

EUROPEAN UNION

Application for Binding Tariff Information (BTI)

General Information

Please read the following information carefully before completing your BTI application.

1. For specific guidance on how to complete this form, please see the information overleaf.
2. BTI decisions are issued in accordance with Articles 14, 15, 22 to 37 and 52 of Regulation (EU) No 952/2013 of the European Parliament and of the Council of 9 October 2013 laying down the Union Customs Code (UCC). Those provisions are further clarified by Articles 11 to 14, 19, 20, 22, 252 and Annex A of Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015 supplementing the UCC (UCC DA) as regards detailed rules concerning certain provisions of the UCC and Articles 8 to 23 and Annex A of Commission Implementing Regulation (EU) 2015/2447 of 24 November 2015 laying down detailed rules for implementing certain provisions of the UCC (UCC IA).

In addition, the legal basis for the BTI application form is set out in Commission Delegated Regulation (EU) 2016/341 of 17 December 2015 supplementing the UCC as regards transitional rules for certain provisions of the UCC where the relevant electronic systems are not yet operational and amending the UCC DA (UCC TDA) and the corrigendum to it published in OJ L101 of 16 April 2016 (page 33).

Those Regulations can be found on the Europa [website](#).

3. An application for a BTI decision may only be made in respect of an intended use of the BTI decision or a customs procedure.
4. A BTI decision can only be used for goods for which customs formalities are completed after the start date of validity of the decision.
5. A separate application must be made for each type of product.
6. A BTI decision must be declared to customs and may only be invoked by the holder or a customs representative acting in the name and on behalf of the holder of that decision.
7. Information entered in boxes 1, 2, 4 and 10 of the application form will be treated as confidential and covered by the obligation of professional secrecy.
8. You may be requested to supply a translation of any attached document into the official language or one of the official languages of the Member State where you have submitted your application.

9. BTI decisions are provided free of charge. Where customs have incurred specific costs in analysis, obtaining expert advice on samples or returning samples, or providing translation facilities at the request of the applicant, those may be passed on to the applicant.
10. In cases where the application contains incorrect or incomplete information, the BTI based on such indications shall be annulled.
11. Further information may be obtained from the customs authorities listed in Official Journal, which can also be found on the Europa [website](#).

INFORMATION ON THE COMPLETION OF THE APPLICATION FOR BINDING TARIFF INFORMATION (BTI)

The following information provides specific guidance on the completion of the Application for BTI, as contained in Annex 4 of Commission Delegated Regulation (EU) 2016/341 of 17 December 2015 (TDA).

Please read the following information carefully before completing your application.

BOX 1. Applicant (mandatory and confidential)

For the purposes of binding tariff information, *applicant* means (i) a person who has applied for or (ii) a person in whose name an application has been made (direct customs representation) for binding tariff information with the customs authorities. When the BTI decision is issued, the applicant will become the *holder* of that decision. Information entered into this box shall be treated as confidential.

Name and address of the applicant: the following details should be provided:

Name: enter maximum of 70 characters

Street and number: enter maximum of 70 characters

Country: enter the ISO Code¹ of the country (2 characters)

Postcode: enter maximum of 9 characters

City: enter maximum of 35 characters

Applicant identification: EORI No (mandatory): enter the EORI number of the applicant –maximum of 17 characters.

BOX 2. Place where main accounts for customs purposes are held or accessible (if different from the country above)

Full address of the location, including the Member State where the main accounts are intended to be held or are intended to be accessible: the following details should be provided:

Street and number: enter maximum of 70 characters

Country: enter the ISO Code¹ of the country (2 characters)

Postcode: enter maximum of 9 characters

City: enter maximum of 35 characters

The UN/LOCODE (maximum 17 characters) may replace the address, if it provides an unambiguous identification of the location concerned.

BOX 3. Customs representative (mandatory, if the applicant appointed a customs representative)

Please complete this box if the applicant nominated a customs representative who represents him in his dealings with the customs authority insofar as the application for a BTI decision is concerned prior to the issuing of the BTI decision.

Name and address of the customs representative: the following details should be provided:

Name: enter maximum of 70 characters

Street and number: enter maximum of 70 characters

Country: enter the ISO Code¹ of the country (2 characters)

Postcode: enter maximum of 9 characters

City: enter maximum of 35 characters

Representative identification: EORI No (mandatory): enter the EORI number of the customs representative – maximum of 17 characters.

¹ ISO 3166 Country Codes: AT = Austria, BE = Belgium, BG = Bulgaria, CY = Cyprus, CZ = Czech Republic, DE = Germany, DK = Denmark, EE = Estonia, ES = Spain, FI = Finland, FR = France, GB = United Kingdom, GR = Greece, HR = Croatia, HU = Hungary, IE = Ireland, IT = Italy, LT = Lithuania, LU = Luxembourg, LV = Latvia, MT = Malta, NL = Netherlands, PL = Poland, PT = Portugal, RO = Romania, SE = Sweden, SI = Slovenia, SK = Slovakia.

BOX 4. Contact person responsible for the application (mandatory)

The contact person is the person responsible for keeping contact with customs as regards the application. The information entered in box 1. *Applicant* and box 3. *Customs representative* normally relates to a company, whilst the person responsible for the application relates to a private individual who can either be an employee of the companies either in box 1 or 3, or a contractor.

Name and contact details of the contact person: enter four lines with a maximum of 220 characters. Only the name and one of the following details are mandatory:

Telephone Number: enter a maximum of 50 characters.

Fax Number: enter a maximum of 50 characters.

E-mail address: enter a maximum of 50 characters.

BOX 5. Reissue of a BTI decision (mandatory)

BTI decisions are normally issued with a validity period of three years. If the applicant is already the holder of a BTI decision the validity of which has expired or will shortly do so, indicate (yes/no) whether the application concerns the reissue of a BTI decision. If yes, provide the relevant details.

BTI Decision Reference number: enter the reference number of the BTI decision which the holder would like to be reissued.

Valid from: enter the date from which the BTI decision was valid.

Commodity Code: enter the commodity code under which the BTI decision was issued (maximum 22 characters).

BOX 6. Type of transaction (mandatory)

Please specify the envisaged transaction the BTI decision is intended to be used for, by indicating (yes/no) whether the application relates to an import, export transaction or special procedures. The type of the special procedure should be specified (maximum 70 characters).

BOX 7. Customs Nomenclature (mandatory)

Please indicate in which nomenclature the goods are to be classified, by inserting 'x' in one box only. If the nomenclature is not one of those listed, specify the nomenclature concerned. Please note that BTI decisions can only refer to a nomenclature based on the Harmonized Commodity Description and Coding System (HS) (e.g. Combined Nomenclature, TARIC, etc.), but cannot be issued for HS codes.

The Combined Nomenclature (CN) is applied in the EU at 8-digit level. TARIC is the 9th and 10th digits applied at EU level to tariff and non-tariff measures such as suspensions, quotas, anti-dumping duty, etc. The TARIC code can be complemented by two additional TARIC codes of maximum four characters, which can be further complemented by additional national code(s) of maximum four characters. The Export refund nomenclature is linked to the refund of agricultural subsidies. In case of any doubts regarding nomenclature, the appropriate customs offices can be contacted.

BOX 8. Commodity code (optional)

Please indicate the customs nomenclature code under which the applicant expects the goods to be classified. This field has a maximum of 22 characters. If the applicant is uncertain of where the goods are to be classified, the TARIC database or the EBTI database (where all valid BTI decisions are made available for public consultation) can be consulted.

BOX 9. Description of goods (mandatory)

Please provide a detailed description of the goods permitting their identification and the determination of their classification in the customs nomenclature. This should also include details of the composition of the goods and any methods of examination used for its determination where the classification depends on it. This field contains free text with a maximum of 2560 characters. Any details which the applicant considers to be confidential should be entered in box 10. *Commercial denomination and additional information.*

BOX 10. Commercial denomination and additional information* (optional and confidential)

Please include any particulars which the applicant wishes to be treated as confidential, including the trademark and model numbers of the goods, formulae and laboratory analyses. Although this box is optional, it is recommended to include here the commercial denomination for easier and more transparent identification of the goods within the customs procedures.

In certain cases, including those where samples are provided, the administration concerned may take photographs or ask a laboratory for an analysis. Please state clearly, if such samples, photographs, brochures etc. (e.g. analysis results) are to be treated as fully or partially confidential. Any such information, not intended as confidential, will be published on the public EBTI database and will be accessible on the Internet.

This field can contain maximum 2560 characters.

(* *Please use a separate sheet of paper if more space is required.*

BOX 11. Samples etc.

Please indicate whether any samples, photographs, brochures or other documents available which may assist the customs authorities in determining the correct classification of the goods, are provided. Please indicate this by inserting 'x' in the appropriate box(es).

If there is a sample, it should be indicated (yes/no) whether it has to be returned or not.

BOX 12. Other BTI Applications and other BTI held (mandatory)

Please indicate (yes/no) whether the applicant has applied for or received a BTI decision for identical or similar goods in the Union to those described in the box 9. *Description of goods* and box 10. *Commercial denomination and additional information*.

If yes, the following information should be completed:

Country of Application: enter the ISO Code¹ of the country where the application was submitted (2 characters).

Place of Application: enter the place where the application was submitted (maximum 35 characters).

Date of Application: enter the date on which the competent customs authority has received the application.

BTI Decision Reference number: enter the reference number of the BTI decision(s) which the applicant has already received. This part is mandatory if the applicant has received BTI decision following his application.

Start date of the decision: enter the date on which the BTI decision validity starts.

Commodity Code: enter the nomenclature code indicated on the BTI decision (maximum 22 characters).

BOX 13. BTI decisions issued to other Holders (mandatory)

Please indicate (yes/no) whether the applicant is aware of BTI decisions issued to other holders for identical or similar goods to those described in the box 9. *Description of goods* and box 10. *Commercial denomination and additional information*. Information concerning existing BTI decisions can be consulted at the public EBTI database that is accessible on the Internet.

If yes, the following additional elements are optional:

BTI Decision Reference number: enter the reference number of the BTI decision(s) of which the applicant is aware.

Start date of the decision: enter the date on which the BTI decision validity starts.

Commodity Code: enter the nomenclature code indicated on the BTI decision (maximum 22 characters).

BOX 14. Are you aware of any legal or administrative proceedings concerning tariff classification pending within the EU, or a court ruling on tariff classification already handed down within the EU, relating to the goods described in boxes 9 and 10? (mandatory)

Please indicate whether or not the applicant is aware of any legal or administrative proceedings concerning tariff classification pending within the Union, or a court ruling on tariff classification already handed down within the Union, relating to the goods described in the box 9. *Description of goods* and box 10. *Commercial denomination and additional information*.

If yes, the following additional elements are optional:

Country code: enter the ISO Code¹ of the country (2 characters)

Name of the court: enter maximum of 70 characters

Address of the court: the following details should be provided:

Street and number: enter maximum of 70 characters

Country: enter the ISO Code¹ of the country (2 characters)

Postcode: enter maximum of 9 characters

City: enter maximum of 35 characters

Reference number of the case: enter the reference number of the case pending and/or the judgement, and any other relevant information (maximum 512 characters).

BOX 15. Date and Authentication (mandatory)

After the application has been checked for accuracy and completeness, it should be signed and dated. All separate sheets, if any, should also be signed and dated.

Date: enter the date on which the applicant has signed or otherwise authenticated the application.

Signature: (i) Paper-based applications shall be signed by the person who lodges the application. (ii) Applications made by using an electronic system shall be authenticated by the person who lodges the application (applicant or representative). (iii) In case the application is submitted by using the EU harmonised trader interface defined by the Commission and the Member States in agreement with each other, the application shall be considered as authenticated.

If the applicant has a reference, it may be inserted here.

BOX 16. Additional information (optional)

Enter any additional information (maximum 512 characters), if deemed helpful.