



REPUBLIC OF CYPRUS  
MINISTRY OF FINANCE



DEPARTMENT OF  
CUSTOMS AND EXCISE

### APPLICATION FOR OBTAINING ACCESS TO UCC SPECIAL PROCEDURES INF (INF SYSTEM)

Once completed according to the explanatory notes at the end and signed, this form should be sent to the Customs and Excise Department via fax at 22-602767 or via email at [helpdesk.cyprus@customs.mof.gov.cy](mailto:helpdesk.cyprus@customs.mof.gov.cy) to activate your access.

#### PARTICULARS OF THE APPLICATION:

1. Kind of person requesting access: <input type="checkbox"/> Natural person <input type="checkbox"/> Legal person			
2. Name of natural person:			
3. Name of legal person:			
4. EORI Number <sup>1</sup> :			
5. Number of profile code granted by Ariadne Gateway:			
6. Email address:			
7. Phone numbers:			
8. Applicant's status: <input type="checkbox"/> Economic Operator <input type="checkbox"/> Customs Agent      Customs Agent licence number: ..... <input type="checkbox"/> Customs Agent acting on behalf of Economic Operator			
9. Natural persons – Access holders:			
S/N	Name	ID number	Access level code number <sup>2</sup>

The following statements should be filled in and signed in the presence of a Customs Officer:

**A. STATEMENT**

I .....

(please complete your full name in CAPITAL LETTERS)

declare that the information I have provided in this application or in any attached document is complete and true and I agree, with full consent, for the data to be processed by the Customs Department for the purpose of this application.

Signature: .....

Status: .....

Date: ...../...../.....

(Please present the ID of the natural person / Director / Secretary who signs and a copy of the Certificate of Director and Secretary - if required)

**B. STATEMENT BY ECONOMIC OPERATOR**

**(Completed in case a natural / legal person acts on behalf of a natural / legal person**

**In the case of a legal person, the declaration shall be completed by the Director or Secretary of that person.)**

I .....

(please complete your full name in CAPITAL LETTERS)

declare that I have been informed of the above application and I agree with it.

Signature of the Director / Secretary\* of the Economic Operator: .....

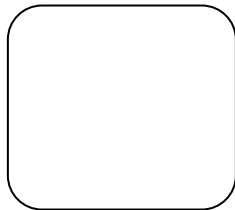
Date: ...../...../.....

(Please present the ID of the natural person / Director / Secretary who signs and a copy of the Certificate of Director and Secretary – if they differ from the above)

*Note: If an Economic Operator wishes to authorize a licensed Customs Agent to act on its behalf, both must necessarily follow the procedure for authorization of a representative as described at the link: <https://customs.ec.europa.eu/taxud/uumds/admin-ext/>.*

**For official use only**

The application is accepted / not accepted\*



Stamp

Customs Officer's Name: .....

.....

(signature and Customs Officer's number)

Date:.....

Application number: .....

\**strikethrough accordingly what does not apply*

## **Explanatory Notes**

1. EORI-Economic Operator Registration & Identification. In the case of an authorized person, please complete the EORI number of the person to be represented.

2. Levels of access rights:

- Consultation – Read only access: Read all the data concerning the Economic Operator only.
- Administrative: Creation / process / upload / deletion of drafts , printing data, management of e-mail alerts
- Submission: Creation /processing / submission / deletion of INFs

In the case of an authorized person, the choice of the right of access must be made in consultation with the Economic Operator.