



Department  
for Business  
Innovation & Skills

ICMS user guide

APRIL 2016



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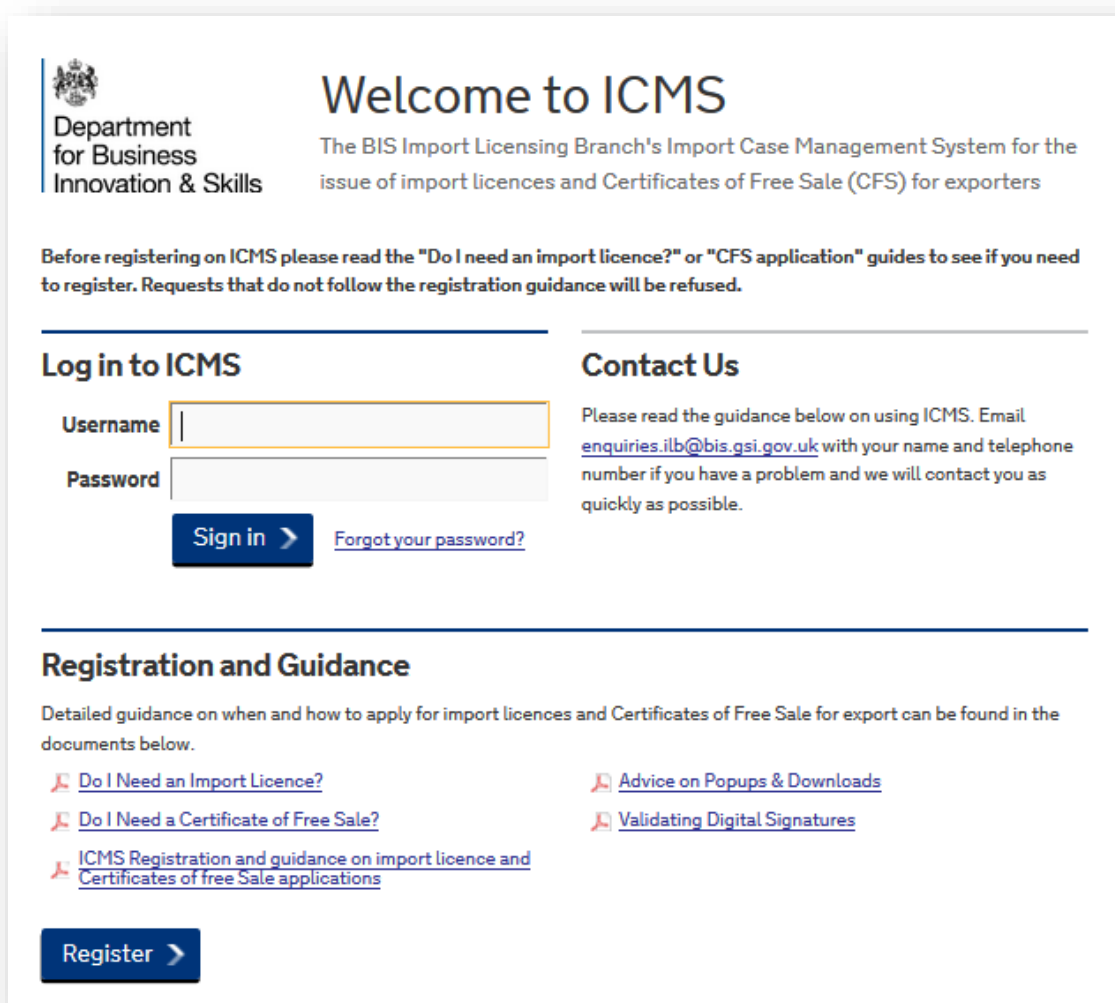
# 1. ICMS Registration

You will need to register if you need an:


- Import licence for Textiles and clothing from Belarus or North Korea.
- Import licence for Steel (prior surveillance) from any non-EU country.
- Import licence for Firearms, their component parts or ammunition.
- Import licence for Landmines
- Import licence for derogation from sanctions on imported goods.
- Import licence for Pine and Spruce round logs from Russia.
- Certificate of Free Sale (CFS) for exports
- Certificate of Manufacture (COM) for exports

You register at: [www.ilb.bis.gov.uk](http://www.ilb.bis.gov.uk)

At the **WELCOME TO ICMS** screen, click **REGISTER**.



The screenshot shows the 'Welcome to ICMS' page. On the left is the Department for Business Innovation & Skills logo. The main heading is 'Welcome to ICMS' with a subtext: 'The BIS Import Licensing Branch's Import Case Management System for the issue of import licences and Certificates of Free Sale (CFS) for exporters'. Below this is a warning: 'Before registering on ICMS please read the "Do I need an import licence?" or "CFS application" guides to see if you need to register. Requests that do not follow the registration guidance will be refused.' The page is divided into three sections: 'Log in to ICMS' with fields for 'Username' and 'Password', a 'Sign in' button, and a 'Forgot your password?' link; 'Contact Us' with contact information for enquiries; and 'Registration and Guidance' with links to various guides and a 'Register' button.



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## Welcome to ICMS

The BIS Import Licensing Branch's Import Case Management System for the issue of import licences and Certificates of Free Sale (CFS) for exporters

Before registering on ICMS please read the "Do I need an import licence?" or "CFS application" guides to see if you need to register. Requests that do not follow the registration guidance will be refused.

### Log in to ICMS

Username

Password

[Sign in](#) [Forgot your password?](#)

### Contact Us

Please read the guidance below on using ICMS. Email [enquiries.ilb@bis.gsi.gov.uk](mailto:enquiries.ilb@bis.gsi.gov.uk) with your name and telephone number if you have a problem and we will contact you as quickly as possible.

### Registration and Guidance


Detailed guidance on when and how to apply for import licences and Certificates of Free Sale for export can be found in the documents below.

- [Do I Need an Import Licence?](#)
- [Do I Need a Certificate of Free Sale?](#)
- [ICMS Registration and guidance on import licence and Certificates of free Sale applications](#)
- [Advice on Popups & Downloads](#)
- [Validating Digital Signatures](#)

[Register](#)

## Registration

Fill in the detail. Please check the **INFORMATION BOXES** (i) for guidance on filling in the registration. When correct click **REGISTER**.



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# Registration

Import Case Management System

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### User Details


You are about to register for an Import Case Management System account. Note that after registering, you will not be able to apply for import licences until you have been granted permission to act as an importer by ILB.

For further information, please refer to the guidance documents on the main login screen.

All fields are mandatory.

Email	<input type="text" value="sample2@sample2.com"/>
Confirm Email	<input type="text" value="sample2@sample2.com"/>
Title	<input type="text" value="Mr"/>
Forename	<input type="text" value="SAM"/>
Surname	<input type="text" value="SAMPLE"/>
Telephone Number	<input type="text" value="0044 (0)1234 567891"/>
Organisation Name (Employer)	<input type="text" value="SAMPLE PLC"/>
Date Of Birth	<input type="text" value="01-Feb-2015"/>
Security Question	<input type="text" value="What is the name of your first school?"/>
Security Answer	<input type="password" value="....."/>
Confirm Security Answer	<input type="password" value="....."/>

Please enter the security code displayed below. This is to stop automatic registrations.

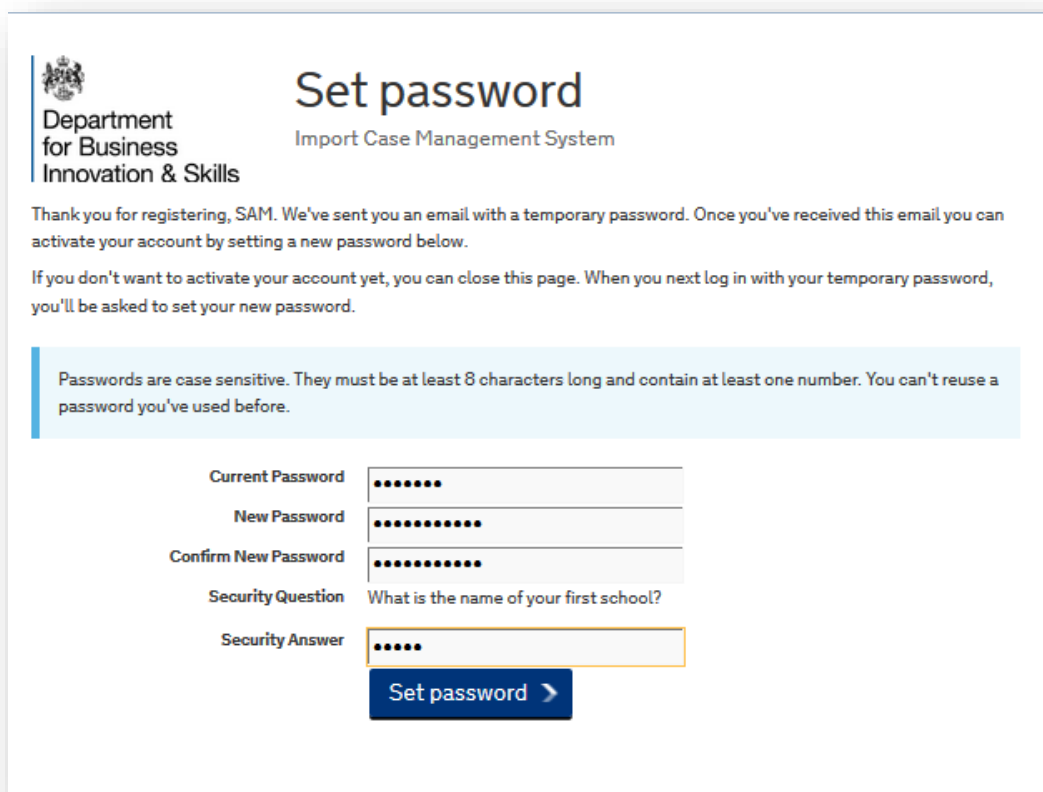
Security Image
 


[The image is unreadable, give me a new one](#)

Enter Security Code

## Set Password

You will be sent a confirmation email with a temporary password and a link to activate your user account. **CLICK THE LINK** to continue the registration process. Use your temporary password to reset your ICMS password. Click **SET PASSWORD**.



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## Set password

Import Case Management System

Thank you for registering, SAM. We've sent you an email with a temporary password. Once you've received this email you can activate your account by setting a new password below.

If you don't want to activate your account yet, you can close this page. When you next log in with your temporary password, you'll be asked to set your new password.

Passwords are case sensitive. They must be at least 8 characters long and contain at least one number. You can't reuse a password you've used before.

Current Password

New Password

Confirm New Password

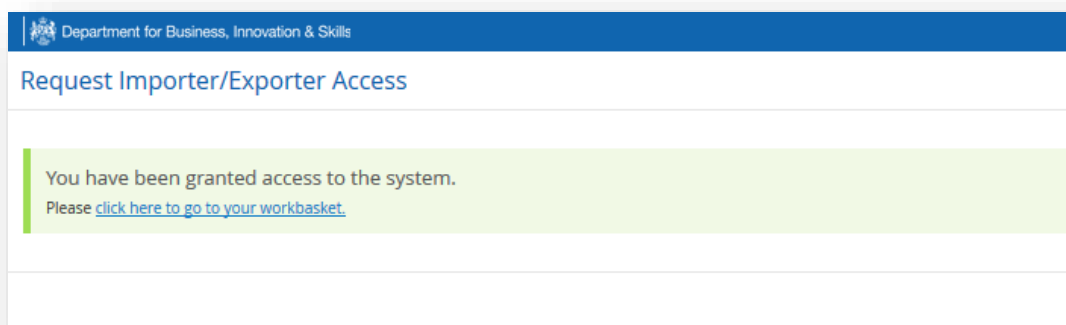
Security Question What is the name of your first school?


Security Answer

[Set password >](#)

## Request Importer / Exporter Access

If your request has been successful, you will see this screen. Click the link to go to your **WORKBASKET**.



 Department for Business, Innovation & Skills

### Request Importer/Exporter Access

You have been granted access to the system.  
Please [click here to go to your workbasket](#).

## Workbasket

You have successfully registered. The next step is to set your access correctly. Click **REQUEST IMPORTER/EXPORTER ACCESS** to begin.

The screenshot shows the 'Workbasket' interface for 'Mr SAM SAMPLE'. The header includes the Department for Business, Innovation & Skills logo and the user's name. The main area displays a table of workbasket items with columns: Transaction / Ref, Subject / Topic, Company, Status / Date, and Information. A single item is visible: 'Account successfully created Mr SAM SAMPLE' under the subject, 'SAMPLE PLC' under company, and 'N/A' under status. The information column contains a 'Welcome & Introduction' message with links to 'View Welcome Message' and 'Clear From Workbasket'. A sidebar on the left contains filter options for Transaction / Ref, Subject, Topic, Company, Status, Information, and Filter Tag. The bottom of the sidebar has 'Apply Filter' and 'Clear Filter' buttons.

Select the correct **ACCESS REQUEST TYPE**.

Fill in the additional details and click **SUBMIT ACCESS REQUEST**.

ILB will process your request. If approved, you will receive confirmation by email. You will then be able to log into your workbasket and make requests.

The screenshot shows the 'Request Importer/Exporter Access' form. The header includes the Department for Business, Innovation & Skills logo and the user's name. The main heading is 'Request Importer/Exporter Access'. Below it is a section titled 'New Access Request' with a light blue background. The text in this section reads: 'Enter the details below and submit your request to ILB. You will receive an email notification when your request has been processed (usually within 1 working day). When you are requesting access as an agent, the importer/exporter will be asked to approve your access.' The form fields are: 'Access Request Type' (a dropdown menu with 'Request access to act as an Importer' selected), 'Importer Name' (a text field with 'SAMPLE2' entered), and 'Importer Address' (a text area with '1 SAMPLE LANE', 'SAMPLEVILLE', and 'SAMPLELAND' entered). There is an 'optional' label next to the address field. A blue 'Submit Access Request' button is at the bottom.



## 2. Creating a New Application

1. From your **WORKBASKET** screen, click **NEW IMPORT APPLICATION**.

The screenshot shows the 'Workbasket' interface. On the left is a 'Filter' sidebar with fields for Transaction / Ref, Subject, Topic, Company, Status, Information, and Filter Tag. The main area displays a table of applications:

Transaction Ref	Subject Topic	Company	Status Date	Information	Actions
CA/2015/00079	Application Certificate of Manufacture	SAMPLE EXPORTER	Submitted 25 FEB 2015	Application Submitted	<a href="#">View Application</a> <a href="#">Request Withdrawal</a> <span>New</span>
CA/2015/00078	Application Certificate of Free Sale	SAMPLE EXPORTER	Submitted 25 FEB 2015	Application Submitted	<a href="#">View Application</a> <a href="#">Request Withdrawal</a> <span>New</span>
EAR/4	Exporter Access Request	SAMPLE EXPORTER	Closed (Approved) 24 FEB 2015 13:35:14	Access Request	<a href="#">View Clear</a>

At the bottom right, it says '3 workbasket items'.

2. From the **APPLICATION TYPE** drop down menu, select the **TYPE** you require
3. From the **APPLICATION SUBTYPE** drop down menu, select the **SUBTYPE** you require
4. Once you have made your selection, click **CREATE**

The screenshot shows the 'Create Import Application' screen. It includes a header with navigation buttons and a user profile. Below the header, there is a message: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.'

A yellow box contains the following text: 'You must have domestic authority to possess the firearms you are requesting an import licence for. Open Individual Import Licences are not valid for Section 5 items or EU transfers. Please see guidance if you have any other questions.'

The form fields are:

- Application Type:** Firearms and Ammunition
- Application Subtype:** Specific Individual Import Licence
- Main Importer:** SAMPLE IMPORTER (800066H)
- Importer Office:** 1 Sample Road SAMPLE SA12 3MP

At the bottom, there is a **Create** button.

## APPLICANT DETAILS Screen

5. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.
6. If the information is correct, click **NEXT**.

The screenshot shows the 'Applicant Details' screen. On the left is a sidebar with links: 'Applicant Details' (highlighted), 'Firearms and Ammunition', 'Validation Summary', 'Submit', and 'Help'. The main content area is titled 'Applicant Details' and contains the following information:

**Application Type**

- Type**: Firearms and Ammunition
- Subtype**: Specific Individual Import Licence

**Importer**

- Address**: 1 Sample Road  
SAMPLE  
SA12 3MP (with an information icon)
- Importer**: SAMPLE IMPORTER (800066H)

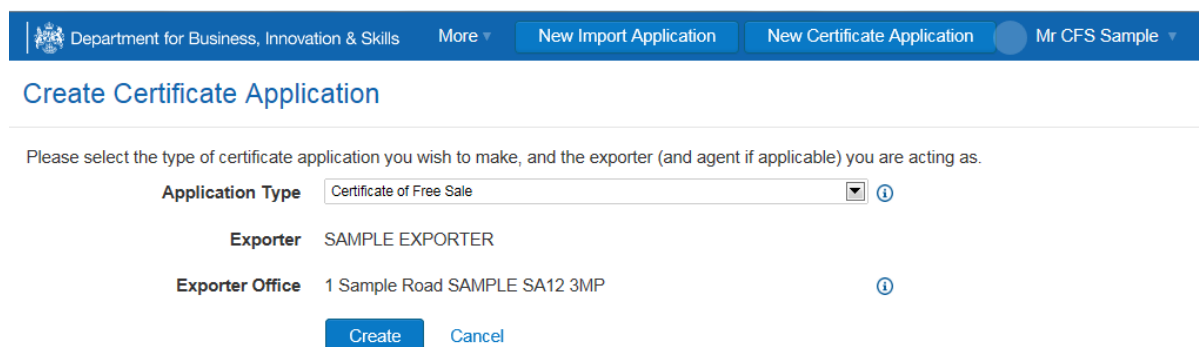
**Contact**

- Telephone**: (with an information icon)
- Fax**: (with an information icon)
- Email**: sample@sample.com
- Contact Name**: Mr CFS Sample (dropdown menu with an information icon)

At the bottom of the main content area is a 'Next' button with a right-pointing arrow.


### 3. Certificates of Free Sale

1. From your workbasket, click **NEW CERTIFICATE APPLICATION**.
2. Select **CERTIFICATE OF FREE SALE**, and click **CREATE**.



The screenshot shows the 'Create Certificate Application' form. At the top, there is a navigation bar with the Department for Business, Innovation & Skills logo, a 'More' dropdown, and buttons for 'New Import Application', 'New Certificate Application', and a user profile 'Mr CFS Sample'. Below the navigation bar, the title 'Create Certificate Application' is displayed. The main form area contains a prompt: 'Please select the type of certificate application you wish to make, and the exporter (and agent if applicable) you are acting as.' The form has three fields: 'Application Type' with a dropdown menu set to 'Certificate of Free Sale', 'Exporter' with the text 'SAMPLE EXPORTER', and 'Exporter Office' with the text '1 Sample Road SAMPLE SA12 3MP'. Each field has an information icon (i) to its right. At the bottom of the form, there are two buttons: 'Create' and 'Cancel'.

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

1. If the information is correct, click **NEXT**.
2. Fill in the details. Please use the  for further advice on what to put in each box. Click **NEXT** but please note:
  - a. You may apply for up to 40 different countries on one application as long as the information is correct for all products listed on the schedule.
  - b. You must create a new schedule whenever any of the information relating to the products is different (for example products falling under different regulations or manufactured in different countries).
  - c. Click **ADD PRODUCT** if you want to add more than one product to your schedule.
  - d. Click **ADD SCHEDULE** if you need to create more than one Schedule
  - e. If the product standards legislation your product has to meet is not listed, email [enquiries.ilb@bis.gsi.gov.uk](mailto:enquiries.ilb@bis.gsi.gov.uk) and request an addition.
  - f. Additional information is required for products falling to Biocide regulations. Your application will be checked with HSE Biocides as part of the application process.

Applicant Details  
**CFS Application**  
 Validation Summary  
 Submit

Please provide all the information requested. The information will be used to create a Certificate of Free Sale and a legal declaration in the form of a Schedule.

◀ Previous    Next ▶

## Certificate of Free Sale

Countries  ⓘ

### Schedule 1 of 1

📄 Copy    🗑️ Clear

**Exporter Status** ☒ I am the manufacturer ⓘ  
☐ I am not the manufacturer

**Legislation**  ⓘ

**Product Eligibility** ☒ The products are currently sold on the EU market ⓘ  
☐ The products meet the product safety requirements to be sold on the EU market

**Are any of the products raw materials?** ☐ Yes ⓘ  
☒ No

**Country of Manufacture**  ▼

**Schedule Statements** ☒ These products are manufactured in accordance with the Good Manufacturing Practice standards set out in UK and EU law  
optional

### Manufactured At

If you have chosen the 'Exporter Status' 'I am the manufacturer' then you should not complete this information unless you wish to include details of your contract manufacturer. Applicants who have chosen 'I am not the manufacturer' may enter details of the manufacturer in this section.

**Include Manufacturer Information?** ☐ Include manufacturer information on the issued certificate schedule

### Products



Please add product information below. A separate line is required for each product.

**If any of the information given on this schedule does not apply to all of the products below, a separate schedule must be added for the products where the information is different.** Additional schedules may be added at the bottom of this page.

Product Name	Actions
<input type="text" value="SAMPLE PRODUCT 1"/>	🗑️ <a href="#">Remove Product</a>
<input type="text" value="SAMPLE PRODUCT 2"/>	🗑️ <a href="#">Remove Product</a>
<input type="button" value="+ Add Product"/>	

[Applicant Details](#)  
**CFS Application**  
[Validation Summary](#)  
[Submit](#)

**If any of the information given on this schedule does not apply to all of the products below, a separate schedule must be added for the products where the information is different.** Additional schedules may be added at the bottom of this page.

Product Name	Actions
<input type="text" value="SAMPLE PRODUCT 1"/>	 <a href="#">Remove Product</a>
<input type="text" value="SAMPLE PRODUCT 2"/>	 <a href="#">Remove Product</a>
<input type="button" value="+ Add Product"/>	

Displaying 1 schedule. Click to [show all](#) or [hide all](#) schedules.

**You must create separate schedules if any of the product information differs e.g. country of manufacture. Click 'Add Schedule' below to add another schedule, or you may copy and modify an existing schedule using the 'Copy' link at the top of the schedule.**

[◀ Previous](#)   [Next ▶](#)

[◀ Workbasket](#)

## VALIDATION SUMMARY

3. If there are any errors, they will be listed here. Click **PREVIOUS** to return to the application screen and correct any errors.
4. If there are no errors listed, click **NEXT**.

The screenshot shows the 'Validation Summary' step of a 'Certificate of Free Sale - Case' application. The top navigation bar includes the Department for Business, Innovation & Skills logo, a 'More' dropdown, and buttons for 'New Import Application' and 'New Certificate Application'. The user is logged in as 'Mr CFS Sample'. The main heading is 'Certificate of Free Sale - Case Reference Unassigned'. On the left, a sidebar lists 'Applicant Details', 'CFS Application', 'Validation Summary' (highlighted), and 'Submit'. The main content area has a 'Workbasket' header and a light blue box with the instruction: 'Please provide all the information requested. The information will be used to create a Certificate of Free Sale and a legal declaration in the form of a Schedule.' Below this is a navigation bar with 'Previous' and 'Next' links. The 'Validation Summary' section states 'The application is valid and ready to submit.' and also features 'Previous' and 'Next' navigation links. A second 'Workbasket' header is at the bottom.

## DECLARATION OF TRUTH

- If you accept the declaration of truth is correct, type **I AGREE** in the box, and click **SUBMIT APPLICATION**.

**NOTE:** You cannot apply for an import licence or Certificate unless you agree to the declaration of truth.


The screenshot shows the 'Declaration of Truth' section of the ICMS application form. The top navigation bar includes the Department for Business, Innovation & Skills logo, a 'more' dropdown, and links for 'New Import Application', 'New Certificate Application', and 'My CFS Sample'. The main heading is 'Certificate of Free Sale - Case Reference Unassigned'. A left-hand sidebar contains links for 'Applicant Details', 'CFS Application', 'Validation Summary', and 'Submit'. The main content area features a 'Workbasket' link at the top, followed by a light blue instruction box: 'Please provide all the information requested. The information will be used to create a Certificate of Free Sale and a legal declaration in the form of a Schedule.' Below this is a 'Previous' link. The 'Declaration of Truth' section contains the text: 'I am authorised to act on behalf of SAMPLE EXPORTER. I declare that the information provided is true.' This is followed by a confirmation instruction: 'Confirm that you agree to the above by typing "I AGREE", in capitals, in this box'. To the right of this instruction is a text input field containing 'I AGREE'. A 'Submit Application' button is located below the input field. At the bottom of the section, there is another 'Previous' link and a 'Workbasket' link.

## WORKBASKET

Your request has now been submitted to ILB for approval. Your **WORKBASKET** will show the progress of your request.

If your request is approved, the status in your workbasket will change to **COMPLETED**.

A **NOTIFICATION** confirming your import licence has been issued is sent to your workbasket with an **ACTION** for you to **ACKNOWLEDGE NOTIFICATION**. Please acknowledge the notification. You may be asked to **UPDATE YOUR APPLICATION** or provide **FURTHER INFORMATION**. Your import licence request will be refused if you do not amend your application or provide the additional information requested within five working days.


Department for Business, Innovation & Skills
More ▾
New Import Application
New Certificate Application
Mr CFS Sample ▾

### Workbasket

#### Filter

Transaction / Ref

Subject  
All ▾

Topic

Company

Status

Information

Filter Tag  
For Attention ▾

Apply Filter Clear Filter

Transaction ▾ / Ref ▾

Subject ▾ / Topic ▾

Company ▾

Status ▾ / Date ▾

Information

Actions

CA/2015/00078	Application Certificate of Free Sale	SAMPLE EXPORTER	Submitted 25 FEB 2015	Application Submitted	<a href="#">View</a> <a href="#">Application</a> <a href="#">Request</a> <a href="#">Withdrawal</a>
EAR/4	Exporter Access Request	SAMPLE EXPORTER	Closed (Approved) 24 FEB 2015 13:35:14	Access Request	<a href="#">View</a> <a href="#">Clear</a>

2 workbasket items

16



## 4. Certificate of Manufacture (Pesticides Only)

1. From your workbasket, click **NEW CERTIFICATE APPLICATION**.
2. Select **CERTIFICATE OF FREE SALE**, and click **CREATE**.
3. Select **CERTIFICATE OF MANUFACTURE**, and click **CREATE**.

Department for Business, Innovation & Skills | More ▾ | New Import Application | New Certificate Application | Mr CFS Sample ▾

### Create Certificate Application

Please select the type of certificate application you wish to make, and the exporter (and agent if applicable) you are acting as.

Certificates of Manufacture are applicable only to pesticides that are for export only and not on free sale on the domestic market.

**Application Type** Certificate of Manufacture ▾ ⓘ

**Exporter** SAMPLE EXPORTER

**Exporter Office** 1 Sample Road SAMPLE SA12 3MP ⓘ

**Create** **Cancel**

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

1. If the information is correct, click **NEXT**.
2. Fill in the details. Please use the ⓘ for further advice on what to put in each box. Click **NEXT** but please note:
  - a. All Boxes are mandatory.
  - b. You may apply for up to 40 different countries on each application.
  - c. You can only apply if you are the manufacturer of the pesticide.
  - d. The pesticide must be for export only.
  - e. Certificates for pesticides on free sale in UK: contact [asg@hse.gsi.gov.uk](mailto:asg@hse.gsi.gov.uk) (agricultural) or [biocidesenquiries@hse.gsi.gov.uk](mailto:biocidesenquiries@hse.gsi.gov.uk) (non-agricultural)
  - f. You must submit a separate application for each pesticide.

**COM Application**  
Validation Summary  
Submit

Please provide all the information requested. The information will be used to create a Certificate of Manufacture and a legal declaration in the form of a Schedule.

« Previous Next »

### Certificate of Manufacture

**Countries**  ⓘ

**Is the pesticide on free sale in the UK?** ☐ Yes ☒ No

**Is the applicant company the manufacturer of the pesticide?** ☒ Yes ☐ No

**Product Name**

**Chemical Name**


**Manufacturing Process**

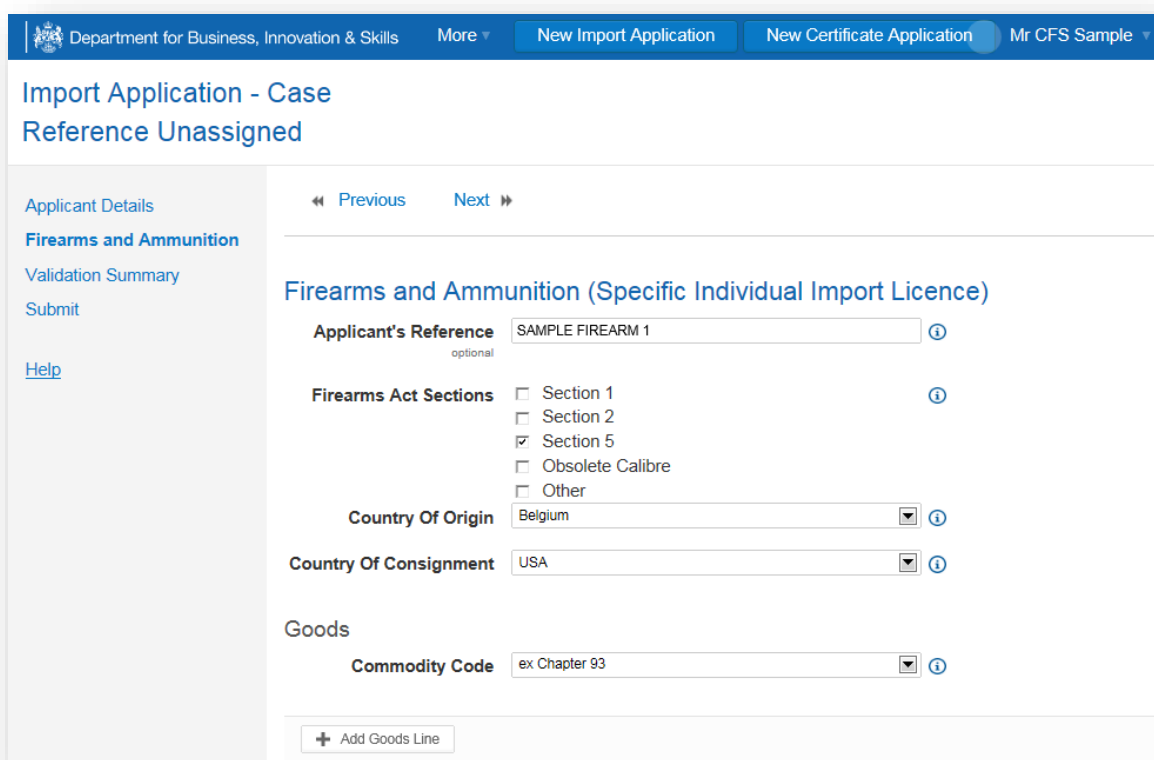
« Previous Next »

3. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.

## 5. Firearms Specific Import Licence (SIL)

**NOTE: Separate applications must be made for commercial and personal import licences**

1. Fill in the details. Please use the  for further advice on how to fill in each box.



The screenshot shows the 'Import Application - Case' interface with the 'Firearms and Ammunition' section selected. The form includes the following fields and options:

- Applicant's Reference:** A text box containing 'SAMPLE FIREARM 1' with an optional label and an information icon.
- Firearms Act Sections:** A list of checkboxes:
  - ☐ Section 1
  - ☐ Section 2
  - ☒ Section 5
  - ☐ Obsolete Calibre
  - ☐ Other
- Country Of Origin:** A dropdown menu showing 'Belgium' with an information icon.
- Country Of Consignment:** A dropdown menu showing 'USA' with an information icon.
- Goods:**
  - Commodity Code:** A dropdown menu showing 'ex Chapter 93' with an information icon.
  - + Add Goods Line** button.

The left sidebar contains links for 'Applicant Details', 'Firearms and Ammunition' (active), 'Validation Summary', 'Submit', and 'Help'. The top navigation bar includes 'Department for Business, Innovation & Skills', 'More', 'New Import Application', 'New Certificate Application', and 'Mr CFS Sample'.

2. Click the relevant Section of the Firearms Act that applies.

**NOTE: You can apply for more than one type of Firearms import licence at a time.**

3. If your import does not fall under Section 1, 2 or 5 of the firearms Act, click **OBSOLETE CALIBRE** or **OTHER**.
4. Click **ADD GOODS** for each type of firearm you are requesting an import licence for (including weapons that fall to different parts of Section 5 of the Firearms Act).
5. If you have a number of Certificates to upload, click **ADD FIREARMS CERTIFICATE** each time you wish to add another document.

Applicant Details  
**Firearms and Ammunition**  
Validation Summary  
Submit  
[Help](#)

Firearms Certificate Reference	Certificate Type	Issuing Constabulary	Expiry Date	Upload File	Actions
SAM/12345/5	Select One ▼	Select One ▼		File uploaded by: CFS Sample 25 FEB 2015 16:54 <div>GOOD SECTION 5 AUTHORITY.docx 12 KB</div>	

+ Add Certificate

Section 5 Authorities  
Please upload any Section 5 Authority Document(s) below.

Document Type	Uploaded By	File (Size)	Actions
Section 5 Authority	CFS Sample 25 FEB 2015 16:54	GOOD SECTION 5 AUTHORITY.docx 12 KB	Delete

[Add Section 5 Authority](#)

Previous
Next

6. If you have more than one Section 5 authority, click **ADD SECTION 5 AUTHORITY** each time you wish to add another authority.

**NOTE: After your first request, your authorities will be automatically uploaded for you as the Home Office and/or Police will upload verified authorities directly into your account on ICMS.**

7. Click **NEXT** when complete.
8. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.

## 6. Firearms Open Import Licence (OIL)

**NOTE: OILs are only issued for commercial imports of weapons covered by Sections 1 and 2 of the Firearms Act (i.e. single-shot rifles and shotguns).**

**NOTE: Weapons covered by Section 5 of the Firearms Act cannot be imported using an OIL.**

1. From your **WORKBASKET**, click **NEW IMPORT APPLICATION** on the top banner.
2. From the **APPLICATION TYPE** drop down menu, select **FIREARMS AND AMMUNITION**.
3. From the **APPLICATION SUBTYPE** drop down menu, select **OPEN INDIVIDUAL IMPORT LICENCE**.
4. Once you have made your selection, click **CREATE**.

Department for Business, Innovation & Skills More ▾ New Import Application New Certificate Application Mr CFS Sample ▾

### Create Import Application

Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.

You must have domestic authority to possess the firearms you are requesting an import licence for.  
Open Individual Import Licences are not valid for Section 5 items or EU transfers. Please see guidance if you have any other questions.

Application Type Firearms and Ammunition ⓘ

Application Subtype Open Individual Import Licence ⓘ


Main Importer SAMPLE IMPORTER (800066H) ⓘ

Importer Office 1 Sample Road SAMPLE SA12 3MP ⓘ

Create

This will take you to the Application details screen. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

4. If the information is correct, click **NEXT**.

5. Fill in the details. Please use the  for further advice on how to fill in each box. Click **ADD FIREARMS CERTIFICATE** each time you wish to add a document. Click **NEXT** when complete.

[Applicant Details](#)  
[Firearms and Ammunition](#)  
[Validation Summary](#)  
[Submit](#)  
[Help](#)

Previous

Next

### Firearms and Ammunition (Open Individual Import Licence)

Applicant's Reference

optional

SAMPLE FIREARMS OPEN INDIVIDUAL IMPORT LICENCE

Firearms Act Sections

☒ Section 1  
☒ Section 2

Country Of Origin

Any Country

Country Of Consignment

Any Non EU Country

Goods

Commodity Code

ex Chapter 93

Goods Description	Quantity	Unit
Firearms, component parts thereof, or ammunition of any applicable commodity code, other than those falling under Section 5 of the Firearms Act 1968 as amended.	Unlimited	units

Certificates/Documents

Certificates

+ Add Certificate

Firearms Certificate Reference	Certificate Type	Issuing Constabulary	Expiry Date	Upload File	Actions
12345	Registered Firearm	Essex	27-FEB-	<div> <div>File uploaded by:</div> <div>CFS Sample</div> <div>25 FEB 2015 18:08</div> </div> <div> <div>GOOD SECTION 5 AUTHORITY.docx</div> <div>12 KB</div> </div>	

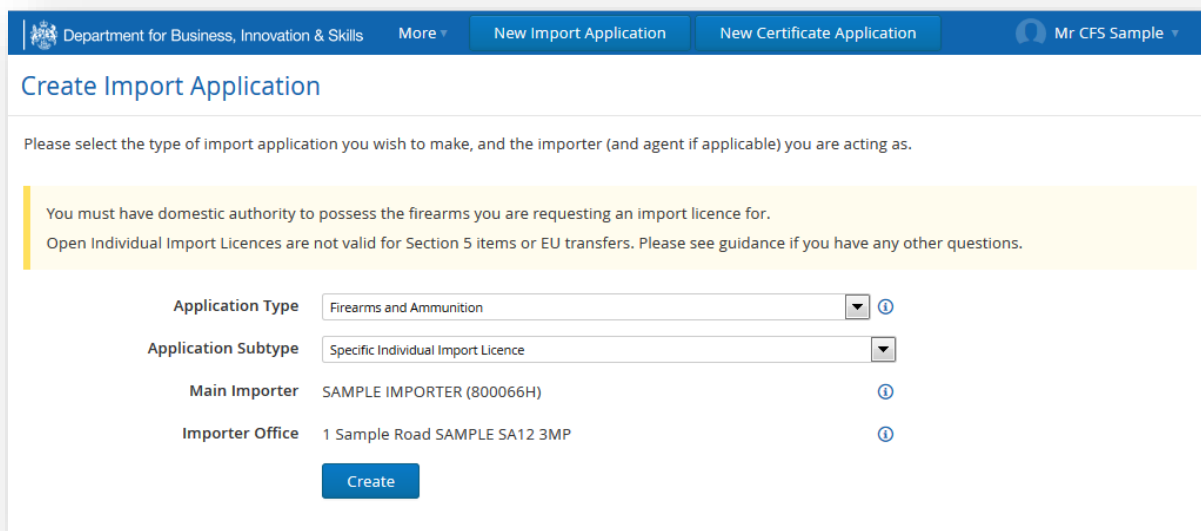
6. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.

## 7. Firearms Obsolete Calibre Import Licence

**NOTE:** You can only apply for an obsolete calibre import licence if the firearm is on the Home Office firearms obsolete calibre list.

**NOTE:** You do not need an import licence if you have proof that the firearm was manufactured before 1 January 1900

1. From your workbasket, click **NEW IMPORT APPLICATION**.
2. From the **APPLICATION TYPE** drop down menu, select **FIREARMS AND AMMUNITION**.
3. From the **APPLICATION SUBTYPE** drop down menu, select **SPECIFIC INDIVIDUAL IMPORT LICENCE**.
4. Once you have made your selection, click **CREATE**.



The screenshot shows the 'Create Import Application' form. At the top, there is a navigation bar with the Department for Business, Innovation & Skills logo, a 'More' dropdown, and buttons for 'New Import Application' and 'New Certificate Application'. The user is logged in as 'Mr CFS Sample'. The form title is 'Create Import Application'. Below the title, there is a instruction: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.' A yellow warning box states: 'You must have domestic authority to possess the firearms you are requesting an import licence for. Open Individual Import Licences are not valid for Section 5 items or EU transfers. Please see guidance if you have any other questions.' The form contains four fields: 'Application Type' (set to 'Firearms and Ammunition'), 'Application Subtype' (set to 'Specific Individual Import Licence'), 'Main Importer' (set to 'SAMPLE IMPORTER (800066H)'), and 'Importer Office' (set to '1 Sample Road SAMPLE SA12 3MP'). Each field has an information icon (i) to its right. A blue 'Create' button is at the bottom.

This will take you to the Application details screen. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

5. If the information is correct, click **NEXT**.
6. Fill in the details. Please use the  for further advice on how to fill in each box.

**NOTE:** Domestic authority documents are not required for obsolete calibre requests.

7. If you wish to provide additional information, tick the **OTHER** box as well and an empty box will appear for you to provide additional information.

8. Click **NEXT** when complete.

Applicant Details  
**Firearms and Ammunition**  
Validation Summary  
Submit  
[Help](#)

### Firearms and Ammunition (Specific Individual Import Licence)

Applicant's Reference optional  ⓘ

Firearms Act Sections ⓘ

☐ Section 1  
☐ Section 2  
☐ Section 5  
☒ Obsolete Calibre  
☐ Other

Country Of Origin  ⓘ

Country Of Consignment  ⓘ

Goods

Commodity Code  ⓘ

[+ Add Goods Line](#)

Goods Description	Quantity	Unit	Obsolete Calibre
<input type="text" value="OLD SAMPLE FIREARM"/> ⓘ	<input type="text" value="1"/>	units	<input type="text" value=".425 Webley"/> <a href="#">Select Obsolete Calibre</a> <input type="checkbox"/> Not Applicable

[+ Add Goods Line](#)

Applicant Details  
**Firearms and Ammunition**  
Validation Summary  
Submit  
[Help](#)

### Certificates/Documents

#### Certificates

As you have only selected Other and/or Obsolete Calibre as your Firearms Act Sections, you may not have a firearms certificate. If this is the case, leave the following Firearms Certificate lines blank.

[+ Add Certificate](#)

Firearms Certificate Reference	Certificate Type	Issuing Constabulary	Expiry Date	Upload File	Actions
<input type="text" value="12345"/>	<input type="text" value="Firearms Certificate"/>	<input type="text" value="Essex"/>	<input type="text" value="27-Feb-2015"/>	<b>File uploaded by:</b> CFS Sample 25 FEB 2015 19:27 <div> <a href="#">GOOD SECTION 5 AUTHORITY.docx</a> x ⓘ  12 KB </div>	

[+ Add Certificate](#)

[« Previous](#)
[Next »](#)

9. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.



## 8. Firearms Other Import Licence

**NOTE:** You may request an import licence if your firearm is covered by an exemption under Section 58(20 of the Firearms Act 1968 (as amended).

**NOTE:** You do not need an import licence if you have proof that the firearm was manufactured before 1 January 1900

1. From your workbasket, click **NEW IMPORT APPLICATION**.
2. From the **APPLICATION TYPE** drop down menu, select **FIREARMS AND AMMUNITION**.
3. From the **APPLICATION SUBTYPE** drop down menu, select **SPECIFIC INDIVIDUAL IMPORT LICENCE**.
4. Once you have made your selection, click **CREATE**

Department for Business, Innovation & Skills More ▾ New Import Application New Certificate Application Mr CFS Sample ▾

### Create Import Application

Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.

You must have domestic authority to possess the firearms you are requesting an import licence for.  
Open Individual Import Licences are not valid for Section 5 items or EU transfers. Please see guidance if you have any other questions.

Application Type Firearms and Ammunition ⓘ

Application Subtype Specific Individual Import Licence ⓘ

Main Importer SAMPLE IMPORTER (800066H) ⓘ

Importer Office 1 Sample Road SAMPLE SA12 3MP ⓘ

Create

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

5. If the information is correct, click **NEXT**.
6. Fill in the details. Please use the ⓘ for further advice on how to fill in each box.

**NOTE:** Domestic authority documents are not required for Section 58(2) exemption requests.

7. Click **NEXT** when complete.

[Applicant Details](#)  
**[Firearms and Ammunition](#)**  
[Validation Summary](#)  
[Submit](#)  
[Help](#)

### Firearms and Ammunition (Specific Individual Import Licence)

**Applicant's Reference** optional  ⓘ

**Firearms Act Sections** ☐ Section 1 ⓘ  
☐ Section 2  
☐ Section 5  
☐ Obsolete Calibre  
☒ Other

**Other Section Description**  ⓘ

**Country Of Origin**  ⓘ

**Country Of Consignment**  ⓘ

**Goods**

**Commodity Code**  ⓘ

[+ Add Goods Line](#)

Goods Description	Quantity	Unit
<input type="text" value="Antique firearm"/> ⓘ	<input type="text" value="3"/>	units

[+ Add Goods Line](#)

[Applicant Details](#)  
**[Firearms and Ammunition](#)**  
[Validation Summary](#)  
[Submit](#)  
[Help](#)

### Certificates/Documents

#### Certificates

As you have only selected Other and/or Obsolete Calibre as your Firearms Act Sections, you may not have a firearms certificate. If this is the case, leave the following Firearms Certificate lines blank.

[+ Add Certificate](#)

Firearms Certificate Reference	Certificate Type	Issuing Constabulary	Expiry Date	Upload File	Actions
<input type="text" value="12345"/>	<input type="text" value="Firearms Certificate"/>	<input type="text" value="Essex"/>	<input type="text" value="27-FEB-2015"/>	<b>File uploaded by:</b> CFS Sample 25 FEB 2015 20:13 <div>GOOD SECTION 5 AUTHORITY.docx 12 KB ⓘ</div>	

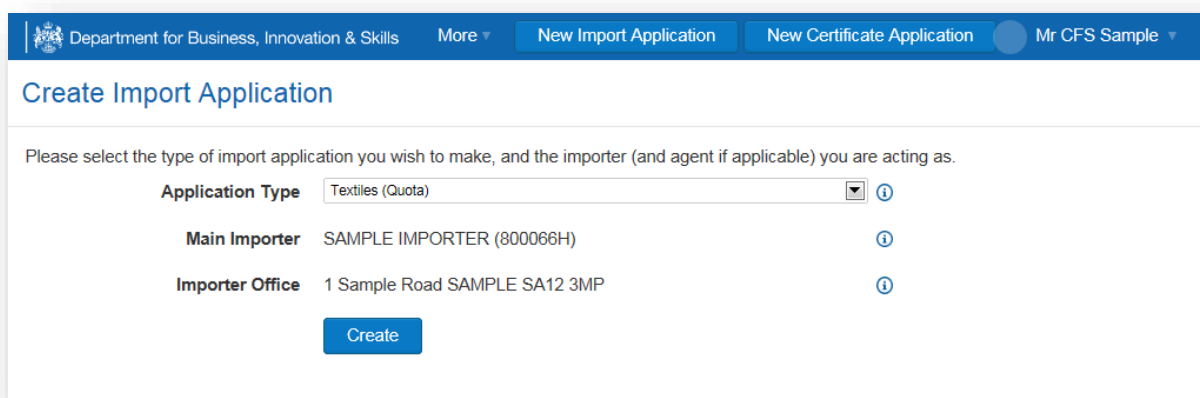
[+ Add Certificate](#)

[« Previous](#)
[Next »](#)

8. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.


## 9. Textiles & Clothing Import Licence

1. From your **WORKBASKET**, click **NEW IMPORT APPLICATION**.
2. At **APPLICATION TYPE** select **TEXTILES (QUOTAS)**
3. When you have made your selection, click **CREATE**.



The screenshot shows the 'Create Import Application' form. At the top, there is a navigation bar with the Department for Business, Innovation & Skills logo, a 'More' dropdown, and buttons for 'New Import Application' (highlighted), 'New Certificate Application', and a user profile 'Mr CFS Sample'. Below the navigation bar, the title 'Create Import Application' is displayed. The main content area contains a prompt: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.' There are three fields: 'Application Type' with a dropdown menu set to 'Textiles (Quota)', 'Main Importer' with the value 'SAMPLE IMPORTER (800066H)', and 'Importer Office' with the value '1 Sample Road SAMPLE SA12 3MP'. Each field has an information icon (i) to its right. At the bottom of the form is a blue 'Create' button.

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

4. If the information is correct, click **NEXT**.
5. Fill in the details. Please use the  for further advice on what to put in each box. Upload any supporting documents such as a copy of your export licence. Click **NEXT**

Applicant Details
**Textiles**
Validation Summary
Submit
Help

Previous
Next

### Textiles (Quota)

**Applicant's Reference** optional  ⓘ

**Will the goods be cleared in another Member State of the European Union?** ☐ Yes ⓘ ☒ No

**Shipping Year**  ⓘ

**Country Of Origin**  ⓘ

**Country Of Consignment**  ⓘ

**Goods**

**Category**  ⓘ

Jerseys, pullovers, slip-overs, waistcoats, twinsets, cardigans, bed-jackets and jumpers (others than jackets and blazers), anoraks, wind-cheaters, waister jackets and the like, knitted or crocheted.

**Commodity Code**  ⓘ

**Goods Description**  ⓘ

**Quantity**  ⓘ

**Unit** pieces

**Supporting Documents**

**Please provide any further supporting documents regarding this application.**

This may include invoices, evidence of past trade, contracts, export certificates, or certificates of origin.

[Add Supporting Documents](#)

Previous
Next

6. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.

# 10. Textiles Outward Processing Trade (OPT) Licence

7. From your **WORKBASKET**, click **NEW IMPORT APPLICATION**.
8. At **APPLICATION TYPE** select **OUTWARD PROCESSING TRADE**
9. When you have made your selection, click **CREATE**.

Department for Business, Innovation & Skills More ▾ New Import Application New Certificate Application Mr CFS Sample ▾

## Create Import Application

Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.

Outward Processing Trade applications are applicable for compensating products being processed in Belarus only.

**Application Type** Outward Processing Trade ▾ ⓘ

**Main Importer** SAMPLE IMPORTER (800066H) ⓘ

**Importer Office** 1 Sample Road SAMPLE SA12 3MP ⓘ

Create

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

10. If the information is correct, click **NEXT**.
11. Fill in the details. Please use the ⓘ for further advice on what to put in each box. Upload any supporting documents such as a copy of your contract. Click **NEXT**

## Reference Unassigned

[Applicant Details](#)**Outward Processing Trade**[Validation Summary](#)[Submit](#)[Help](#)[« Previous](#)   [Next »](#)

## Outward Processing Trade

Applicant's Reference  ⓘ  
optionalRequested customs  
supervising office name Requested customs  
supervising office  
address Rate of yield (kg per  
garment) Rate of yield calculation  
method   
optionalLast Export Day  ⓘPeriod for re-importation  
(months) Nature of processing  
operations Suggested means of  
identification  ⓘ

## Compensating Products

Country Of Origin  ⓘCountry Of Processing  ⓘCategory  ⓘShirts, T-shirts, lightweight fine knit roll, polo or turtle  
necked jumpers and pullovers (other than of wool or fine  
animal hair), undervests and the like, knitted or  
crocheted.Total Quantity  ⓘUnit Total Value (Euro)  ⓘ[+ Add Goods Line](#)

Commodity Code ⓘ

Applicant Details  
**Outward Processing Trade**  
Validation Summary  
Submit  
[Help](#)

### Temporary Exported Goods

Country Of Origin
Any EU Country

Total Quantity
5000

Unit
kilos

Total Value (Euro)
10000

Goods Description
T-SHIRTS

+ Add Goods Line

Commodity Code
6109100000

+ Add Goods Line

### Further Questions

Do you manufacture goods which are similar to and at the same stage of processing in your own factory within the EU as the products to be re-imported? (Article 2 (2) (a) of Regulation (EC) No. 3036/94)

Yes

Applicant Details  
**Outward Processing Trade**  
Validation Summary  
Submit  
[Help](#)

Are the main manufacturing processes of the similar goods performed in your own factory within the EU (i.e. sewing and assembly or knitting in the case of fully-fashioned garments obtained from yarn)? (Article 2 (2) (a) of Regulation (EC) No. 3036/94)

Yes

Have you maintained your textile manufacturing activity in the EU with respect to the nature of the products and their quantities? (Article 3 (3) of Regulation (EC) No. 3036/94)

Yes

Has your level of employment decreased? (Article 5 (4) of Regulation (EC) No. 3036/94)

No

Have you applied for a prior authorisation in another Member State for the same quota period? (Article 3(4) or (5) of Regulation (EC) No. 3036/94)

No

Are you applying as a past beneficiary with regard to the category and country concerned? (Article 3(4) of Regulation (EC) No. 3036/94)

Yes

Please attach justification below, or make reference to past correspondence.

SEE PREVIOUS LETTER

Applicant Details  
**Outward Processing Trade**  
Validation Summary  
Submit  
[Help](#)

Document Type	Uploaded By	File (Size)	Actions
Justification		Browse...	<a href="#">Clear</a>

[Add Justification](#)

Is this a new application with regard to the category and country concerned? (Article 3(5) (2) and (3) of Regulation (EC) No. 3036/94)

No

Are you applying for a further authorisation with regard to the category and country concerned? (Article 3(5) (4) of Regulation (EC) No. 3036/94)

No

Does the value of your Community production in the previous year include subcontract production? (If so and you have not yet given this information, please attach declarations from subcontractors that they will not apply for the same quantities) (Article 2(2) (a) of Regulation (EC) No. 3036/94)

No

### Supporting Documents

Please provide any further supporting documents regarding this application. This may include invoices, evidence of past trade, or contracts.

[Add Supporting Documents](#)

12. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.



Applicant Details

Outward Processing Trade

Validation Summary

**Submit**

[Help](#)

[Previous](#)

---

## Declaration of Truth

**WARNING**

BIS does not accept responsibility for loss or expense which might arise from refusal of an application or from any delay, however caused, in a licence being granted or received. Goods for which an individual import licence is required but which are imported without a licence are liable to forfeiture. There are penalties for making false statements or giving false information.

**By filling in the field below and clicking Submit, you agree to the following:**

I hereby declare that the particulars contained in this application are accurate and the documents attached are authentic and I submit the following documents:

1. contracts,
2. proof of origin of the goods temporarily exported, and
3. other documents to support this application (numbered).

I also undertake:

- I. to present at the request of the competent authorities any supplementary documentation or information they consider necessary to issue the prior authorisation and to accept, if need be, the control by the competent authorities of the stock records relating to the authorisation;
- II. to retain such stock records for a period of three years from the end of the calendar year to the issue of the authorisation(s);
- III. to make clearly identifiable the goods temporarily exported and re-imported;
- IV. to make available all other evidence or samples the competent authorities deem necessary to control the use of this authorisation; and
- V. to return the prior authorisation at the latest within 15 days of the expiry period.

I request the issue of a prior authorisation for the goods detailed in the application

**Confirm that you agree to the above by typing "I AGREE", in capitals, in this box**

I AGREE

Submit Application

[Previous](#)

## WORKBASKET

Your request has now been submitted to ILB for approval. Your **WORKBASKET** will show the progress of your request.

If your request is approved, the status in your workbasket will change to **COMPLETED**.

A **NOTIFICATION** confirming your import licence has been issued is sent to your workbasket with an **ACTION** for you to **ACKNOWLEDGE NOTIFICATION**. Please acknowledge the notification. You may be asked to **UPDATE YOUR APPLICATION** or provide **FURTHER INFORMATION**. Your import licence request will be refused if you do not amend your application or provide the additional information requested within five working days.

# 11. Iron & Steel Import Licence

1. From your WORKBASKET, Click NEW IMPORT APPLICATION.
2. At **APPLICATION TYPE** select **STEEL PRIOR SURVEILLANCE**
3. When you have made your selection, click **CREATE**.

Department for Business, Innovation & Skills Workbasket Search New Import Application Mr Importer Test

### Create Import Application

Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.


Application Type	Steel Prior Surveillance	
Main Importer	WARRING & WARRING SAHARAN (8764E)	
Importer Office	78-72 JEKYLL EMPIRE HOLLOW K5E 8GF	

Create

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

4. If the information is correct, click **NEXT**.

This will take you to the **IMPORT APPLICATION SCREEN**.

5. Fill in the details. Please use the  for further advice on what to put in each box. Upload your contract or pro-forma invoice. Click **NEXT**

Import Application

Applicant Details  
**Steel Prior Surveillance**  
 Validation Summary  
 Submit  
[Help](#)

### Steel Prior Surveillance

Applicant's Reference  ⓘ

Will the goods be customs cleared into the UK?  
☒ Yes  
☐ No ⓘ

Shipping Year  ⓘ

Country Of Origin  ⓘ

Country Of Consignment  ⓘ

Goods

Commodity Code  ⓘ  
It is the responsibility of the applicant to ensure that the commodity code in this box is correct. If you are unsure of the correct commodity code, consult the HM Revenue & Customs at [validation.enquiries@hmrc.gov.uk](mailto:validation.enquiries@hmrc.gov.uk) or use the online trade tariff <https://www.gov.uk/trade-tariff/sections>

Quantity  ⓘ

Unit  ⓘ

Value (euro CIF)

Certificates/Documents  
 Please upload either a supply contract or pro-forma invoice below.

Document Type	Upload	Actions
<input type="text" value="Pro-forma Invoice"/>	File uploaded by: Importer Test 29 APR 2016 09:45 GOOD SECTION 5 AUTHORITY.docx 12 kb	<a href="#">Clear</a> ⓘ

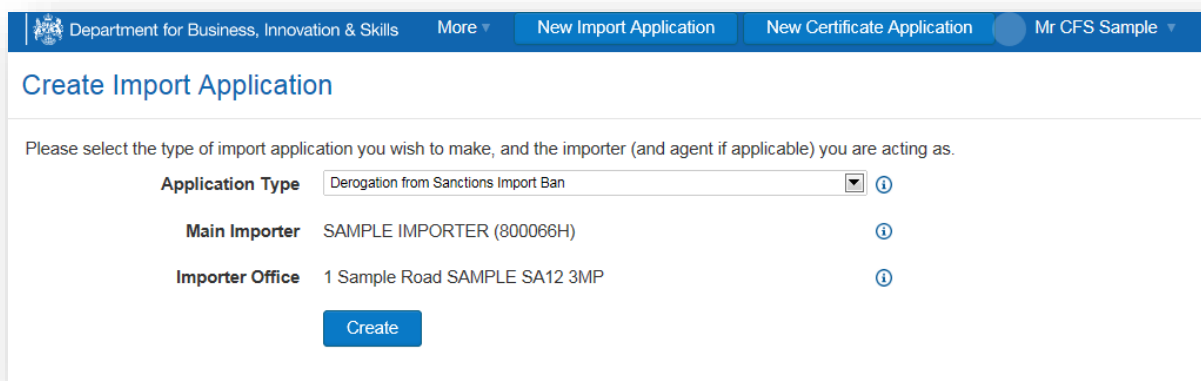
Supporting Documents  
 Please provide any further supporting documents regarding this application.  
 This may include invoices, evidence of past trade, or contracts.  
[Add Supporting Documents](#)

« Previous   Next »

6. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.


## 12. Sanctions Derogation Import Licence

1. From your **WORKBASKET**, click **NEW IMPORT APPLICATION**.
2. At **APPLICATION TYPE** select **DEROGATION FROM SANCTIONS IMPORT BAN**
3. When you have made your selection, click **CREATE**.



The screenshot shows the 'Create Import Application' form. At the top, there is a navigation bar with the Department for Business, Innovation & Skills logo, a 'More' dropdown, and two buttons: 'New Import Application' (highlighted) and 'New Certificate Application'. The user's name 'Mr CFS Sample' is displayed on the right. Below the navigation bar, the form title 'Create Import Application' is shown. A message states: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.' The form contains three fields: 'Application Type' with a dropdown menu set to 'Derogation from Sanctions Import Ban', 'Main Importer' with the text 'SAMPLE IMPORTER (800066H)', and 'Importer Office' with the text '1 Sample Road SAMPLE SA12 3MP'. Each field has an information icon (i) to its right. A blue 'Create' button is located at the bottom of the form.

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

4. If the information is correct, click **NEXT**.
5. Fill in the details. Please use the  for further advice on what to put in each box. Upload any supporting documents such as a copy of your contract. Click **NEXT**

Department for Business, Innovation & Skills
 [More ▾](#)
[New Import Application](#)
[New Certificate Application](#)
[Mr CFS Sample ▾](#)

## Import Application - Case

### Reference Unassigned

[Applicant Details](#)
[Sanctions Derogation](#)
[Validation Summary](#)
[Submit](#)
[Help](#)

[Previous](#)
[Next](#)

### Sanctions Derogation

Applicant's Reference

DEROGATION SAMPLE 1

optional

Country Of Origin

Iran

Country Of Consignment

British Virgin Islands

Contract Sign Date

01-FEB-2015

Contract Completion Date

28-FEB-2015

Provide details of why this is a pre-existing contract

CONTRACT SIGNED BEFORE INTRODUCTION OF SANCTIONS

Please upload your contract in the Supporting Documents section below.

#### Goods

Commodity Code

2710124190

Goods Description

OIL

Quantity

100000

Unit

kilos

Value (euro CIF)

600000000

#### Supporting Documents

Please provide any further supporting documents regarding this application.

This may include invoices, evidence of past trade, or contracts.

Document Type	Uploaded By	File (Size)	Actions
Supporting Documents		GOOD SECTION 5 AUTHORITY.docx 12 KB	<a href="#">Clear</a>

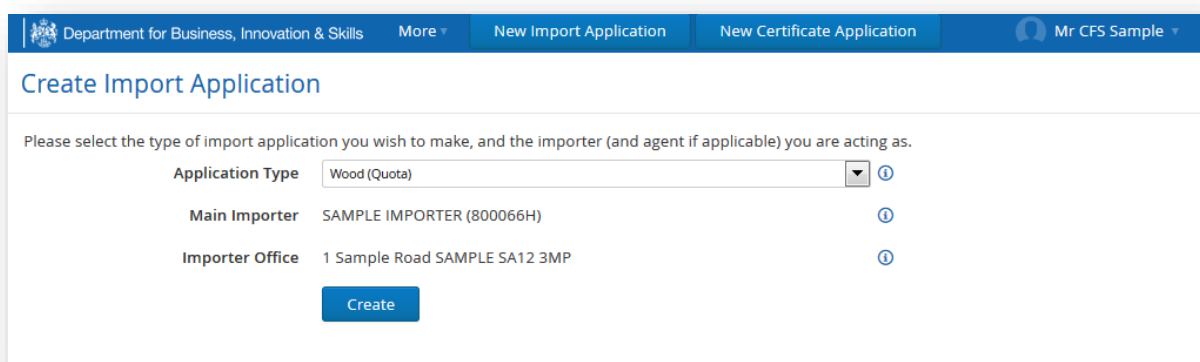
[Add Supporting Documents](#)

[Previous](#)
[Next](#)

6. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.


# 13. Russian Wood Tariff Reduction Licence

1. From your **WORKBASKET**, click **NEW IMPORT APPLICATION**.
2. At **APPLICATION TYPE** select **WOOD (QUOTA)**
3. When you have made your selection, click **CREATE**.



The screenshot shows the 'Create Import Application' form. At the top, there is a navigation bar with the Department for Business, Innovation & Skills logo, a 'More' dropdown, and two buttons: 'New Import Application' (active) and 'New Certificate Application'. The user's name 'Mr CFS Sample' is displayed on the right. Below the navigation bar, the form title 'Create Import Application' is shown. The main instruction reads: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.' The form contains three fields: 'Application Type' with a dropdown menu set to 'Wood (Quota)', 'Main Importer' with the text 'SAMPLE IMPORTER (800066H)', and 'Importer Office' with the text '1 Sample Road SAMPLE SA12 3MP'. Each field has an information icon (i) to its right. A blue 'Create' button is located at the bottom of the form.

This will take you to the **APPLICATION DETAILS SCREEN**. This information is taken directly from your account. If the information is wrong, return to your workbasket and amend your account details.

4. If the information is correct, click **NEXT**.
5. Fill in the details. Please use the  for further advice on what to put in each box. Upload any supporting documents such as a copy of your contract. Click **NEXT**

Applicant Details  
**Wood**  
Validation Summary  
Submit  
[Help](#)

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Next

### Wood (Quota)

Applicant's Reference  
optional

Shipping Year

#### Exporter Details

Exporter Name

Exporter Address

Exporter VAT Number

#### Goods

Commodity Code

Goods Description

Quantity

Unit

Applicant Details  
**Wood**  
Validation Summary  
Submit  
[Help](#)

### Certificates/Documents

#### Contract/Pre-Contract

Please fill in the details of all relevant contracts or pre-contracts between the importer and exporter, and upload the contract/pre-contract, below.

+ Add Contract

Reference No.	Date	Upload File
<input type="text" value="12345"/>	<input type="text" value="18-FEB-2015"/>	<div> <b>File uploaded by:</b>  CFS Sample  27 FEB 2015 10:15  <div> GOOD SECTION 5 AUTHORITY.docx 12 KB </div> </div>

+ Add Contract

#### Supporting Documents

**Please provide any further supporting documents regarding this application.**

This may include invoices, evidence of past trade, or contracts.

[Add Supporting Documents](#)

Additional Comments  
optional

6. You will now be taken to the [VALIDATION SUMMARY SCREEN](#) to complete the application and agree to the Declaration of Truth before submitting your application.

# 14. Application Updates

1. You will be sent an application update request if your request requires amendment. If you do not respond within five working days your request will be refused.
2. To amend, click view update request.

Department for Business, Innovation & Skills More ▾ New Import Application New Certificate Application Mr CFS Sample ▾

## Workbasket

Filter

Transaction / Ref

Subject

All ▾

Topic

Company

Status

Information

Filter Tag

For Attention ▾

Apply Filter Clear Filter

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2015/00019	Application Firearms and Ammunition (Specific Individual Import Licence)	SAMPLE IMPORTER	Processing 26 FEB 2015	Application Submitted	<a href="#">View Application</a> <span>New</span> <a href="#">Withdraw</a> <hr/> Further Information Request, 27 FEB 2015 12:17:55 <a href="#">Respond</a> <span>New</span>
CA/2015/00091	Application Certificate of Free Sale	SAMPLE EXPORTER	Case Processing 27 FEB 2015	Application Submitted	<a href="#">View Application</a> <span>New</span> <a href="#">Request</a> <a href="#">Withdrawal</a> <hr/> Application Update Requested <a href="#">View Update Request</a> <span>New</span>
IMA/2015/00022	Application Wood (Quota)	SAMPLE IMPORTER	Submitted 27 FEB 2015	Application Submitted	<a href="#">View Application</a> <span>New</span> <a href="#">Withdraw</a>



## VIEW UPDATE REQUEST

3. Read the request and consider the changes being requested. If you are unsure about them, email [enquiries.ilb@bis.gsi.gov.uk](mailto:enquiries.ilb@bis.gsi.gov.uk) to discuss the request. If you accept the change request, click **START CHANGES**

**Application Updates (1/1)**  
Further Information  
Requests (0/0)  
Applicant Details  
CFS Application

Status **OPEN**

**Request Date** 27-FEB-2015 12:15 **Requested By** Mr Grant Mosedale

**Request Subject** CA/2015/00091 Request for Application Update

**Request CC Email Addresses** ⓘ  
optional

**Request Details** Dear SAMPLE EXPORTER  
  
Please amend your request to show the correct EU Regulation. If you do not respond within 5 days your request will be refused.  
  
Please do not hesitate to contact me if you have any queries regarding your request. Please quote the following reference number in any correspondence: CA/2015/00091.  
  
Yours sincerely,  
  
Mr Grant Mosedale  
grant.mosedale@bis.gsi.gov.uk  
+44 (0)20 7215 5044  
  
**Start Changes**

## APPLICATION UPDATES

- Summarise the changes you intend to make to your request in the box provided, then click **NEXT** to begin making the changes to your request.

**Application Updates (1/1)**  
 Applicant Details  
 CFS Application  
 Validation Summary  
 Submit

### Application Updates

You have received a request to update this application.

Once your changes are complete, please re-submit your application. You can click 'Cancel Changes' at any time to cancel all changes you have made.

**Application Update 1**

Status

UPDATE IN PROGRESS

Request Date

27-FEB-2015 12:15

Requested By

Mr Grant Mosedale

Request Subject

CA/2015/00091 Request for Application Update

Request CC Email Addresses

optional

Request Details

Dear SAMPLE EXPORTER

Please amend your request to show the correct EU Regulation. If you do not respond within 5 days your request will be refused.

Please do not hesitate to contact me if you have any queries regarding your request. Please quote the following reference number in any correspondence: CA/2015/00091.

Yours sincerely,

Mr Grant Mosedale  
grant.mosedale@bis.gsi.gov.uk  
+44 (0)20 7215 5044

Summary of Changes

EU Regulation corrected

Cancel Changes

Next ➤

◀ Workbasket

Certificate of Free Sale - CA/2015 /00091

Application Updates (1/1)  
Applicant Details  
**CFS Application**  
Validation Summary  
Submit

◀ Workbasket

Please provide all the information requested. The information will be used to create a Certificate of Free Sale and a legal declaration in the form of a Schedule.

◀ Previous Next ▶

### Certificate of Free Sale

Countries Albania x ⓘ

☑ Schedule 1 of 1 Copy Clear

Exporter Status  
☒ I am the manufacturer ⓘ  
☐ I am not the manufacturer ⓘ

Legislation  
EU Cosmetics Regulation 1223/2009 x ⓘ

Product Eligibility  
☒ The products are currently sold on the EU market ⓘ  
☐ The products meet the product safety requirements to be sold on the EU market ⓘ

Are any of the products raw materials?  
☐ Yes ⓘ  
☒ No ⓘ

6. Amend your application as necessary, click **NEXT**
7. If no problems are highlighted on the **VALIDATION SUMMARY** screen, click **NEXT**.

## DECLARATION OF TRUTH

8. If you are now content with your amended request, put **I AGREE** in the box, and click **SUBMIT APPLICATION UPDATE**.

Department for Business, Innovation & Skills More ▾ New Import Application New Certificate Application Mr CFS Sample ▾

Certificate of Free Sale - CA/2015 /00091

Application Updates (1/1)  
Applicant Details  
CFS Application  
Validation Summary  
**Submit**

◀ Workbasket

Please provide all the information requested. The information will be used to create a Certificate of Free Sale and a legal declaration in the form of a Schedule.

◀ Previous

### Declaration of Truth

I am authorised to act on behalf of SAMPLE EXPORTER.  
I declare that the information provided is true.

Confirm that you agree to the above by typing "I AGREE", in capitals, in this box I AGREE

**Submit Application Update**

◀ Previous

◀ Workbasket

# 15. Further Information Request

1. You will be sent a further information request when we require clarification of the details on your request. If you do not respond within five working days your request will be refused.
2. From your **WORKBASKET** click **RESPOND**.

Department for Business, Innovation & Skills More ▾ New Import Application New Certificate Application Mr CFS Sample ▾

## Workbasket

Filter

Transaction / Ref

Subject

Topic

Company

Status

Information

Filter Tag

For Attention ▾

Apply Filter Clear Filter

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2015/00019	Application Firearms and Ammunition (Specific Individual Import Licence)	SAMPLE IMPORTER	Processing 26 FEB 2015	Application Submitted	<a href="#">View</a> <a href="#">Application</a> <a href="#">Withdraw</a> <span>New</span>
				Further Information Request, 27 FEB 2015 12:17:55	<a href="#">Respond</a> <span>New</span>
CA/2015/00091	Application Certificate of Free Sale	SAMPLE EXPORTER	Case Processing 27 FEB 2015	Application Submitted	<a href="#">View</a> <a href="#">Application</a> <a href="#">Request</a> <a href="#">Withdrawal</a> <span>New</span>
				Application Update Requested	<a href="#">View Update</a> <a href="#">Request</a> <span>New</span>
IMA/2015/00022	Application Wood (Quota)	SAMPLE IMPORTER	Submitted 27 FEB 2015	Application Submitted	<a href="#">View</a> <a href="#">Application</a> <a href="#">Withdraw</a> <span>New</span>

3. Respond to the request in the box provided. Click **SEND RESPONSE** when complete.

**Further Information Requests (1/1)**

Applicant Details

Firearms and Ammunition

[Help](#)

◀ Workbasket

Next »

### Further Information Requests

You have received a request to provide further information.  
Please enter your response below, and optionally upload any supporting documents.

**FIR 1**

Status **OPEN**

Request Date 27-FEB-2015 Requested By Grant Mosedale

Request Subject IMA/2015/00019 Further Information Request

Request CC Email [i](#)

Addresses optional

Request Details Dear SAMPLE IMPORTER,

Please confirm whether this is a commercial import or not.  
Please respond to this request within 5 working days  
otherwise your request will be refused.

Please do not hesitate to contact me if you have any  
queries regarding your request. Please quote the following  
reference number in any correspondence: IMA/2015  
/00019.

Yours sincerely,

Mr Grant Mosedale  
grant.mosedale@bis.gsi.gov.uk  
+44 (0)20 7215 5044

Documents [Add FIR Document](#)

Response Details

**Send Response**



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**BIS/15/203**