HM Revenue & Customs

# Application for Economic Operator Registration and Identification (EORI)

**Please read the explanatory notes on page 4 before completing this form**

## A To be completed by all applicants

1 Full name and trading name of applicant

Full name

Trading name

2 Address of applicant

Postcode

3 Applicant's contact details

Phone number/mobile number

Email address

4 VAT registration number

Are you are waiting for your VAT registration number?

No ☐ Yes ☐

5 Type of customs activity in which you are involved

6 Legal status (entity) of the applicant *please tick*

Sole proprietor ☐ Partnership ☐

Company ☐ Other ☐

If 'Other' give details

7 Company incorporation or registered charity number *if appropriate*

## B To be completed only by applicants who are not:

- registered for VAT in the UK, or
- established in the customs territory of the European Community.

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

Full name

Date of birth *DD MM YYYY*

National Insurance number (UK only)

Nationality

Full name

Date of birth *DD MM YYYY*

National Insurance number (UK only)

Nationality

*Continue on the bottom of page 3 if necessary*

## Questions 9 – 11 complete only if the applicant is importing, exporting or involved in the transit of goods

9 Contact details of freight agent to be used

Name

Contact name

Address

Postcode

Phone number/mobile number

10 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 of the goods

11 Details of overseas supplier or customer

Name

Address

Postcode

## Questions 12 – 15 complete if applicant is involved in importing goods

12 Details of where the goods are to be delivered in the UK following import

Name

Address

Postcode

13 Arrival date at (air)port of imported goods

*DD MM YYYY*

14 UK port of entry or clearance

15 For **imported** goods only, provide *as appropriate*

**Sea freight**

Bill of lading details

Container number

Vessel name

Is the import Drive on/Drive off?

No ☐ Yes ☐

**Air freight**

Airway bill number

Flight number

Merchandise in Baggage (hand carry)

No ☐ Yes ☐

**By road transport**

Trailer number

Vehicle registration number

Convention Merchandises Routiers (CMR)/T1 *if applicable*

**Removal from Customs Warehouse or Excise Warehouse** *if applicable*

Warehouse approval number

Warehouse address

Postcode

16 You **must** provide the following documents *as appropriate* with your application:

**All applicants completing Part B**

A copy of your valid passport/travel visa/identification card **or** proof of your business status

**Importers** - purchase invoice, Bill of lading/Airway bill and insurance documents

**Exporters** - Sales invoice/Packing list and insurance documents

## C To be completed by all applicants

17 I agree to the publication of my EORI number on the Commission internet website

No ☐ Yes ☐

18 **I declare that the information given on this application is true and complete**

Name

Signature

Date *DD MM YYYY*

Position within the business

Additional information

## Explanatory notes to help you complete form C220A

You must be a legal entity and be involved in customs activity to be eligible for an EORI number (see questions 5 and 6). You must ensure you 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.

### Part A

**Questions 1 – 2**

Give the full name of the business, address and postcode of your business premises, including details of the trading name if appropriate. 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**

If you are in the process of registering for VAT but do not know your VAT number, enter 'Not yet known' in the box provided. If you are not registered for VAT, leave blank.

**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.

### Part B

**Questions 8**

To be completed by all applicants as detailed in the two bullet points mentioned in Part B, page 1.

**Questions 9 – 11**

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

**Question 12 – 15**

To be completed **only** by importers.

**Question 16**

For applicants completing Part B, supporting documents to be supplied as follows.

**Persons/private individuals** - a copy of your passport/travel visa/identification card.

**Businesses** - to confirm the existence of your business you will need to provide a copy of an official document providing identification data of your business, issued by a government department/agency, Chamber of Commerce etc. in the EU or third country. For example the document could be a registration document for tax purposes or a certificate of incorporation.

**Importers** - Purchase invoice, Bill of lading/Airway bill and insurance documents relating to the import consignment.
**Exporters** - Sales invoice/Packing list and insurance documents relating to the export consignment.

### Part C

**Question 17**

**EU database**. Your details will be held on an EU database that may be accessed by the Commission or customs authorities in all Member States.

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 European Commission will also maintain a further database of economic operators registered for EORI for access by the public via the internet. Anyone will be able to submit an EORI number to the system and it will confirm whether it is a valid number or not. No other information will be provided to the enquirer nor will any other validation of information held in the database be possible. **Inclusion on this list is voluntary**. You should indicate whether you agree for your details to be entered on the Commission internet website.

If you do not complete your application form fully and accurately, it may result in a delay in processing or your application being rejected.

**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. The Service Level Agreement will ensure that your application will be processed within 48 hours, however initially and at busy times processing can take up to 72 hours. The person completing this application must be the sole proprietor or partner or director of the business applying for the EORI number.

Please send your completed email applications with **scanned** supporting documents as follows:

Email: **turn@hmrc.gsi.gov.uk**

Hard copy applications with copies of supporting documents should be sent to:

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