



HM Customs
and Excise

New Export System (NES) Application Form*

NES Simplified Procedures & Facilities

- Local Clearance Procedures (LCP)
- Simplified Declaration Procedures (SDP)
- Designated Export Place (DEP)

If applying for any of the above send the completed form to:

HM Revenue & Customs
TURN Team
Custom House
Pier Head
Kings Dock
Swansea
Wales SA1 8RY

Fax: 01792 634022

Phone: 01792 634004/634005/634007/634040

Email: turn@hmrc.gsi.gov.uk

For Official Use

Date of Receipt -----

Issuing Office

*** If you wish to apply for the NES Full Declaration Procedure and/or CHIEF Loader Role do not complete this form. Contact your local Customs Office/Officer for more information.**

Application for authorisation to operate NES simplified procedures

Before you start please read Notice 276 and the notes contained within this form. If you do not answer the questions correctly it may take longer to process your application. Please write clearly in black ink and use BLOCK LETTERS. Please complete one application form for each TURN/suffix (i.e. site address).

Full details of the responsible person/company applying to hold the authorisation.

1. Please give your full name.

- If you are a limited company give your company name.
- If you are a partnership give your trading name and names of all the partners.
- If you do not have a trading name give names of all the partners.

Name

2. Please give your trading name (if different from the name given at 1).

Trading name

3. Please give the address of your principal place of business.

- This should be where the day-to-day running of your business takes place.

Business address

Post code

Telephone No.

Mobile No.

E-mail address.

Fax No.

4. Who owns the business?

please tick

Limited company Give details from your certificate of incorporation

Certificate number

Date of certificate

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Sole Proprietor

Partnership

Other If other, give details below:

5. Address where records are to be held.

Address

Post code														
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Telephone No.

Mobile No.

E-mail address.

Fax No.

6. Site address from which goods will proceed for export.

- If more than one location, please use continuation sheet.

Site address

Post code														
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7. Level of Representation (please tick)

- If other please specify.

Indirect

Other

details:-

8. TURN.

- If more than one TURN please complete a separate application.

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9. VAT Number.

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10. Rural Payments Agency (RPA) Registration Number (For CAP exports).

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11. Do you export any of the following types of goods?

CAP

Licensable

Excise

None of the above

6. Which route will you or your direct representative/s submit Supplementary Declarations (EDCS or name of CSP System Operator). Please tick.

Internet/WEB	EDCS	CSP

Full Electronic Pre-shipment Declaration details:-

7. Do you intend to transmit Full Electronic Declarations yourself. Please tick

Yes No

- If NO - give name/s and address/es of third party.

Post code											
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8. Route. WEB or Email, or XML or EDCS or name of CSP Systems Operator, if known.

9. Details of existing CHIEF role and Location

CFSP Imports - Role

Location

CHIEF Exports - Role

Location

HMUT - Role

Service Location

Guidance on the completion of the NES application form

Notes

1. It is important that the correct legal entity is approved, including status. We will only issue one authorisation per legal entity. If you are a branch or subsidiary, check with your Head Office to see if the company intends to apply for Simplified Procedures and/or a DEP. You may be able to extend the approval to include your site.
2. Please give full trading name.
3. Please give address of Principal Place of Business including post code. This should be where the day-to-day running of the business takes place.
4. Owner of the business.
5. Full address where records/accounts are to be held. This address may determine where the Customs audits may take place and consequently where the application should be processed.
6. Full site address from where the goods will proceed for export.
7. Representation. Please refer to Notice 276 for guidance.
8. TURN. You should complete a separate application for each TURN No. you hold. It is essential that this is completed correctly particularly if you have a Group registration or have multiple sites wishing to operate NES autonomously. If you do not have a TURN then contact the Electronic Register Team (Carmarthen) on Tel no. 01267 244000.
9. Please provide VAT registration details.
10. Rural Payments Agency (RPA) Number: For CAP purposes, a 6 digit alpha/numeric reference number issued by the IBEA.
11. You should indicate the type of goods you wish to export if possible.
12. If you wish to use a simplified procedure available under NES in conjunction with customs warehousing, then you must hold a specific authorisation for Customs Warehousing. If you do not have such an authorisation at the time of application then you must apply at the same time as the NES application. Notice 232 has details.

Alternatively you may opt to use an existing type A warehouse. If you wish to use an existing type A warehouse then you must submit a letter of support, from the warehousekeeper, stating that they are willing to allow you to use a simplified procedure at their warehouse. Please note the type A warehouse must be authorised for the simplified procedures either on entry/on removal or both depending on what you have applied for. The Type A warehousekeeper should supply a copy of his warehouse authorisation to confirm that he is authorised for the appropriate simplified procedures.
13. Please indicate the type of procedure you wish to be authorised for.
14. Please indicate whether you wish to be authorised to operate a Designated Export Place (DEP).
15. Other Regimes:- You should identify your existing authorisations as there may be a need to amend them to reflect NES procedures. Please note a) See Notice 276 and Notice 750 for criteria and conditions for Community/Common Transit. b) End-Use goods cannot be exported as a matter of course unless the goods are shipwork end-use or aircraft parts. c) PCC goods require prior permission to export. d) Notice 827 explains how approved exporters can avoid the need to present EUR1's to Customs for authentication.
16. Please sign and provide contact name for enquiries.

Useful Information

NES Help Desk ☎ 0292 038 6254: e-mail lynne.davies@hmce.gov.uk

C&E Web Site: www.hmce.gov.uk for general information and Notice 276

National Advice Service ☎ 0845 010 9000: for a further copy of the Application form and (NES) Notice 276

Testing Facility: Fax 01702 366825

CHIEF OPs TEAM 01702 366800

REFER TO THE FRONT COVER FOR DETAILS OF THE ADDRESS THE FORM MUST BE SENT TO.

Guidance on the completion of transmission details.

PSA Details:-

1. Please advise who will transmit the PSA/Initial declaration.
2. Ensure that email address has been presented using the correct configuration (for Int/Web and EDCS), e.g. John.Smith@Export\well.co.uk. or john.smith@export/well.co.uk
3. Indicate which route will be used to submit declarations.

PSA/Initial declaration transmission.

4. If appropriate, advise which CSP you will be using.

Supplementary Declaration details:-

5. Please advise who will transmit the supplementary declaration details.
6. Indicate which route will be used for supplementary declaration.

Full Electronic Pre-shipment Declaration details:-

7. Please advise who will transmit the normal electronic declaration.
8. Indicate which route will be used for normal electronic declarations, if known.
9. Please advise your existing CHIEF roles and locations.

Useful Information

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Testing Facility: Fax 01702 366825

CHIEF OPs TEAM 01702 366800

CHIEF UKCTRL messages - CHIEF Operations 01702 366800

CONTROL messages - EDCS helpdesk 01702 366776

EDI Construction queries - Phil Dangerfield 01702 367891

Data Protection Act 1998

HM Customs and Excise collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

The address for the return of this form is:

HM Revenue & Customs

TURN Team

Custom House

Pier Head

Kings Dock

Swansea

Wales SA1 8RY

Fax: 01792 634022

Phone: 01792 634004/634005/634007/634040

Email: turn@hmrc.gsi.gov.uk

Application for the New Export System (NES)

Continuation Sheet

Site Address

Postcode																	
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Site Address

Postcode																	
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Site Address

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