

Application for authorisation of a regular shipping service

(Commission Regulation (EEC) No 2454/93, Articles 313a and 313b)

Important: Read these notes before completing this form

1. We recommend that you refer to the explanatory notes at Annex 1 of this form to help you complete your application.
2. In order for your application to be processed you must answer **all** the questions on this form **and** complete the attached blank Form C1140 'Certificate of Regular Shipping Services'.
3. **You must ensure that you read and sign the declarations at part 6 of this form and box 5 of the attached Form C1140 before submitting your application.**
4. When you have completed this form please send it to the address below **together with enough completed Forms C1140 to include one for each vessel plus a further form for the Central Community Transit Office (CCTO):**

**HM Revenue & Customs
CCTO
National Simplifications Team
Custom House
Main Road
Harwich
Essex
CO12 3PG**

**Tel: 01255 244894
Fax: 01255 244784**

Application for authorisation of a regular shipping service

(Commission Regulation (EEC) No 2454/93, Articles 313a and 313b)

1 Applicant's details:
Registered Office Address (if different from that entered in Box 1 of the attached form C1140).
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Postcode:
Contact name:
Status in company:
Registered number of Company
(where applicable):
Phone number:
Fax number:
E-mail:
Website address:

2 Address where your records relating to the operation of the regular shipping service will be held
(if different from above).
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Postcode:

3 Please give details of the control system you have in place to verify the customs status of the goods carried by the regular shipping service.
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4 Have you committed any offences in connection with the operation of a regular shipping service?
(Tick relevant box.)
(See explanatory notes at Annex 1 for further information on completing this question).
Yes
No
If you have answered 'yes' give details including the number and type of offence(s) committed, place and date of offence(s), outcome(s) and (where appropriate) name of the convicting court(s).
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5 Please provide full details of the regular shipping service's activities (including ports concerned, names of vessels assigned to the service, volume of traffic, shipping line's timetable, turnaround time of vessels etc). (Either use the space below or attach the information to this application form.)

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6 Declaration

- 1 To the best of my knowledge and belief the information I have provided in this application form and the attached form C1140 is accurate and any accompanying documents are authentic.
- 2 I undertake that the authorisation certificate will be carried on board the vessel and presented on request to the competent Customs authorities.
- 3 I understand that,
 - Once a regular shipping service has been authorised, the shipping company is obliged to operate the service and,
 - The shipping company must inform HM Revenue & Customs of:
 - any withdrawal or change in the characteristics of the authorised service, or;
 - any factor arising after the authorisation has been granted which may influence its continuation or content, or;
 - any post-authorisation changes to the information provided in this application.
 - When a vessel operating under the regular shipping service is forced by circumstances beyond its control to tranship at sea or temporarily put into a third-country port or a free zone of a port in Community Customs territory, the shipping company must immediately inform the Customs authorities of the subsequent ports of call along the vessel's scheduled route and;
 - All non-Community goods and goods moving to, from or between the non-fiscal territories carried on board the authorised vessel(s) must be placed under the transit procedure T1 or T2F (i.e. either the standard transit procedure or, where the use of such a procedure has been authorised, the level 1 or 2 sea simplified procedure).
 - The shipping company must ensure that part-charterers are informed of the 'regular shipping' status of the service and that these charterers must respect the customs procedures applicable.

Name (in capital letters): _____

Signature:
Status: (Proprietor, Partner,
Director, Secretary etc.) _____

Date: _____

Data Protection Act

How we use your information

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.

Explanatory notes to accompany the application form for authorisation of a regular shipping service.

Annex 1

Further information on authorised regular shipping services can be found in the Transit Manual at www.europa.eu.int/comm/taxation_customs/resources/documents/transit_manual_en.pdf and the HM Revenue & Customs website at www.hmrc.gov.uk

These notes do not override the requirements of the law.

General information for completion of your application.

1. HM Revenue & Customs can only accept applications from shipping companies established in the UK. To be 'established' in the UK you must:
 - in the case of a natural person, be normally resident in the UK, or
 - in the case of a legal person or an association of persons, have your registered office, central headquarters or a permanent business establishment in the UK.

If you are not established in the UK, you must apply to the customs authorities of a Member State in which you are established.

2. In the case of part-charter arrangements, the application must be submitted by the shipping company (lessor or charterer) defining the regular service, i.e. determining the vessel(s) to be used for the regular service and specifying the ports of call or by the shipping company's representative.
3. Authorisation of regular shipping services can only be granted to shipping companies who undertake that, on the routes for which authorisation is requested, no calls will be made at any port in a third country or at any free zone of control type I in the meaning of Article 799 of Regulation 2454/93 in a port in the customs territory of the Community and that no transshipments will be made on the high seas. (This undertaking is included in the declaration at Part 5 of the attached Form C1140 certificate.)
4. Please note that authorisations require the agreement of customs in the other Member States where the intended ports of call are situated. Once we have notified a Member State of an application they have 60 days in which to reply.

NOTES FOR COMPLETION OF THIS APPLICATION FORM

Part 2 - Address where your records relating to the operation of the regular shipping service will be held

You must retain records for a minimum of four years for import and export purposes and six years for VAT and excise duty purposes. (Customs and Excise Management Act 1979, Sections 75A and 118A. Value Added Tax Act 1994, Schedule 11 paragraph 6. Regulation (EEC) No 2454/93, Article 324f.)

Part 3 - Please give details of the control system you have in place to verify the customs status of the goods carried by the regular shipping service.

Any non-Community goods and goods moving to or from the special territories carried on an authorised regular service must be placed under the Community transit (CT) procedure. A shipping company that operates an authorised regular service is responsible for ensuring that this requirement is met for all goods carried on the service. To meet this requirement you must keep written evidence in your commercial records confirming the status of all goods carried (for example signed statements from your customers/clients as to whether the goods have Community or non-Community status).

For further information about the CT procedure and a list of the special territories see the Transit Manual.

Part 4 – Have you committed any offences in connection with the operation of a regular shipping service?

In this question the term 'offences' means any breaches of the law or rules associated with the operation of a regular shipping service **whether attracting criminal or civil sanctions**. If you have committed any such offences you must give as much information as you can regarding the number and type of offence(s) committed, where and when the offence(s) took place, the outcome(s) and (in respect of criminal convictions) the name(s) of the convicting court(s).

Note: You are not required to provide details of any convictions which are 'spent' within the meaning of the Rehabilitation of Offenders Act 1974.

Under this Act, once an offender's conviction is 'spent' they are to be treated as if they had not committed the offence, been charged with it, prosecuted or convicted.

If and when a conviction becomes spent, however, depends on the type of penalty imposed on an offender. Any conviction resulting in a custodial sentence exceeding 30 months will never be spent. If a person was convicted of another offence during the rehabilitation period of an earlier offence, then the conviction for that earlier offence will not be spent (Section 1 of the 1974 Act).

Part 5 – Shipping service's timetable

Please provide full details of the regular shipping service's timetable either by using the space provided or attaching the information to the application form. Give as much information about the shipping service's activities as possible including ports of call for each named vessel, frequency, volume of traffic, turnaround time of vessels etc.

Please note that inland ports can only be included where the route(s) concerned also include sea ports. In such cases the vessels of the service must call at all ports on the route specified in the certificate.

The vessel(s) of the regular shipping service may not come from, go to, or call at any points outside the Community customs territory, including the inland waterways or ports of a third country or territory, or a free zone of control type I of a port in the Community customs territory.

Part 6 – Declaration

A list of the non-fiscal territories referred to in point iii of the declaration can be found in the Transit Manual.

Please read the declaration, then sign and date your completed application form and return it to the National Simplifications Team at the CCTO (whose address appears on page 1) together with the completed C1140. Make sure you enclose any accompanying documents or other evidence as requested by us with your application form.

If, after consideration by HM Revenue & Customs, your application is rejected, we will send you a letter stating the reason(s) why and explaining to you your right of appeal.

If your application is approved, the conditions for your authorisation will be sent to you in an approval letter. The letter will also contain a declaration to be signed by you confirming that you will abide by the conditions of your authorisation. When the signed declaration is returned to the CCTO, they will issue you with your authorisation as appropriate.

If you have any further queries regarding this application form please contact HM Revenue & Customs National Advice Service on **0845 010 9000**.