

Explanatory notes to the different boxes of the application form

General remark:

If necessary the requested information can be presented in a separate annex to the application form, referring to the box of the form concerned.

Member States may require additional information.

1. Enter full name and address of the applicant. The applicant is the person to whom the authorisation will be issued.
 - 1.a Enter the Company Identification number.
 - 1.b Enter, if applicable, any internal reference number, to refer to this application in the authorisation.
 - 1.c Enter the relevant contact information (contact person, contact address, phone number, fax number, e-mail address)
 - 1.d Indicate the type of representation for lodgement of a declaration by inserting a "X" in the appropriate box.
2. Indicate which type of simplified procedure (local clearance and/or simplified declaration) and which customs procedure (for import and/or export) is applied for by inserting an "X" in the appropriate box.
 - 2.a and b. Regarding inward processing procedure, enter the code 1 for the suspension system and code 2 for the drawback system.

Regarding re-exportation, simplified procedures will be applied for where a customs declaration is required.
3. Enter the relevant code:
 - 1 first application for an authorisation other than a single authorisation.
 - 2 application for modified or renewed authorisation (also indicate the appropriate authorisation number).
 - 3 first application for a single authorisation.
- 4.a Indicate if the status of authorised economic operator is certified; if "YES", enter the corresponding number.
- 4.b Enter the type, reference and - if applicable - the expiry date of the relevant authorisation(s) for which the applied simplified procedure(s) will be used; in case authorisation(s) is/are just applied for, enter the type of applied authorisation(s) and the date of application

For the type of authorisation enter one of the following codes

CWH	Customs Warehouse Procedure
IPR	Inward Processing Relief
TI	Temporary Importation
EU	End Use
PCC	Processing under Customs Control

OPR Outward Processing Relief

5. Information on main accounts.
- commercial, fiscal or other accounting material
- 5.a Enter the full address of the location where the main accounts are held.
- 5.b Enter the type of accounts (electronic or paper-based, and type of system and software in use).
6. Enter the number of continuation forms attached to this application.
7. Information on records (customs related accounts).
- 7.a Enter full address of the location where the records are held.
- 7.b Enter the type of records (electronic or paper-based, and type of system and software in use).
- 7.c Enter, if applicable, other relevant information regarding to the records.
8. Information about type of goods and transactions.
- 8.a Enter, if applicable, the relevant CN-Code otherwise enter at least the chapter of CN and the description of the goods.
- 8.b Enter the relevant information on a monthly basis.
- 8.c Enter the relevant information on a monthly basis.
9. Information on authorised locations of goods and responsible customs office.
- 9.a For the local clearance procedure enter the full address of the location of the goods.
- 9.b Enter the full name, address and contact information of the local customs office responsible for the location of goods mentioned in box 9.a.
10. Enter the full name, address and contact information of the relevant customs offices where the simplified declaration is to be lodged.
11. Enter, if applicable, the full name, address and contact information of the supervising office.
12. Indicate, by inserting an "X" in the appropriate box, the type of simplified declaration; in case of using commercial or other administrative documents, the type of documents in use must be specified.
13. At import, the applicant has the possibility to indicate that he wants to use the exchange rate valid on the first day of the declaration period, in accordance with Article 172 CCIP.