

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 notes on page 5 before completing this form.

To be completed by all applicants

1 Applicant's full name	<input type="text"/>
Applicant's trading name	<input type="text"/>
2 Applicant's address 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 you are involved in <i>For example, importer, exporter etc.</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 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 if you do not have enough space.

Questions 8 – 11 complete if the applicant is an importer or exporter

8 Contact details of freight agent to be used

Full name

Address including postcode

Contact name

Phone number/mobile number

9 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

Country of Origin

**10 Arrival date at airport or port of goods to be imported or exported
DD MM YYYY**

11 EU airport or port of entry or clearance

Q 12 Complete only if you are importing goods

12 Sea freight

Bill of lading number

Container number

Air freight

Airway bill number

Q 13 Complete only if you are exporting goods

13 Sales invoice/packing list number

Q14 Only to be completed if the applicant is not involved in importing or exporting of goods

14 Please provide details as to why you need an EORI number

15 Provide the date on which you require the EORI number

16 I agree to the publication of my name and address 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

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 on which we can contact you 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. Under 'other' include if you are a charity, non-profitable organisation and so on. 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

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

Questions 8 – 11

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

Question 12

To be completed by importers only. Please provide for sea freight the bill of lading and container number. For air freight, provide the airway bill number.

Question 13

To be completed by exporters only. Please provide sales list/packing list number.

Question 14

Provide details of why you require an EORI number.

Question 15

Provide the date for which you require the EORI number. Please be aware EORI applications may take up to three working days to process.

Question 16

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.

HMRC may require sight of the supporting documentation associated with this application.

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 if you agree to your name and address being disclosed to the Commission Internet website.

Declaration

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 paper through the post. Fully completed email applications will be given priority for processing. Your application can take up to three working days to process. 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 to **eori@hmrc.gsi.gov.uk**

To obtain a paper copy of the application form and details of where to send it once completed, please phone the VAT, Excise & Customs Helpline on **0845 010 9000**

The helpline can also advise on the progress on the processing of all applications.

Please note we do not accept faxed applications.