

For UK VAT registered applicants only

Please read the explanatory notes on page 2 before completing this form

To be completed by all applicants

- 1 Full name of applicant
- Trading name of applicant
- 2 Address of applicant including postcode
- 3 Applicant's phone number/mobile number
- Email address
- 4a UK VAT Registration Number
- 4b Member of a VAT group registration No
Enter X in one box Yes
- 4c Other European Union (EU) Member State
VAT Registration Number(s) associated with this
legal entity *If applicable*
- 4d Previous EORI number *If applicable*
- 5 Type of customs activity in which you are involved in
For example, import or export
- 6 Legal status (entity) of the applicant Limited company
Enter X in one box Partnership
 Sole proprietor
 Other
- If Other, give details
- 7 Company incorporation or registered charity number
If applicable
- 8 I agree to the publication of my EORI number 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

Explanatory 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 which we can contact you on during the day. Providing your email address will enable us to notify you promptly of your new EORI number.

Question 4

- a Enter your UK VAT Registration Number.
- b If you are applying for an addition to a VAT group registration please supply the current TURN suffix and the VAT group suffix number.
- c If you are VAT registered in any other Member State please provide all your VAT numbers including the country that directly corresponds with this legal entity.
- d Provide previous EORI number, for example non-VAT EORI number.

Question 5

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 6

You must be a legal entity to be eligible for an EORI number. Branches and divisions of companies are not legal entities and are therefore not eligible.

Question 7

If applicable provide your company incorporation or registered charity number.

Question 8

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.

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 whether you agree or not 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 hard copy through the post. Fully completed email applications will be given priority for processing. Your application can take up to three working days. 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

Hard copy applications should be sent to:

HM Revenue & Customs
EORI Team
13th Floor South
Government Buildings
Ty Glas
Llanishen
Cardiff
CF14 5FP

Please note we do not accept faxed applications.

For progress on your application phone the VAT, Excise & Customs Helpline on **0845 010 9000**.

For EORI queries email eoripolicy@hmrc.gsi.gov.uk