Appointment of a Direct Customs Agent

I, ____ (i)

Having authority to sign on behalf of:

A: (Full Company Name) ____

(Full accounts address) ____

____

____

(EORI no.) ____ (ii)

Company Registration Number: ______________________________

Accounts email address: ______________________________

Accounts telephone number: ______________________________

Hereby appoint

B : NTEX Limited (EORI no.) GB927247117002 (iii)

to act on behalf of the entity named at A above in the capacity of a direct Customs agent. This authorisation is applicable to all consignments arriving or departing from the UK.

This Appointment applies with effect from the date of signature until revoked by the entity named at A above.

The entity A named above authorises the customs agent named at B to delegate customs clearance to sub agents as a direct Customs agent of the declarant in all dealings with HMRC where circumstances necessitate.

The entity named in A authorises their representative, the customs agent named at B, to declare goods to HMRC using:

Deferment Approval Number: ______________________________

VAT Number: ______________________________

EXPORT CLEARANCE INSTRUCTIONS

TICK

GOODS ARE STANDARD EXPORT. USE HS CODES ON SUPPLIER INVOICE (RECURRING INSTRUCTIONS) ☐

IF NOT STANDARD EXPORT WE WILL ISSUE SEPARATE INSTRUCTIONS AT TIME OF BOOKING

EXPORT CONTROLS OR LICENSING

PLEASE TICK ONE OPTION BELOW AS APPLICABLE:-

WE CONFIRM OUR GOODS ARE NOT SUBJECT TO CONTROLS OR LICENSING ☐

OR

WE CONFIRM OUR GOODS ARE SUBJECT TO CONTROLS OR LICENSING (DETAILS ATTACHED) ☐

IMPORT CLEARANCE INSTRUCTIONS

TICK

GOODS ARE FOR STANDARD IMPORT INTO FREE CIRCULATION (RECURRING INSTRUCTIONS). USE HS CODES AS PER SUPPLIERS INVOICE & VALUATION METHOD 1. IF NOT FREE CIRCULATION OR VALUATION METHOD 1 WE WILL ISSUE ALTERNATE INSTRUCTIONS AT TIME OF SHIPMENT ☐

IMPORT CONTROLS OR LICENSING

PLEASE TICK ONE OPTION BELOW AS APPLICABLE:-

WE CONFIRM OUR GOODS ARE NOT SUBJECT TO CONTROLS OR LICENSING ☐

OR

WE CONFIRM OUR GOODS ARE SUBJECT TO CONTROLS OR LICENSING (DETAILS ATTACHED) ☐

IMPORTER'S KNOWLEDGE

I CONFIRM OUR GOODS ARE OF EU PREFERENTIAL ORIGIN AND WE WISH TO USE IMPORTER'S KNOWLEDGE TO CLAIM PREFERENTIAL TARIFF TREATMENT *(please see further guidance in completion notes)* ☐

METHOD PAYMENT FOR VAT AND/OR DUTY

Please indicate your 2 preferred methods of payment. **Please note use of your Deferment or CDS Cash Account requires you to authorise NTEX via your Government Gateway Account*

POSTPONED VAT ACCOUNTING	☐	CDS CASH ACCOUNT*	☐
OWN DEFERMENT*	☐	NTEX DEFERMENT (FEES APPLY)	☐
IMMEDIATE PAYMENT TO HMRC VIA GOVERNMENT GATEWAY	☐		

In accordance with Clause 21 Customs Agents of the Taxation (Cross Border Trade) Act 2018, a Direct Customs agent acts in the name of and on behalf of another person. In relation to import/export declarations, the importer/exporter will be liable for any Customs debt arising from the declaration

Signed: ______________________________

Position: ______________________________

Dated: ______________________________

Notes:

(i) Name of person signing, who must have authority to sign on behalf of the importer or exporter.

(ii) Legal name & EORI Trader Identification No. of importer or exporter.

(iii) Legal name & EORI Trader Identification No. of representative or agent

(iv) Depending on the INCO Terms used there may be charges for issuing clearances

(v) The Grantor accepts that the Grantee trades under BIFA standard trading conditions

NOTES FOR COMPLETION

EORI

PLEASE INPUT YOUR GB EORI NUMBER (GB FOLLOWED BY 12 NUMBERS) NON GB EORI'S CANNOT BE USED

DEFERMENT APPROVAL NUMBER

DUTY DEFERMENT ACCOUNTS ARE USED TO PAY IMPORT DUTY TO HMRC. IF YOU DO NOT HAVE A DEFERMENT ACCOUNT, PLEASE LEAVE THIS SECTION BLANK.

CONTROLS/LICENSING

GOODS SUBJECT TO LICENCE RESTRICTIONS OR OTHER CONTROLS REQUIRE ADDITIONAL DOCUMENTATION ISSUED BY HMRC, OR ANOTHER GOVERNMENT AGENCY, BEFORE THEY CAN BE SHIPPED

HS CODES (AKA COMMODITY CODE)

A HARMONISED SYSTEM CODE, ALSO KNOWN AS A COMMODITY CODE, IS AN INTERNATIONALLY AGREED SYSTEM OF CODES USED TO IDENTIFY GOODS TO HMRC

VALUATION METHOD 1

FOR IMPORTS WITH A VALUE OVER £20,000 YOU ARE RESPONSIBLE FOR ENSURING THAT YOU COMPLY WITH THE CONDITIONS OF USE FOR VALUATION METHOD 1. THESE CAN BE FOUND BELOW:-

LINK:- Valuing imported goods using Method 1 (transaction value) - GOV.UK (www.gov.uk)

URL: https://www.gov.uk/guidance/valuing-imported-goods-using-method-1-transaction-value

IMPORTERS KNOWLEDGE

IF YOUR SUPPLIER IS UNABLE TO PROVIDE A STATEMENT OF PREFERENTIAL ORIGIN, YOU MAY STILL BE ABLE TO CLAIM PREFERENTIAL TARIFF TREATMENT USING IMPORTER'S KNOWLEDGE. THIS REQUIRES YOU TO BE ABLE TO PROVIDE YOUR OWN EVIDENCE REGARDING THE VERIFIED ORIGIN OF THE GOODS UPON DEMAND BY HMRC. IT IS RECOMMENDED YOU SEEK CLARIFICATION FROM HMRC TO ENSURE COMPLIANCE BEFORE PROCEEDING

POSTPONED VAT ACCOUNTING

POSTPONED VAT ACCOUNTING (PVA) IS A SYSTEM THAT ALLOWS IMPORT VAT TO BE DECLARED & RECLAIMED ON YOUR VAT RETURN AT A LATER DATE, WHICH LESSENS THE IMPACT ON YOUR CASH FLOW. PLEASE NOTE YOU CAN ONLY USE PVA IF YOU OWN THE GOODS

SIGNATURES

DOCUMENT MUST BE WET SIGNED PLEASE. PDF SIGNATURES CANNOT BE ACCEPTED.