP

Please note we do not accept faxed applications.

For progress on your application phone the VAT, Excise & Customs Helpline on **0845 010 9000**.

For EORI queries email **eoripolicy@hmr.gov.uk**