# Accept Application

## Stakeholders involved in the process

* Applicant / trader;
* Decision-taking customs authority.

## Business

The application acceptance starts with the submission from a trader of an application for a customs decision. This is the very first step to perform in order to be granted an authorisation.

From our high-level view of the Customs Decisions process, the acceptance is inscribed in the first part of the process, as depicted in Figure 1.

Figure 1 Application Acceptance, as part of the Customs Decisions process

### Objectives and Business Flow

As soon as the application is submitted and validated by the Customs Decisions system, an automatic and unique *application reference number* is assigned to the application. It is structured as follows:

|  |
| --- |
| [Country Code][Authorisation Type Code][Free characters] |
| *Example:* BECGUBE000001-2018-YLC2365  |

With:

* the **country code** being the ISO code of the customs authority in charge of the application, coded on two characters (in the example “BE” for Belgium);
* the **authorisation type** code as presented in the first document *Customs Decisions System – Scope and Architecture* (in the example: CGU, which stands for an authorisation for the use of comprehensive guarantee, including guarantee waiver);
* the **free characters** being generated automatically (maximum 29 characters, in the example BE000001-2018-YLC2365). By default, CDMS uses the following algorithm to determine the free characters:
	+ DTCA;
	+ Dash character ("-");
	+ Current year;
	+ Dah character ("-");
	+ 3 random letters;
	+ Incremental number.

As a main objective of the acceptance process, the application will then be analysed by the customs authorities and, based on a first series of checks (conditions for acceptance), the customs officer will determine whether the application can be accepted or not.

If the application is accepted, the customs officer will continue analysis by further determining whether the applicant and application satisfy the criteria to be granted an authorisation. That further step will be described in a subsequent chapter (Take Decision process).

If the application is not accepted, the process stops and the trader is informed about the conditions that he failed to satisfy. He is though still allowed to submit a new application.

### Conditions for Acceptance

As mentioned above, the customs authorities will perform several checks to accept the application. In addition, the system will automatically verify whether some of the conditions are validated, based on the content of the application.

These checks will differ based on the type of authorisation. Not all checks are to be performed for all authorisation types. Section 2.3 details the checks to be performed.

When registering whether the conditions for acceptance are met or not, the customs officer should – for each check – indicate one of the following results:

|  |
| --- |
| Result of Check |
| Yes |
| No |
| Postponed |

Table 1 Possible values for the result of the check of conditions for acceptance

With:

* **Yes**: the check is proven to be verified;
* **No**: the check is not proven to be verified;
* **Postponed**: the check cannot yet be considered as positive neither negative. Additional information might be required.

All result checks must be answered by the customs authorities within 30 calendar days. Beyond that delay, the application will automatically be accepted.

In addition it should be noted that all conditions must be satisfied to accept the application. If one single condition is not fulfilled at the end of the process, the application will not be accepted. On the other hand, for traceability purposes, it is worth noting that even if the first check registered by the system or the customs officer is negative, all of the conditions for acceptance must be checked by the customs officer so that the trader can receive a complete feedback (listing all the negative checks) in case the application is not accepted.

### Request Additional Information

When the customs authorities deem that the application does not contain all required information, they might request the trader to provide that additional information.

In order to do so, the customs officer should indicate the following when registering the results of the checks:

|  |  |
| --- | --- |
| Application contains all required information: | Negative |

Table 2 Result of Conditions for Acceptance to be filled in when additional information is requested

Following that registration, he will need to indicate for which checks additional information is required. The trader will therefore be requested to provide the relevant information within a certain time limit determined by the customs officer (when registering the request for additional information).

The time limit to accept application – incumbent on the customs officer – will be extended by that time limit to provide the additional information.

If the trader does not provide the requested information within the time limit imposed to him, the application will be automatically rejected. If he provides them, the customs authorities will analyse them and fulfil the result of checks again.

### Withdrawal of Application

It is worth noting that, at any moment in time, the trader can request a withdrawal of his application. When the withdrawal is confirmed by the system, it cannot be analysed anymore by the customs authorities and no further action can be performed on that specific application.

The trader is then free to apply again for a new authorisation – by submitting a new application for a customs decision.

## Cheat Sheet: list of conditions for acceptance

The following tables list the conditions for acceptance to be verified, either by the customs officer or by the system – based on the authorisation type.

In order to facilitate the reader to quickly retrieve the conditions for acceptance for each type of authorisation, the top-right cell of each of the following tables contain one or more of the following information:

* Code, containing the authorisation type code and in some cases followed by additional characters describing the specific situation (e.g. CGU – authorisation for comprehensive guarantee);
* Symbol : checks to be performed by the customs officer (manual checks);
* Symbol : checks performed by the system (automatic checks).

### Placing Goods Under a Customs Procedure and Temporary Storage

For the following authorisation types, the conditions to be verified by the customs authorities are listed in Table 3 while the conditions automatically checked by the system are listed in Table 4.

* Authorisation for making a customs declaration through an entry of data in the declarant’s records, including for the export procedure;
* Authorisation for centralised clearance;
* Authorisation to use simplified declaration;
* Authorisation for the status of authorised weigher of bananas;
* Authorisation for self-assessment;
* Authorisation for the operation of temporary storage facilities.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | EIR, CCL, SDE, AWB, SAS, TSTUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 3 Conditions to be verified by customs authorities – Placing Goods Under Customs Procedure and Temporary Storage

|  |  |
| --- | --- |
| Conditions verified by the system | EIR, CCL, SDE, AWB, SAS, TSTGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 4 Conditions verified by the system - Placing Goods Under Customs Procedure and Temporary Storage

### Special Procedures

#### Authorisation for the operation of storage facilities for customs warehousing of goods

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 5 while the conditions automatically checked by the system are listed in Table 6.

* Authorisation for the operation of storage facilities for customs warehousing of goods.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | CW1, CW2, CWPUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 5 Conditions to be verified by customs authorities – Customs warehousing

|  |  |
| --- | --- |
| Conditions verified by the system | CW1, CW2, CWPGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 6 Conditions verified by the system – Customs warehousing

#### Authorisation for the use of inward processing procedure

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 7 while the conditions automatically checked by the system are listed in Table 8.

* Authorisation for the use of inward processing procedure.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | IPOUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 7 Conditions to be verified by customs authorities – Inward Processing

|  |  |
| --- | --- |
| Conditions verified by the system | IPOGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |
| Application Is Submitted to the Competent Customs Authority where the Goods are to be First Processed |

Table 8 Conditions verified by the system - Inward Processing

####  Authorisation for the use of outward processing procedure

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 9 while the conditions automatically checked by the system are listed in Table 10.

* Authorisation for the use of outward processing procedure.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | OPOUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 9 Conditions to be verified by customs authorities – Outward Processing

|  |  |
| --- | --- |
| Conditions verified by the system | OPOGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 10 Conditions verified by the system - Outward Processing

#### Authorisation for the use of end use procedure

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 11 while the conditions automatically checked by the system are listed in Table 12.

* Authorisation for the use of end use procedure.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | EUSUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 11 Conditions to be verified by customs authorities – End Use

|  |  |
| --- | --- |
| Conditions verified by the system | EUSGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |
| Applicant Applies Where Goods Are To Be Used First |

Table 12 Conditions verified by the system – End Use

#### Authorisation for the use of temporary admission procedure

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 13 while the conditions automatically checked by the system are listed in Table 14.

* Authorisation for the use of temporary admission procedure.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | TEAUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |

Table 13 Conditions to be verified by customs authorities – Temporary Admission

|  |  |
| --- | --- |
| Conditions verified by the system | TEAGears |
| Applicant Has Valid EORI Number |
| Applicant Applies Where Goods Are To Be Used First |

Table 14 Conditions verified by the system – Temporary Admission

### Transit

#### Authorisation for the status of authorised consignee for Union transit

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 15 while the conditions automatically checked by the system are listed in Table 16.

* Authorisation for the status of authorised consignee for Union transit.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | ACEUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Application is Submitted in the MS where Union Transit Operations will End |
| Applicant will Regularly Receive Goods Placed under Union Transit Procedure |

Table 15 Conditions to be verified by customs authorities – Authorised Consignee

|  |  |
| --- | --- |
| Conditions verified by the system | ACEGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 16 Conditions verified by the system - Authorised Consignee

#### Authorisation for the status of authorised consignee for TIR operation

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 17 while the conditions automatically checked by the system are listed in Table 18.

* Authorisation for the status of authorised consignee for TIR operation.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | ACTUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Application for the Status of Authorised Consignee is Submitted in the MS where TIR Operations are due to be Terminated |

Table 17 Conditions to be verified by customs authorities – Authorised Consignee TIR

|  |  |
| --- | --- |
| Conditions verified by the system | ACTGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 18 Conditions verified by the system - Authorised Consignee TIR

#### Authorisation for the status of authorised consignor for Union transit

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 19 while the conditions automatically checked by the system are listed in Table 20.

* Authorisation for the status of authorised consignor for Union transit.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | ACRUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Application is Submitted in the MS where Union Transit Operations are Due to Begin |
| Applicant is Authorised to Use Comprehensive Guarantee or Guarantee Waiver |

Table 19 Conditions to be verified by customs authorities – Authorised Consignor

|  |  |
| --- | --- |
| Conditions verified by the system | ACRGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 20 Conditions verified by the system – Authorised Consignor

#### Authorisation for the status of authorised issuer

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 21 while the conditions automatically checked by the system are listed in Table 22.

* Authorisation for the status of authorised issuer.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | ACPUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 21 Conditions to be verified by customs authorities – Authorised Issuer

|  |  |
| --- | --- |
| Conditions verified by the system | ACPGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 22 Conditions verified by the system - Authorised Issuer

#### Authorisation to use of seals of a special type

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 23 while the conditions automatically checked by the system are listed in Table 24.

* Authorisation to use of seals of a special type.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | SSEUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 23 Conditions to be verified by customs authorities – Special Seals

|  |  |
| --- | --- |
| Conditions verified by the system | SSEGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 24 Conditions verified by the system - Special Seals

#### Authorisation to use transit declaration with a reduced dataset

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 25 while the conditions automatically checked by the system are listed in Table 26.

* Authorisation to use transit declaration with a reduced dataset.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | TRDUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 25 Conditions to be verified by customs authorities – Reduced Transit Declaration

|  |  |
| --- | --- |
| Conditions verified by the system | TRDGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 26 Conditions verified by the system - Reduced Transit Declaration

#### Authorisation for the use of an electronic transport document as customs declaration

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 27 while the conditions automatically checked by the system are listed in Table 28.

* Authorisation for the use of an electronic transport document as customs declaration.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | ETDUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 27 Conditions to be verified by customs authorities – Electronic transport document

|  |  |
| --- | --- |
| Conditions verified by the system | ETDGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 28 Conditions verified by the system - Electronic transport document

### Regular Shipping Services

For the following authorisation type, the conditions to be verified by the customs authorities are listed in Table 29 while the conditions automatically checked by the system are listed in Table 30.

* Authorisation to establish regular shipping services.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | RSSUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 29 Conditions to be verified by customs authorities – Regular Shipping Services

|  |  |
| --- | --- |
| Conditions verified by the system | RSSGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 30 Conditions verified by the system - Regular Shipping Services

### Other Application (Standard Process)

For the following authorisation types, the conditions to be verified by the customs authorities are listed in Table 31 while the conditions automatically checked by the system are listed in Table 32.

* Authorisation for the provision of a comprehensive guarantee, including possible reduction or waiver;
* Authorisation of deferment of the payment of the duty payable, as far as the permission is not granted in relation to a single operation;
* Authorisation for the simplification of the determination of amounts being part of the customs value of goods.

|  |  |
| --- | --- |
| Conditions to be verified by the customs authorities | CGU, DPA, CVAUser |
| Applicant Does Not Apply For The Same Purpose As For Revoked Decision Or Annulled Decision |
| Application Contains All Required Information |
| Applicant’s Main Accounts for Customs Purposes Are Held or Are Accessible in the Place of the Competent Customs Authority |
| Applicant’s Partial Activities Are Carried Out in the Place of the Competent Customs Authority |

Table 31 Conditions to be verified by customs authorities - Standard Process

|  |  |
| --- | --- |
| Conditions verified by the system | CGU, DPA, CVAGears |
| Applicant Has Valid EORI Number |
| Applicant Is Established In Customs Territory Of The Union |

Table 32 Conditions verified by the system - Standard Process