



Notice to Importers 2902 issued on 27 April 2018 by Import Licensing Branch (ILB), Queensway House, West Precinct, Billingham TS23 2NF.

EU PRIOR SURVEILLANCE IMPORT LICENSING REGIME

1. This notice sets out the EU revised prior surveillance import licensing arrangements covering imports into free circulation within the EU of aluminium and steel products listed in Annex A. It replaces all previous notices.
2. An import licence is required for aluminium entries made on or after 12 May 2018.
3. You do not need a prior surveillance import licence if:
 - a. For each licensable commodity code that you import under, your products per shipment have a net weight of under 2500 kilos (under 5000 kilos if the licensable commodity code falls to 7318), or
 - b. your products were made in the EU, Iceland, Liechtenstein or Norway, or
 - c. your products are not entered into free circulation but into a Customs relief scheme. An import licence is required if the products are subsequently imported into free circulation in amounts with a minimum net weight of 2500 kilos (5000 kilos for commodity codes under 7318).
 - d. For aluminium imports with an entry date prior to 12 May 2018.

Prior surveillance import licence

4. Licences can be applied for up to four months in advance and are issued free of charge. Licences are valid for four months from the date of issue and can be extended once for an extra four months if not fully used. This extension can be made via the extend licence function in the actions column on the search import applications screen. Please note that a licence can only be extended when it is within a month of its original expiry date and cannot be extended once it has expired.
5. Your licence remains valid, and does not require amendment, if the total value and/or net weight shown on the import licence is within 5% of the Customs declaration.
6. If you are importing into the UK from outside the EU, an Electronic licence will be sent directly into the Customs CHIEF system. The licence can also be found in your ICMS account.
7. If you are importing into another EU member state, a digital copy of your import licence will be sent to your ICMS account. If you need to print the licence, please use plain white paper. The European Commission have confirmed that digital licences are valid throughout the EU and there are no hand signature or security paper requirements.

Applying for a steel prior surveillance import licence

8. Open an account at www.ilb.trade.gov.uk. From your account, make an importer access request. Once approved you will be able to request licences. An agent can do this for you but you must open an account first so the agent can be linked to your account. Your agent must also open an account and request to act as your agent.
9. You will need to provide:

- a. Product name,
 - b. commodity code,
 - c. product volume in kilos,
 - d. product value in euros on a CIF (Cost plus Insurance plus Freight to the EU border) basis. The application form has an auto conversion from £ to €. If converting from any other currency, please first convert into sterling using the rates shown on the HMRC website: <https://www.gov.uk/government/collections/exchange-rates-for-customs-and-vat> (which determines value for duty purposes).
 - e. where the products were made,
 - f. where the products were shipped from.
10. You will need to upload documentation showing your intention to import, e.g. your pro-forma invoice, sales contract, etc. We will contact you if we require additional information. If you do not know the correct tariff code for your import, contact the UK HM Revenue & Customs Classification Service for advice at classification.enquiries@hmrc.gsi.gov.uk or use the online trade tariff: <https://www.gov.uk/trade-tariff/sections#> “
11. **Commodity code changes to issued licences** Tariff codes can change and may affect import licences already issued but not yet used. If you find that the tariff code you use is no longer on the system, please contact HMRC’s tariff classification team or use the online trade tariff, <https://www.gov.uk/trade-tariff/sections>, to check that your code is still valid before contacting ILB.
12. You can submit a “variation” on ICMS via the search screen if you have had an import licence issued and the commodity code has changed. Please note though that this can only be done if the licence has not been used at all. Unfortunately, in most cases it is quicker to simply request a new import licence.

Using your Electronic Import Licences on CHIEF

13. The following information needs to be entered on CHIEF:

	Document Code	Status Code	Document Reference
prior surveillance licences (Imports with net weights of at least 2,500 kilos or 5,000 kg for codes starting with 7318) for entries after 3 rd June 2016 for goods of Chapter 72 &73 and for entries after 11 May for goods of Chapter 76	I004	EE (Electronic exhausted) EP (Electronic part used)	GBAOG followed by licence number
imports for entry with a net weight of less than 2500 kilos, or 5,000 kg for codes starting with 7318, where no licence is needed	I004	XB	GBAOG
aluminium imports with an entry date prior to 12 May 2018	1004	XW	GBAOG-LICNOTREQUIREDUNTIL1205

CHIEF issues

14. ILB cannot resolve problems that you encounter when making entries against import licences on Customs CHIEF system. You or your shipping agent will need to contact CHIEF OPERATIONS directly for assistance – chief.operations@hmrc.gsi.gov.uk. Known issues and solutions are:

ERROR	SOLUTION ADVICE
Licence not available to declared trader	An AI statement at Header Level is needed. The IB reg number (6 digit number, found in box 1 of the licence notification) should be entered in the AI statement details field, and the word 'RPTID' should be entered in the code field.
Licence not effective	This error occurs when there is a date on the entry that precedes the date of the import licence. CHIEF is stating that the licence did not exist at that point. You will need to amend any dates that precede the date on the import licence.

Guidance

15. Guidance on all stages from account opening to requesting licences is available on the front screen at www.ilb.trade.gov.uk. ANNEX B (pages 8-10) of this Notice contains a Q&A on the detail of this regime.

This document is for information purposes only and has no force in law. Please note that where legal advice is required, you should make your own arrangements.

ANNEX A: TABLE SHOWING COVERAGE OF PRIOR SURVEILLANCE REGIME

CODE	DESCRIPTION
7207111400	Semi-finished products of iron or non-alloy steel containing by weight less than 0,25% of carbon
7208100000, 7208250000, 7208260000, 7208270000 7208360000, 7208370010, 7208370090, 7208380010, 7208380090, 7208390010, 7208390090, 7208400010, 7208400090, 7208512010, 7208512090, 7208519110, 7208519190, 7208519810, 7208519890, 7208521000, 7208529110, 7208529190, 7208529900, 7208531000, 7208539000, 7208540000, 7208902010, 7208902090, 7208908010, 7208908020, 7208908090	Flat-rolled products of iron or non-alloy steel, of a width of 600 mm or more, hot-rolled, not clad, plated or coated
7209150010, 7209150090, 7209161000, 7209169000, 7209171000, 7209179000, 7209181000, 7209189100, 7209189910, 7209189990, 7209250010, 7209250090, 7209261000, 7209269000, 7209271000, 7209279000, 7209281000, 7209289000, 7209902000, 7209908010, 7209908090	Flat-rolled products of iron or non-alloy steel, of a width of 600 mm or more, cold-rolled (cold-reduced), not clad, plated or coated
7210110010, 7210110090, 7210122010, 7210122090, 7210128010, 7210128090, 7210200010, 7210200090, 7210300010, 7210300090, 7210410020, 7210410080, 7210490020, 7210490080, 7210500010, 7210500090, 7210610020, 7210610080, 7210690020, 7210690080, 7210701010, 7210701090, 7210708011, 7210708019, 7210708091, 7210708099, 7210903010, 7210903090, 7210904010, 7210904090, 7210908010, 7210908091, 7210908099	Flat-rolled products of iron or non-alloy steel, of a width of 600 mm or more, clad, plated or coated
7211130000, 7211140010, 7211140090, 7211190010, 7211190090, 7211232010, 7211232090, 7211233010, 7211233091, 7211233099, 7211238011, 7211238019, 7211238093, 7211238095, 7211238097, 7211238099, 7211290011, 7211290019, 7211290091, 7211290099, 7211902000, 7211908010, 7211908020, 7211908090	Flat-rolled products of iron or non-alloy steel, of a width of less than 600 mm or more, not clad, plated or coated
7212101000, 7212109011, 7212109019, 7212109090, 7212200011, 7212200019, 7212200090, 7212300020, 7212300080, 7212402010, 7212402091, 7212402093, 7212402099, 7212408001, 7212408009, 7212408021, 7212408029, 7212408091, 7212408099, 7212502011, 7212502019, 7212502090, 7212503011, 7212503019, 7212503090, 7212504011, 7212504019, 7212504090, 7212506120, 7212506180, 7212506920, 7212506980, 7212509011, 7212509013, 7212509019, 7212509090, 7212600011, 7212600019, 7212600091, 7212600093, 7212600099	Flat-rolled products of iron or non-alloy steel, of a width of less than 600 mm, clad, plated or coated
7213100000, 7213200000, 7213911000, 7213912000, 7213914100, 7213914900, 7213917000, 7213919000, 7213991000, 7213999000	Bars and rods, hot-rolled, in irregularly wound coils, of iron or non-alloy steel.
7214100010, 7214100090, 7214200010, 7214200020, 7214200080, 7214300010, 7214300090, 7214911010, 7214911090, 7214919010,	Other bars and rods of iron or non-alloy steel, not further worked than forged, hot-rolled, hot-drawn or hot-extruded, but including those twisted after rolling

7214919090, 7214991010, 7214991090, 7214993100, 7214993900, 7214995000. 7214997110, 7214997190, 7214997910, 7214997990, 7214999510, 7214999590	
7215100000, 7215501100, 7215501900, 7215508000, 7215900010, 7215900090	Other bars and rods of iron or non-alloy steel
7216100000, 7216210000, 7216220000, 7216311000, 7216319000, 7216321100, 7216321900, 7216329100, 7216329900, 7216331000, 7216339000, 7216401000, 7216409000, 7216501000, 7216509100, 7126509900, 7216611000, 7216619000, 7216690000, 7216911000, 7216918000, 7216990010, 7216990090	Angles, shapes and sections of iron or non-alloy steel
7217101000, 7217103100, 7217103900, 7217105000, 7217109010, 7217109090, 7217201000, 7217203000, 7217205000, 7217209010, 7217209090, 7217304100, 7217304900, 7217305000, 7217309000, 7217902000, 7217905000, 7217909000	Wire of iron or non-alloy steel
7219110000, 7219121000, 7219129000, 7219131000, 7219139000, 7219141000, 7219149000, 7219211000, 7219219000, 7219221000, 7219229000, 7219230000, 7219240000, 7219310000, 7219321000, 7219329000, 7219331000, 7219339000, 7219341000, 7219349000, 7219351000, 7219359000, 7219902000, 7219908000	Flat-rolled products of stainless steel, of a width of 600 mm or more.
7220110000, 7220120000, 7220202100, 7220202900, 7220204100, 7220204900, 7220208100, 7220208900, 7220902000, 7220908000	Flat-rolled products of stainless steel, of a width of less than 600 mm.
7221001000, 7221009000	Bars and rods, hot-rolled, in irregularly wound coils, of stainless steel.
7222111100, 7222111900, 7222118100, 7222118900, 7222191000, 7222199000, 7222201100, 7222201900, 7222202100, 7222202900, 7222203100, 7222203900, 7222208100, 7222208900, 7222305100, 7222309100, 7222309710, 7222309790, 7222401000, 7222405000, 7222409010, 7222409090	Other bars and rods of stainless steel; angles, shapes and sections of stainless steel.
7223001100, 7223001900, 7223009100, 7223009900	Wire of stainless steel.
7225110011, 7225110015, 7225110019, 7225110090, 7225191010, 7225191090, 7225199000, 7225301000, 7225303010, 7225303090, 7225309000, 7225401200, 7225401500, 7225404000, 7225406010, 7225406090, 7225409000, 7225502010, 7225502090, 7225508000, 7225910010, 7225910090, 7225920020, 7225920080, 7225990011, 7225990022, 7225990025, 7225990035, 7225990040, 7225990091, 7225990092, 7225990095	Flat-rolled products of other alloy steel, of a width of 600 mm or more.
7226110012, 7226110014, 7226110016, 7226110019, 7226110092, 7226110094, 7226110096, 7226110099, 7226191010, 7226191090, 7226198010, 7226198090, 7226200000, 7226912000, 7226919100, 7226919900, 7226920010, 7226920090, 7226991000, 7226993010, 7226993090, 7226997011, 7226997019, 7226997091, 7226997094, 7226997096	Flat-rolled products of other alloy steel, of a width of less than 600 mm.

7227100000, 7227200000, 7227901000, 7227905000, 7227909500	Bars and rods, hot-rolled, in irregularly wound coils, of other alloy steel.
7228102000, 7228105000, 7228109000, 7228201010, 7228201091, 7228201099, 7228209100, 7228209900, 7228302010, 7228302090, 7228304110, 7228304190, 7228304910, 7228304990, 7228306110, 7228306190, 7228306910, 7228306990, 7228307010, 7228307090, 7228308910, 7228308990, 7228401000, 7228409000, 7228502000, 7228504000, 7228506100, 7228506900, 7228508000, 7228602010, 7228602090, 7228608010, 7228608090, 7228701000, 7228709010, 7228709090, 7228800000	Other bars and rods of other alloy steel; angles, shapes and sections, of other alloy steel; hollow drill bars and rods, of alloy or non-alloy steel.
7229200000, 7229902000, 7229905000, 7229909000	Wire of other alloy steel
7301100000, 7301200000	Sheet piling of iron or steel, whether or not drilled, punched or made from assembled elements; welded angles, shapes and sections, of iron or steel.
7302101000, 7302102200, 7302102800, 7302104000, 7302105000, 7302109000, 7302300000, 7302400000, 7302900000	Railway or tramway track construction material of iron or steel, the following: rails, check-rails and rack rails, switch blades, crossing frogs, point rods and other crossing pieces, sleepers (cross-ties), fish-plates, chairs, chair wedges, sole plates (base plates), rail clips, bedplates, ties and other material specialised for jointing or fixing rails.
7304110010, 7304110090, 7304191020, 7304191080, 7304193020, 7304193080, 7304199000, 7304220020, 7304220080, 7304230020, 7304230080, 7304240020, 7304240080, 7304291020, 7304291080, 7304293020, 7304293080, 7304299010, 7304299090, 7304312020, 7304312099, 7304318030, 7304318099, 7304391010, 7304391090, 7304395220, 7304395299, 7304395830, 7304395899, 7304399230, 7304399299, 7304399320, 7304399380, 7304399800, 7304410010, 7304410090, 7304491000, 7304499310, 7304499390, 7304499510, 7304499590, 7304499910, 7304499990, 7304511200, 7304511800, 7304518120, 7304518199, 7304518930, 7304518999, 7304591010, 7304951090, 7304593200, 7304593800, 7304599230, 7304599299, 7304599320, 7304599380, 7304599900, 7304900010, 7304900091, 7304900099	Tubes, pipes and hollow profiles, seamless, of iron (other than cast iron) or steel.
7305110000, 7305120000, 7305190000, 7305200000, 7305310000, 7305390000, 7305900000	Other tubes and pipes (for example, welded, riveted or similarly closed), having circular cross-sections, the external diameter of which exceeds 406,4 mm, of iron or steel.
7306111000, 7306119000, 7306191000, 7306199000, 7306210000, 7306290000, 7306301100, 7306301900, 7306304120, 7306304190, 7306304920, 7306304990, 7306307280, 7306307290, 7306307780, 7306307790, 7306308000, 7306402000, 7306408000, 7306502000, 7306508000, 7306611000, 7306619200, 7306619900, 7306691000, 7306699000, 7306900000	Other tubes, pipes and hollow profiles (for example, open seam or welded, riveted or similarly closed), of iron or steel.
7307191010, 7307191090,	Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel

7307231015, 7307231025, 7307231080, 7307231085, 7307239015, 7307239025, 7307239080, 7307239085	Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel
7307910010, 7307910090	Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel
7307931111, 7307931119, 7307931130, 7307931191, 7307931193, 7307931194, 7307931195, 7307931199	Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel
7307931911, 7307931919, 7307931930, 7307931991, 7307931993, 7307931994, 7307931995, 7307931999	Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel
7307998011, 7307998019, 7307998020, 7307998030, 7307998092, 7307998093, 7307998094, 7307998095, 7307998098, 7307998099	Tube or pipe fittings (for example, couplings, elbows, sleeves), of iron or steel
7318129010, 7318129090	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318149110, 7318149190	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318149910, 7318149989	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318154210, 7318154290	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318155810, 7318155890	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318156810, 7318156890	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318158210, 7318158290	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318158810, 7318158890	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318159510, 7318159590	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318164010, 7318164090,	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318169210, 7318169290, 7318169920, 7318169990	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318190020, 7318190030, 7318190090	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318210021, 7318210031, 7318210091, 7318210095	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7318220021, 7318220031, 7318220091, 7318220095	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel.
7601100000, 7601202010, 7601202090, 7601208000	Unwrought aluminium
7604101000, 7604109010, 7604109020, 7604109090, 7604210010, 7604210090, 7604291010, 7604291020, 7604291030, 7604291040, 7604291090, 7604299010, 7604299020, 7604299030, 7604299090	Aluminium bars, rods and profiles

7605110000, 7605190010, 7605190090, 7605210000, 7605290010, 7605290090	Aluminium wire
7606111010, 7606111090, 7606119110, 7606119190, 7606119310, 7606119390, 7606119910, 7606119990, 7606122010, 7606122090, 7606129210, 7606129260, 7606129290, 7606129310, 7606129390, 7606129910, 7606129920, 7606129990, 7606910010, 7606910090, 7606920010, 7606920090	Aluminium plates, sheets and strip of a thickness exceeding 0.2mm
7607111110, 7607111190, 7607111910, 7607111930, 7607111940, 7607111950, 7607111960, 7607111993, 7607119045, 7607119047, 7607119057, 7607119060, 7607119080, 7607119081, 7607119082, 7607119087, 7607191010, 7607191090, 7607199010, 7607199090, 7607201000, 7607209000	Aluminium foil of a thickness not exceeding 0.2mm
7608100010, 7608100020, 7608100090, 7608202010, 7608202020, 7608202030, 7608202090, 7608208110, 7608208190, 7608208910, 7608208920, 7608208930, 7608208990	Aluminium tubes and pipes
7609000010, 7609000020, 7609000090	Aluminium tube or pipe fittings
7616991010, 7616991020, 7616991030, 7616991091, 7616991099, 7616999001, 7616999009, 7616999010, 7616999015, 7616999020, 7616999025, 7616999030, 7616999060, 7616999070, 7616999077, 7616999091, 7616999099	Other articles of aluminium

ANNEX B: PRIOR SURVEILLANCE QUESTIONS...AND ANSWERS

IMPORT LICENCE REQUIREMENTS

Q1. When do I need an import licence?

A1. You need an import licence for any goods covered by commodity codes subject to the prior surveillance licensing regime (See Annex A). Aluminium goods covered by this regime with an entry date prior to 12 May 2018 do not require an import licence.

Q2. Where can I find a list of these commodity codes?

A2. [Regulation 2017/1092](#) (EU Official Journal L158 dated 21 June 2017, Page 8) and Commission implementing Regulation 2018/640 (EU Official Journal L106 dated 26 April 2018, Page 7).

Q3. Do I need an import licence if my goods originate in Europe?

A3. No. You do not need an import licence if your goods originate in any European Union country, Iceland, Liechtenstein or Norway.

Q4. Do I need an import licence if my goods fall to one commodity code and have a net weight per shipment under 2500 Kilos (under 5000 kilos if the commodity code starts with 7318)?

A4. No. You do not need an import licence if your goods originate from one country, and the net weight of the goods in any single commodity code is under 2500 kilos (under 5000 kilos if the commodity code starts with 7318).

Q5. What if I have a mixed consignment?

A5. You only need an import licence where the total net weight of goods for a commodity code subject to the prior surveillance import licensing regime weighs 2500 kilos or more per country of origin and per shipment (5000 kilos or more if the commodity code starts with 7318).

Q6. Does this mean I may need more than one import licence?

A6. Yes. You will need an import licence for each commodity code and country of origin where the total weight of the goods assigned to that code weighs 2500 kilos or more (5000 kilos or more if the commodity code starts with 7318).

Q7. How long is an import licence valid for?

A7. An import licence is valid for 4 months and can be extended if not fully used. This extension can be made via the extend licence function in the actions column on the search import applications screen. Please note that a licence can only be extended when it is within a month of its original expiry date and cannot be extended once it has expired.

Q8. Do I need an import licence for each shipment?

A8. No. You can apply for an import licence to cover the clearance of multiple shipments during the 4 month validity of the import licence if you wish. This is conditional on you providing commercial documentation (e.g. pro-forma invoice, sales contract, etc) that shows a real intention to import the amount on the import licence.

CUSTOMS PROCEDURES

Q9. How do I decrement shipment on an electronic import licence on CHIEF?

A9. You must use status EP (Electronic partial) on customs entries if you want to use the remaining balance on another shipment. CHIEF errors cannot be undone, so if you accidentally use the full amount on an import licence, you will need to apply for a new import licence to cover further shipments.

Q10. Do I need an import licence if my goods are entered to a Customs warehouse?

A10. No. You do not need an import licence to enter goods into a customs warehouse. You will need an import licence when the goods are cleared into free circulation.

Q11. ...But these goods only leave the Customs warehouse in volumes of under 2,500 kilos (under 5000 kilos if the commodity code starts with 7318) for customs clearance.

A11. If, at customs clearance, the weight is under 2,500 kilos (under 5000 kilos if the commodity code starts with 7318) then an import licence is not required, it can also be seen as deliberately avoiding

the import control. Our advice is that you apply for import licences for the goods that are being shipped into the customs warehouse.

Q12. What happens if the commodity code on my import licence changes?

A12. Commodity codes change from time to time. ILB will amend commodity codes on our system as quickly as possible. When this affects an already issued import licence, you must either apply for a licence variation (only if the licence has not been used) or apply for a new import licence.

Q13. What do I do if my import licence is rejected?

A13. ILB cannot resolve CHIEF problems. Contact CHIEF OPERATIONS for advice. Resolutions to known CHIEF issues can be found at Paragraph 13 to this notice.

APPLYING FOR AN IMPORT LICENCE

Q14. How do I get an import licence?

A14. Register at www.ilb.trade.gov.uk. Once registered, make an “importer access request” from your workbasket (top right-hand corner under your name). Once ILB have completed their checks you will be able to apply for import licences by clicking ‘New Import Application’ button on the blue banner at the top of your screen. You are advised to have at least two members of your company registered to cope with staff changes, illness, leave etc. You must NOT share accounts or passwords.

Q15. How much does an import licence cost?

A15. There is no charge for the issue of import licences.

Q16. What information do I need to apply?

A16. You will need to provide:

- i. Product name;
- ii. Commodity code;
- iii. Volume of goods subject to that commodity code in kilos;
- iv. Value of goods in Euros on a CIF (Cost of manufacturing + Insurance + Freight);
- v. Country of origin (e.g. where the goods were made);
- vi. Country of consignment (e.g. where the goods were shipped from);
- vii. Evidence that shows you intend to import (e.g. upload a copy of your pro-forma invoice, sales contract or other commercial document).

Q17. What do I do if my commercial documentation is not in Euros?

A17. If your documentation is in GBP (£) then the system will auto convert the value of your goods to Euros. If you are converting from any other currency, please first convert into sterling using the rate shown on the HMRC website: <https://www.gov.uk/government/collections/exchange-rates-for-customs-and-vat> which determines value for duty purposes.

Q18. I do not trade on a CIF basis, what do I do?

A18. If you do not operate on a CIF basis, you should put the customs value of the goods on the application form.

Q19. Can my colleagues also apply for import licences?

A19. Each person in your company that applies for an import licence must register on the system and make an “Importer access request”. ILB will request approval from the first person set up on each company account for each new access request received. Registered users will be able to see applications submitted by their colleagues and respond to information or update requests sent by ILB. You will also be able to search for any of your company’s applications and licences that have been processed on the system.

Q20. I own more than one company and also need to apply for import licences in their name?

A20. You only need to register yourself once on the system. Importer Access requests for each company can then be made from your single account – click on your name in the top right hand of the screen and then click on the link for access requests that appears, select the correct request type, complete and submit. Accounts must not be shared, i.e. anyone wishing to use the system must register and submit their own access requests. You must submit access requests for each company that you need import licences for. The system allows an individual to make access requests for more than one company (even if their email address is different from the company name).

Q21. My company has different branches/addresses and they all need to apply for import licences?

A21. Each user must submit an access request for each branch/address that requires a licence.

Q22. I have companies or branches in other EU member states, how do they apply?

A22. ILB accepts requests for import licences from companies in any EU member state. If the goods are being imported into the UK an electronic import licence will be sent directly into the UK's CHIEF Customs system. If the goods are being imported into another EU member state, a digital copy of your import licence will be sent to your ICMS account. You may prefer to apply to the member state your company resides in as they may provide a quicker service (taking into account that requests to ILB must be in English, the licences will be issued in English and our system does not provide translations). If you need to print the import licence, please use plain white paper.

Q23. How long will all this take?

A23. ILB aims to provide a same working day service for issuing import licences.

ACCOUNT CHANGES

Q24. The person applying for import licences has left the company, how can I remove them?

A24. Email enquiries.ilb@trade.gov.uk and we will close their account.

Q25. Someone new needs to apply for an import licence, what do they do?

A25. New staff will need to register and make an importer access request. ILB will request approval from the first person named on the account, then link them to your company account.

Q26. There was only one person registered on the company account and they have left, so how do I request import licences?

A26. A Director needs to email enquiries.ilb@trade.gov.uk explaining the situation, ensuring that a replacement immediately registers on the system and submits an importer access request. ILB cannot amend your account unless there is a replacement person.

USING AGENTS

Q27. Can I use an agent to apply for my import licences?

A27. Yes, but please note that an Agent cannot make a request to act on behalf of an importer who has not already registered themselves and had their "importer access request processed by ILB. Agent requests are automatically rejected if the importer is not on our system.

Q28. What if I change my agent?

A28. If you no longer want an agent to act on your behalf, email enquiries.ilb@trade.gov.uk and we will remove them from your account.

If we haven't answered your specific question, Email enquiries.ilb@trade.gov.uk and we will answer them. This is a living document and will be updated to reflect the latest advice.