



HM Customs & Excise

Application for Binding Origin Information (BOI)

General Information

Please read the following notes carefully before completing your BOI application.

1. Before applying for a BOI decision you should read Notice 831 - Binding Origin Information. Copies of this Notice can be obtained from the Customs National Advice Service (Tel: 0845 010 9000) or from the Customs and Excise web site on www.hmce.gov.uk. For specific guidance on the completion of this form please see the explanatory notes overleaf.
2. A BOI decision is issued in accordance with Council Regulation (EEC) 2913/92 of 12 October 1992 and Commission Regulation (EEC) No 2454/93 of 2 July 1993. Copies of these regulations can be obtained from: The Stationery Office, PO Box 29, Norwich NR3 1GN (Tel: 0870 600 5522 Fax: 0870 600 5533).
3. An application for BOI may only be made in respect of a proposed import or export transaction.
4. A BOI decision cannot be used for importations or exportations that have already taken place or where Customs formalities are still in progress.
5. A separate application must be made for each product.
6. A BOI decision issued in respect of this application may only be used by the holder.
7. Information entered in boxes 2, 8, 9 and 12 of the application form will be treated as confidential and covered by the obligation of professional secrecy.
8. A BOI decision is provided free of charge. However, where costs are incurred by Customs in analysis, obtaining expert advice on samples or returning samples, these costs may be passed on.
9. You may be requested to supply a translation of any attached document.
10. Completed application forms should be sent to: HM Customs & Excise, International Trade Operations (ITOPS), Regional Assurance, 6th Floor (South), Portcullis House, 27 Victoria Avenue, Southend on Sea SS2 6AL.

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.

EXPLANATORY NOTES ON THE COMPLETION OF THE APPLICATION FOR BINDING ORIGIN INFORMATION (BOI)

The following explanatory notes provide specific guidance on the completion of the Application for Binding Origin Information. Please read them carefully before completing your application.

BOX 1. Applicant (full name and address)

(Mandatory)

For the purpose of binding origin information, *applicant* means a person who has applied to the customs authorities for binding origin information.

BOX 2. Holder (full name and address)

(Mandatory)

For the purpose of binding origin information, *holder* means the person in whose name the binding information is issued.

BOX 3. Agent (full name and address)

(Optional)

Complete this box if you wish to nominate a specific customs agent who will present the BOI at importation/exportation on behalf of the holder, otherwise leave blank.

BOX 4. Reissue of a BOI

(Optional)

BOI is valid for 3 years. If you are already the holder of a BOI which has expired or is due to expire, and you require the BOI to be reissued, you should complete this box, otherwise leave it blank.

BOI Reference Number: enter the reference of the BOI which the Holder would like reissued.

Valid from: enter the date from which the BOI was valid by entering a 4 digit number for the year, followed by a 2 digit number for the month and a 2 digit number for the day.

BOX 5. Tariff Classification

(Mandatory)

Please provide the full commodity code for the goods concerned.

BOX 6. Type of Transaction

(Mandatory)

You should indicate if your application is in respect of an import or export actually envisaged by inserting "x" in one box only.

BOX 7. For which legal framework is binding information required?

(Mandatory)

You should indicate which legal framework a BOI is required by inserting "x" in one box only.

If a BOI is required for preferential origin purposes, please indicate which regime applies by inserting "x" in the appropriate box - i.e. *GSP* for GSP beneficiary countries or *Other* for any of the EC's other preferential trading arrangements.

Further information regarding preferential and non-preferential origin can be found in paragraph 1.2 of Notice 831.

BOX 8. Description of the Goods

(Mandatory)

Please provide a detailed description of the goods. You should also provide detailed information about the composition of the product. Using the columns and headings provided, please list **all** the materials/components/parts used in manufacture, together with their country of origin, tariff heading and value (*please use a separate sheet of paper if more space is required*). Note: the value column need be completed only where the origin rule contains a percentage restriction for the value of non-originating materials and parts. However, when completed, you should indicate the currency used.

Confidentiality of information:

If you require a BOI for a product which you are importing, you will have to obtain the information concerned from the overseas manufacturer. If the manufacturer declines to provide you with the required details because for example, they are considered to be confidential, you can ask for them to be sent direct to this office at the address shown on page 1 (note 10 - General Information), where they will, in accordance with the provisions of the regulations governing the operation of BOI, be treated in the strictest confidence.

If the manufacturer has undertaken to send the information direct to this office, you should still send in your application, but with the following notation in Box 8:

“The information concerned is being sent direct to HM Customs by the overseas manufacturer.”

BOX 9. Commercial denomination and additional information

(Optional)

Please include here any particulars which you wish to be treated as confidential including the trademark and model number of the goods.

BOX 10. Country of origin

(Mandatory)

Please provide the country of origin envisaged for the goods along with the country of export and import.

The *country of origin* is the country in which the goods will be manufactured or produced. The *country of export* is only required where the goods are to be exported from a country *other* than the country of origin.

BOX 11. Origin rule

(Mandatory)

Please insert the preferential or non-preferential origin rule which is considered to be appropriate to the product concerned. In addition, you should explain how that rule has been met in the country of manufacture/origin by providing a full and detailed description of all stages of any manufacturing process (*please use a separate sheet of paper if more space is required*).

The origin rules for the EC's preferential trade agreements are set out in Customs Notices which you can obtain from the Customs National Advice Service (Tel: 0845 010 9000) or from the Customs and Excise web site on www.hmce.gov.uk. Details of non-preferential origin rules can be obtained from the Department of Trade and Industry (DTI), TPE 3c, 3rd Floor, Kingsgate House, 66-74 Victoria Street, London SW1E 6SW (Tel: 0207 215 4557, Fax: 0207 215 4556).

Please see reverse for notes to Boxes 12 to 15

BOX 12. Ex-works price

(This Box must be completed in all cases where the ex-works price is featured in the relevant origin rule)

Please provide the ex-works price of the goods (including the currency used).

Ex-works price normally means the “factory gate price”. The provisions governing the operation of the EC’s preferential trade arrangements define it as the price paid to the manufacturer in whose undertaking the last working or processing is carried out, provided the price includes the value of all materials used in manufacture, minus any internal taxes which are, or may be, repaid when the product obtained is exported.

If the overseas manufacturer declines to provide you with a figure for the ex-works price, it can again be sent direct to Customs in accordance with the procedure outlined in Box 8 above.

BOX 13. Samples etc

(Optional)

You should indicate here whether you are providing a description, brochures, photographs, samples or other documents which may assist the customs authorities in considering this application. You should indicate this by inserting “x” in the appropriate box(s). If you are providing samples, you should indicate here how the samples are to be disposed of by inserting “x” in the appropriate box.

Special costs incurred by the Customs authorities as a result of analysis, expert reports or the return of samples may be charged to the applicant.

BOX 14. Other Applications for Binding Origin Information (BOI) or Binding Tariff Information (BTI)

(Mandatory)

You should provide here details of other applications for BOI or BTI made by the holder in the UK (or in other Member States) as well as BOI’s/BTI’s issued to the holder, in respect of identical or similar goods (*please use a separate sheet of paper if more space is required*).

Country of Application: enter the country where the application was made

Date of Application: enter a 4 digit number for the year, followed by a 2 digit number for the month and a 2 digit number for the day

BOI Reference: enter the reference number of the BOI/BTI

Date of Start of Validity: enter a 4 digit number for the year, followed by a 2 digit number for the month and a 2 digit number for the day

BOX 15. Declaration

(Mandatory)

After you have checked the application for accuracy and completeness, sign and date it.

Your reference: if you have a reference insert it here.

Date: enter a 4 digit number for the year, followed by a 2 digit number for the month and a 2 digit number for the day.

Copies of this form, along with copies of any Customs Notice, can be obtained from the Customs National Advice Service (Tel: 0845 010 9000). Alternatively, you can access this information from our web site on www.hmce.gov.uk.

9. Commercial denomination and additional information

(confidential)

10. Country of origin

Country of origin: _____ Country of export (*where different*): _____

Country of import: _____

11. Origin Rule

(confidential)

12. Ex-works price:

13. Samples etc

Please indicate which (if any) of the following are enclosed with your application.

Description Brochures Photographs Samples Other

Do you wish your samples to be returned? Yes No

Special costs incurred by the Customs authorities as a result of analysis, expert reports or the return of samples may be charged to the applicant.

14. Other Applications for Binding Origin Information (BOI) or Binding Tariff Information (BTI)

Please indicate if you have applied for, or have been issued with, BOI or BTI for identical or similar goods in the UK or in other Member States.

Yes No If yes, please give details;

BOI

BTI

Country of Application:
Date of Application:
Year Month Day

BOI Reference:
Date of Start of Validity:
Year Month Day

Country of Application:
Date of Application:
Year Month Day

BTI Reference:
Date of Start of Validity:
Year Month Day

15. Declaration

Signature: _____

Your reference:

Name: _____

Date: Year Month Day