# Customs Decisions Management System – Scope and Architecture

## Introduction

For the first time in the functioning of the Customs Union, EU wide decisions are established (i.e. decisions which are valid and recognised in all or several MS at the same time).

From now on, a uniform approach in the application and decision-taking process across the EU and a unique EU Trader Portal is aimed to be used by trade to access a trans-European IT system, namely the Customs Decisions IT system (“CDS”).

Customs decisions are decisions taken by competent customs authorities on requests made by the economic operators. The range of possible decisions is wide and covers the deferment of payment of customs duties, administrative simplifications, customs classification of imported products, and more. The information concerning customs decisions will ultimately be used by the customs declaration systems, transactions systems (ICS, NCTS, ECS) and by the national customs risk management systems.

The Union Customs Code (UCC), supported by its delegated and implementing acts (UCC DA and UCC IA), establishes the principle that all communication must be electronic and allows for paper based procedures only in defined exceptional cases. The Customs Decisions IT system encompasses the detailed IT implementation of this principle.

With the UCC, the legal basis is also provided to ensure a uniform approach to the processes related to customs decisions (from the initial requests or applications to the final granting of the authorisations) and to have the customs decisions managed and stored in a trans-European IT system. The **Customs Decisions IT system** is a hybrid system, composed of a central IT system and optional national IT systems. The central IT system allows MS who have no national systems to consolidate all Customs Decisions applications and authorisations in an electronic format in a single repository which is accessible by all MS. MS that implement national systems publish status information for the applications and authorisations processed in their national IT systems to the central IT system, thus assuring centralised monitoring of the totality of the customs decisions activity in the EU.

The central IT system – the **central Customs Decisions Management System (CDMS)** - contains a communication module which permits the consultation of several MS, thus allowing the communication between the central system and one or more national systems.

All taken decisions (and any changes to their status) are made available in the CRS component of the central IT system.

The **Customs** **Customer Reference Services (CRS)** repository stores all taken decisions. It provides a single database in the EU that stores all authorisations delivered in the EU. The central and national Customs Decisions Systems (CDS) must use it to store all taken decisions.

The Customs Decisions IT system is supported by an **EU Trader Portal (TP)**, which is the focal point for traders and their representatives (as defined in Art. 10 IA). This portal gives access to all European traders (over 3.000.000 companies) requiring a customs decision for their activities within EU. Through this portal, the economic operators are able to lodge applications, to monitor the status of their application, to carry out any follow up task (e.g. amendment), to have an overview of the decisions granted or the decisions being processed and to manage their granted decisions.

The section 1.7 presents a more detailed description of the different components, including the relations linking them.

### Legal References

**The Union Customs Code (Art. 6, 16, 22, 23 UCC)**

The Union Customs Code (UCC) was adopted on 9 October 2013 as regulation (EU) No 952/2013 of the European Parliament and of the Council.

**The UCC delegated act (Art. 11-18 DA, Annex A)**

The UCC delegated act was adopted on 28 July 2015 as Commission delegated regulation No 2015/2446.

**The UCC implementing act (Art. 10 IA, Annex A)**

The UCC implementing act was adopted on 24 November 2015 as Commission implementing regulation No 2015/2447.

**The UCC Work Programme**

The Work Programme relating to the development and deployment of the electronic systems provided for in the UCC was adopted on 11 April 2016 by Commission Decision 2016/578/EU.

### Context Description

Union Customs Code general information can be found on the Europa website:

<https://ec.europa.eu/taxation_customs/business/union-customs-code_en>

As displayed in Figure 1, this page notably gives some insight about UCC in the form of:

* Questions and Answers;
* Guidance documents;
* EU Customs BPM.

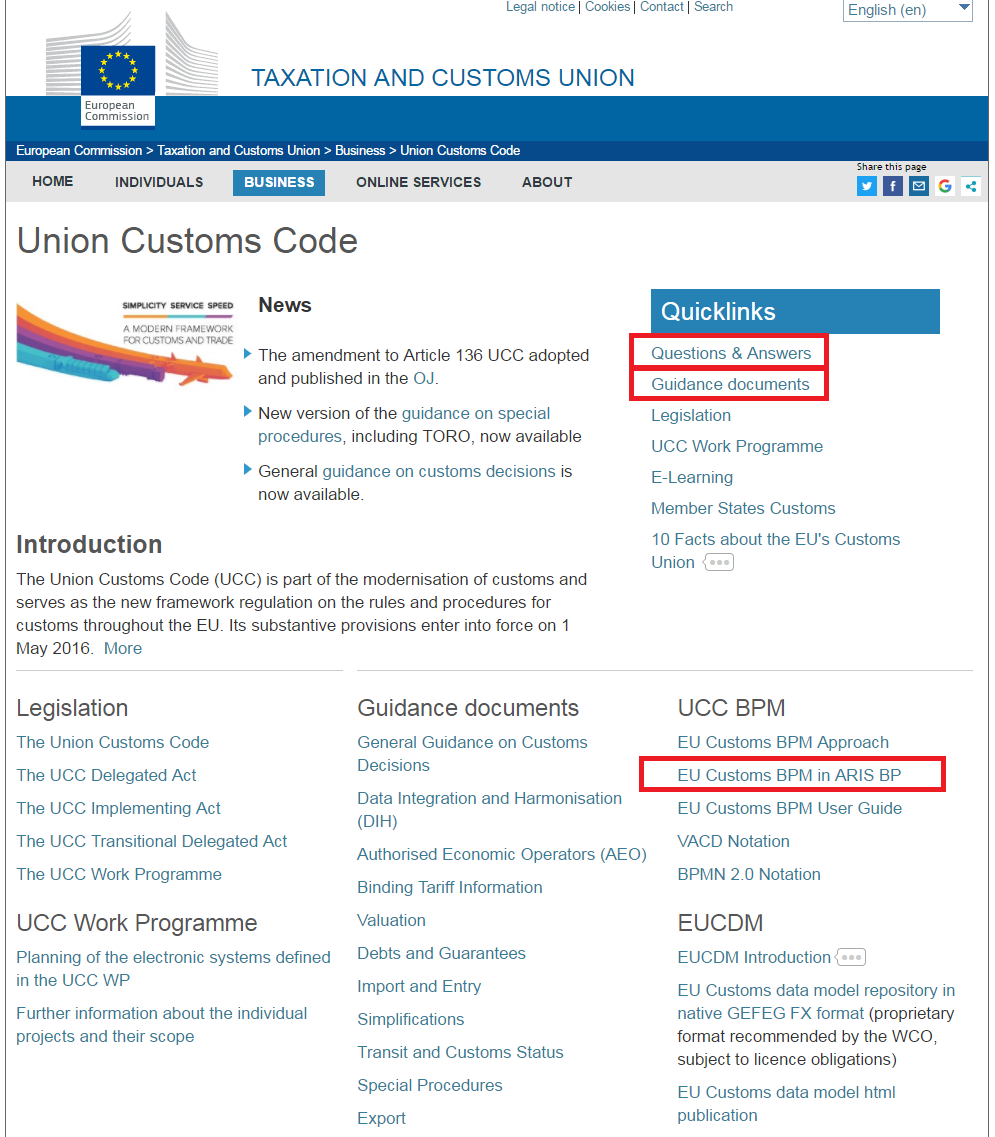


Figure 1 - UCC dedicated website - Homepage

### EU Customs BPM

Business processes depicted in UCC and its delegated and implementing acts (DA and IA respectively) have been modelled. A final publication of the “High Level and Business Requirements” is available for consultation and information. This BPM publication can be directly accessed by the following link:

<https://itsmtaxud.europa.eu/businesspublisher/login.do?login=anonymous&password=anonymous>

In this platform, the path to access to the BPMs referring to Authorisations / Decisions Management is the following:

Taxud Folder Structure > EU\_Customs > Customs Business Processes > 02\_CBP L2-L3 HL and Business Requirement BPM > Enabling Business Domains > Authorisations / Decisions Management.

The navigation tree is depicted in Figure 2.

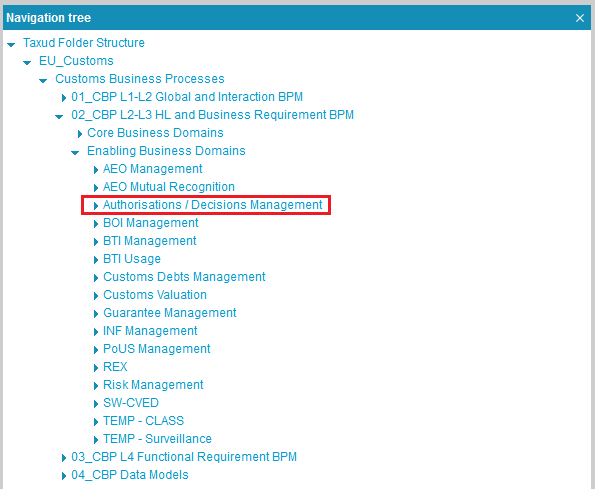


Figure 2 - Navigation tree to Authorisations / Decisions Management

## Advantages of the CDS

The use of the Customs Decisions system leads to several advantages.

First, only one trans-European system (CDS) is used to deal with the 22 applications/authorisations. This greatly simplifies the applications/authorisation management and it enables all customs authorities “to act as one”.

Another advantage consists in the harmonisation of the procedures of the applications/authorisations management and of the data requirements. These harmonised procedures are defined by the EU Customs BPM.

Last, the use of the unique system EU Trader Portal (as defined in Art. 10 IA) for authentication and access for economic operators (UUM&DS) leads to a better efficiency for the economic operators to interact with the customs authorities.

## Planning

The GO LIVE for the new Customs Decisions system was on the 2 October 2017. Since that moment on, all the exchanges of information such as applications or authorisations shall be made using the Customs Decision system (Art. 6(1) UCC). Consequently, no paper-based applications are being processed anymore.

From the 2 October 2017 until the 1 May 2019, all the existing authorisations (paper-based) should be re-assessed in order to be inserted in the new system.

Also, since the 2 October 2017, the existing RSS IT application is progressively fading out in order to be replaced by the new Customs Decisions system.

Figure 3 displays the timeline of these operations.

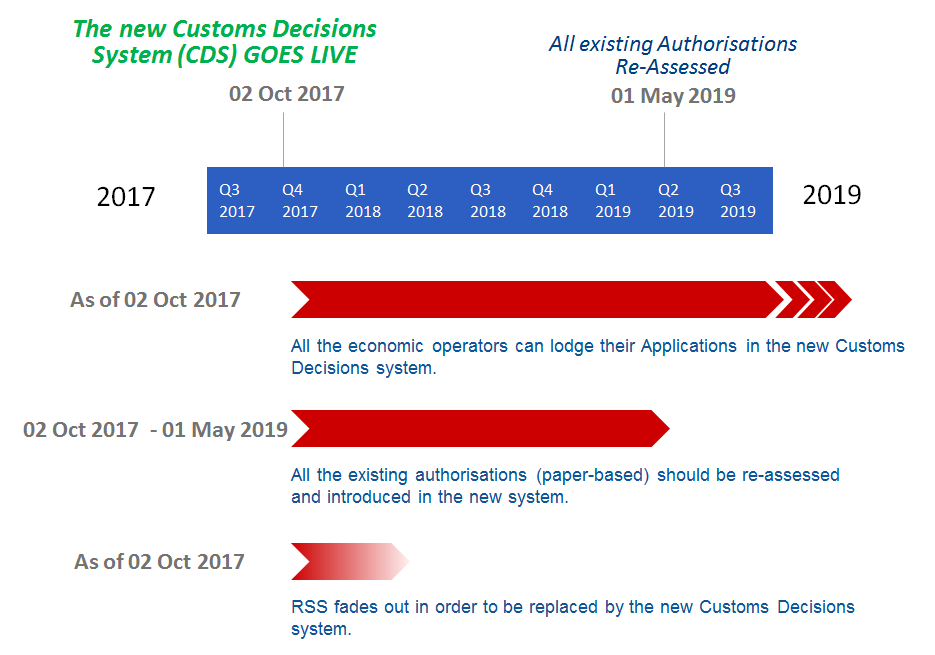


Figure 3 - Operations timeline

## Scope

The Customs Decisions system is aimed to handle the authorisations in a unique way using the same electronic information system.

Annex A of the Commission Delegated Regulation lists all possible authorisation and decision types for which a customs decision can be granted. However, it is worth noting that only 22 of them are covered by the Customs Decisions system (listed in section 1.8). The following authorisations are not in the scope of the CDS:

* AEOC: Authorisation for the status of Authorised Economic Operator - Customs simplifications;
* AEOS: Authorisation for the status of Authorised Economic Operator - Security and safety;
* AEOF: Authorisation for the status of Authorised Economic Operator Customs simplifications/Security and safety;
* BOI: Decision relating to Binding Origin Information;
* BTI: Decision relating to Binding Tariff Information;
* REM: Decision for the remission of the amounts of import or export duty;
* REP: Decision for the repayment of the amounts of import or export duty.

AEO authorisations and BTI decisions keep being maintained in their dedicated systems.

## Definitions

Table 1 lays down the different definitions used all over the business user guide.

| Term | Definition |
| --- | --- |
| Application | A formal request to be granted a customs decision, submitted to the customs authorities. |
| Authorisation | Act by the customs authorities that pertains to the customs legislation giving a ruling on a particular case, and having legal effects on the person or persons concerned (Art. 5(39) UCC). |
| Customs decision | Synonym of Authorisation, in this context. |
| Economic operator | A person who, in the course of his or her business, is involved in activities covered by the customs legislation (Art. 5(5) UCC).  In this context, also called “trader”. |
| Applicant | A person who applies to the customs authorities for a decision (BPMs). |
| Holder | A person to whom a decision is issued. This can also refer to the representative of the holder (BPMs). |
| Customs Authority | Customs administrations of the member states responsible for applying the customs legislation and any other authorities empowered under national law to apply certain customs legislation. (Art. 5(1) UCC). |
| Decision-taking customs authority | Customs authority competent for 1) taking the decision and 2) managing the decision. |
| Involved member state | Any Member State directly affected by a decision. |
| Consulted customs authority | Any Member State that has been requested by the DTCA to contribute to a decision process regarding an application or an existing decision through the provision of information, examination of criteria or any other means. |
| Single-MS decision | Decision or authorisation that has impact in only one MS. |
| Multi-MS decision | Decision or authorisation that has impact in more than one MS (Art. 10(1) IA). |
| Time limit to take decision | Period of time during which the customs officer must decide to grant (or not) the authorisation for which the trader has applied. |

Table 1 - Definitions

## Stakeholders

This section aims at listing the different stakeholders who represent the final users of the Customs Decisions system.

Users of the **Trader Portal**:

* The **trader**: as described in section 1.2, the trader is also called the “economic operator”, the “applicant” or the “holder” in this context;
* The **representative** is a person who can act on behalf of a trader. It is worth noting that indirect representation is also possible. In other words, a representative can **mandate** another user who will thus be empowered to act on his behalf.

Users of the **CDMS**:

* The **customs officer of the decision-taking customs authority (DTCA)** is the customs officer in charge to:
  + Accept (or not) the applications that have been submitted to his customs office;
  + Take the decision to grant (or not) the authorisations that have been submitted to his customs office;
  + Manage the granted authorisations.
* The **customs officer of a consulted customs authority** is the customs officer of a consulted customs authority, in charge of providing feedback upon a consultation request.
* The **customs officer of an involved member state**: is a customs officer who can read and/or provide information about authorisations for which his country is involved.

The traders and the representatives use a Trader Portal to manage their applications and authorisations (Art. 10 IA). The Trader Portal can be either a national Trader Portal (NA TP) or the European Union Trader Portal (EU TP).

The customs officers use a Customs Decisions Management System to manage applications and authorisations. It can be either a national Customs Decisions Management System (NA CDMS) or the European Union Customs Decisions Management System (EU CDMS).

## Architectural overview of the CDS components

### Components

As indicated in the introduction of this section, the Customs Decisions IT system is a hybrid system, composed of a central system, and optional national systems.

The overall system is thus composed of several components, some of them being national entities, other being EU / central entities. Figure 4 presents a high-level overview of this architecture as well as potential flows of information (which will be detailed later).



Figure 4 High Level Architecture of the Customs Decisions system

Here is the list of the different elements composing the overall architecture:

**Central components:**

**EU TP:** EU Trader Portal. It can communicate with:

* + **EU CDMS**;
  + **NA CDMS**.
* **Central (EU) CDMS:** Central Customs Decisions Management System. It can be decomposed into:
  + **Common part:** In charge of handling the different processes (e.g. Amendment, Revocation, etc.). It communicates with:
    - **EU TP;**
    - **CNP module** (Communication, Notification and Publication)**.**
  + **CNP module:** Communication, Notification and Publication module. It is in charge of communicating with the national CDMS and CRS. It thus communicates with:
    - **Common module of CDMS;**
    - **NA CDMS** (hybrid approach)**;**
    - **CRS.**
* **CRS:** CustomsCustomer Reference System. It records all authorisations – so that they can be accessed by external (to CD systems) tools (NCTS, ICS, …). It is also the place where the results of the processes are recorded (e.g. annulment of the customs decision, etc.). This module communicates with:
  + **CNP module of the EU CDMS**;
  + **External applications** (NCTS, ECS, ICS).

**National components:**

* **NA TP:** National Trader Portal. It communicates with:
  + **NA CDMS.**
* **NA CDMS:** National Customs Decisions Management System. It can communicate with:
  + **NA TP;**
  + **CNP module of the EU CDMS** (hybrid approach).

The following sections detail how the systems can effectively be used and accessed by the different users.

### Strategies

As already described, MS may decide to use either the EU applications or to develop their own.

In order to understand the different possible flows and the correlation between the aforementioned components, the following paragraphs describe where the trader can apply for a customs decision, depending on the strategy that has been followed by his country.

Three strategies have been defined: the central approach, where the MS uses only the EU applications; the national approach, where the MS only uses its own applications; or the hybrid approach where a combination of national and EU applications is used.

#### Strategy 1: Central Approach

In case the MS decides to follow the central approach, all applications must be submitted via the EU Trader Portal. The decision to grant or not the authorisation, as well as the management of the authorisation is then performed in the central CDMS. The central approach is depicted in Figure 5.



Figure 5 Central approach

All the information (single and multi-MS decisions) is copied to CRS and is accessible to the external services and applications that would require the authorisations (when granted).

#### Strategy 2: Central and National CDMS

When a MS has its own CDMS and TP applications and when it decides to follow the “Central and National CDMS” approach, the application must be lodged in the national TP and the authorisation must be managed in the national CDMS only in case the authorisation is aimed to be single-MS (the decision is thus not published in CRS).

All multi-MS decisions must still be submitted to the EU TP only. The same approach as for the “Central Approach” strategy thus applies.

The “Central and National CDMS” approach is depicted in Figure 6.

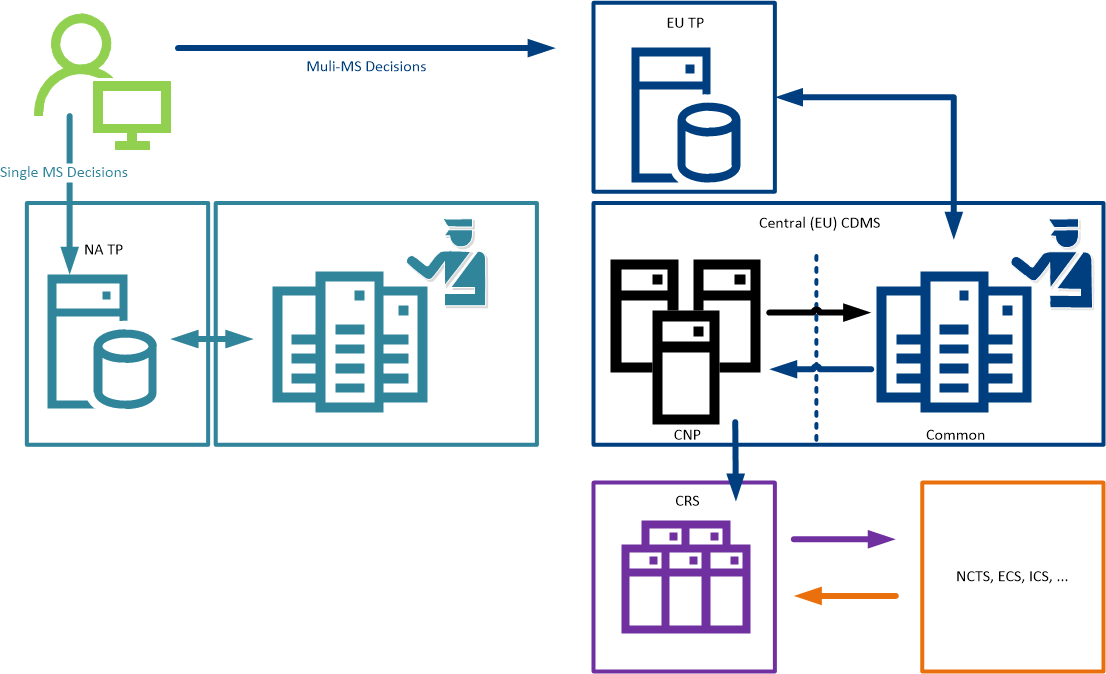


Figure 6 Central and National CDMS

#### Strategy 3: Hybrid Approach

If the MS opts for a hybrid approach, the economic operator is free to choose whether he will apply through the national TP or via the EU TP. In both cases, the Trader Portal will communicate directly, and only, with the national CDMS. The hybrid approach is depicted in *Figure 7*.

 *Figure 7 Hybrid approach*

For single-MS decision, it is up to the MS to decide what TP is to be used. Furthermore, the MS decides whether the decisions are to be published to CRS or not.

For multi-MS decision, the EU TP is to be used.

The national CDMS then communicates with the central CDMS via its CNP module.

It must be noted that a MS using the hybrid approach must use it for all customs decisions. In addition, all communications related to a given decision must be handled via the same portal.

### Examples

Here below are listed some situations on how the actors could interact with the IT system:

* As an economic operator of Portugal, desiring a multi-MS decision (Portugal is using the central approach). I fill in the application in EU TP. The PT customs officer will manage the application in the central CDMS. The authorisation will be published in CRS.
* As an economic operator of Portugal, desiring a single-MS decision (Portugal is using the central approach). I fill in the application in EU TP. The PT customs officer will manage the application in the central CDMS. The authorisation will be published in CRS.
* As an economic operator of Germany, desiring a multi-MS decision (Germany is using the central approach for multi-MS decision). I fill in the application in EU TP. The DE customs officer will manage the application in the central CDMS. The authorisation will be published in CRS.
* As an economic operator of Germany, desiring a single-MS decision (Germany is using the national approach for single-MS decision). I fill in the application in National TP. The DE customs officer will manage the application in the national CDMS. The authorisation will not be published in CRS.
* As an economic operator of France, desiring a multi-MS decision (France is using the hybrid approach). I fill in the application in the national TP or in the EU TP. The FR customs officer will manage the application in the national CDMS. The authorisation will be published in CRS.

The full list of choices made by Member States is accessible on DG TAXUD website: <https://ec.europa.eu/taxation_customs/business/customs-procedures/customs-decisions_en>.

### How to access the applications?

#### Central CDMS

Customs officers must be identified by the CCN2 infrastructure. CCN2 users are linked to a specific member state. The identification of users and the assignment of their user roles are under the responsibility of corresponding member state using the CCN2 tools. Customs officers will access the CDMS IT application user interface via CCN2.

Customs officers can only query, consult and/or modify information related to the applications, authorisations and consultations for which their member state is respectively involved, consulted or DTCA. They will also receive notifications in the Customs Officer User Interface related to these applications, authorisations and consultations.

Access control to application functionalities is further authorised based on their user roles. User roles are defined based on the organisation services and authorise access to the functionalities required for the execution of the required IT tasks. A user role provides authorisation for all information owned by the customs officer’s member state. Additional roles could be granted to provide read-only or modification access to application and authorisation information.

Table 2 lists the different roles that are available in CDMS (it is worth noting that security roles are also defined at CCN2 level. There is a one-to-one mapping between the CDMS COUI (Customs Officer User Interface) roles and the CCN2 roles. In both environments, the role name is similar[[1]](#footnote-2) and the business description is identical).

One customs officer can be granted several roles.

| CDMS Role Name | Business Description |
| --- | --- |
| Consultation | The COUI users must be granted this role to have read-only access on applications/authorisations in the COUI. The user will be able to query and view all types of business data managed in the applications. The COUI users will be limited to view the Consultations assigned to their own DTCA. |
| Accept Customs Applications | The COUI users must be granted this role to execute the Accept Application process. This process is initiated upon the receipt of an application form including supplementary documents, if this is required. The COUI users will be authorised to Accept Customs Applications for their own DTCA using the COUI. |
| Take Customs Decisions | The COUI users must be granted this role to execute the Take Decision process. This process starts when an application has been accepted during the Accept Application process. The COUI users will be authorised to Take Customs Decisions for their own DTCA using the COUI. |
| Re-Assess Customs Authorisations | The COUI users must be granted this role to execute the Re-assess Decision process. This process starts in the following cases:  - When information is received from the Holder which may influence the continuation or the content of the decision; - When the customs officer has registered an Intention to Re-assess; - When information to re-assess the decision is received from another authority. The COUI users will be authorised to Re-assess Customs Authorisations for their own DTCA using the COUI. |
| Suspend Customs Authorisations | The COUI users must be granted this role to execute the Suspend Decision process. This process starts in the following cases:  - When Authority has sufficient reasons to believe that the decision needs to be revoked, amended or annulled; - When Re-assessed decision requires the suspension of the decision; - When the Holder submitted a suspension request with measures and period of time to take these measures, the process will start for the decision-taking customs authority; - When Authority considers that fulfilment of the conditions laid down for the decision or compliance with the obligations imposed under that decision may be ensured by measures to be taken by the holder of the decision. The COUI users will be authorised to Suspend Customs Authorisations for their own DTCA using the COUI. |
| End Suspension | The COUI users must be granted this role to execute the End Suspension process. This process starts in the following cases:  - When the time limit to identify conditions for annulment, revocation or amendment expires; - When a suspended decision does not fulfil the conditions to be revoked, annulled or amended; - When the time limit to establish whether measures fulfil conditions or comply with obligations expires; - When the holder has taken, to the satisfaction of the decision-taking customs authority, the necessary measures to fulfil the conditions or complies with obligations; - When the amendment to suspended decision has taken effect. The COUI users will be authorised to End Suspension for their own DTCA using the COUI. |
| Amend Customs Authorisations | The COUI users must be granted this role to execute the Amend Decision process. This process starts in the following cases:  - When the Holder of the Authorisation wishes to amend an authorisation, he can submit a request for an amendment to the decision-taking customs authority; - When one or more conditions for an authorisation were not or are no longer fulfilled, or when a decision does not conform with the legislation in force, the customs officer registers the reasons for the intention to amend the certain decision. In addition, the customs officer will register the intended amendment. This refers to the actual values in the customs decisions that he wants to change: - When the 'Re-assess decision', 'Suspend Decision' or 'Annul Decision' process ends and amendment is required, the Amend Decision process is triggered. The COUI users will be authorised to Amend Customs Authorisations for their own DTCA using the COUI. |
| Revoke Customs Authorisations | The COUI users must be granted this role to execute the Revoke Decision process. This process starts in the following cases:  - When the customs officer establishes that a revocation is required, the customs officer registers the intention to revoke the authorisation into the Customs Decisions system; - When the 'Annul Decision', 'Re-assess Decision' or 'Suspend Decision' process ends and revocation is required; - When the holder of an authorisation submits a request to revoke the authorisation. The COUI users will be authorised to Revoke Customs Authorisations for their own DTCA using the COUI. |
| Annul Customs Authorisations | The COUI users must be granted this role to execute the Annul Decision process. This process starts in the following cases:  - When the customs officer identifies that the decision no longer conforms with the customs legislation, or when it has been based on incorrect / incomplete applicant information or when the result of a re-assessment indicates that the decision needs to be annulled; - When the result of a re-assessment or a suspension indicates that the decision needs to be annulled, the customs officer registers the intention to annul the decision. The COUI users will be authorised to Annul Customs Authorisations for their own DTCA using the COUI. |
| Handle Consultation Requests | The COUI users must be granted this role to handle consultation requests as a consulted member state during a Take Decision process. The COUI users will be authorised to Handle Consultation Requests from other member states assigned to their own DTCA using the COUI. |
| Consult Member States | The COUI users must be granted this role to consult a member state during the Take Decision process, the Reassess Decision process. The COUI users will be authorised to Consult Member States for their own DTCA using the COUI. |
| Create Customs Authorisations | The COUI users must be granted this role to give an authorisation following the acceptation of an application. The COUI users will be authorised to Create Customs Authorisations for their own DTCA using the COUI. |
| Manage Customs Authorities Customers | The COUI users must be granted this role to add new associations between customs officers and customs authority. The COUI users will be authorised to Manage Customs Authorities Officers that belong to a given DTCA of their member state. |

Table 2 CDMS Roles

#### EU Trader Portal

Economic operator users must be identified by the UUM&DS system, a federated user management system at trans-European level. The identification of users and their relationship to economic operators in UUM&DS is under the responsibility of the member states using their national economic operator user management system. Economic operator users can access the Trader Portal via the Internet.

Economic operator users or representatives can only query, consultor modify information related to their respective applications and authorisations.

Within EU Trader Portal, some roles have also been defined for the users.

| EU TP Role Name | Business Description |
| --- | --- |
| Customs Decisions consultative profile | Can view common Trader Portal components, as well as view information related to the management of Customs Decisions applications and authorisations. |
| Customs Decisions administrative profile | Can view common Trader Portal components, as well as view and enter information related to the management of Customs Decisions applications and authorisations. |
| Customs Decisions executive profile | Can view common Trader Portal components, as well as view, enter and submit information related to the management of Customs Decisions applications and authorisations. |

Table 3 EU TP Roles

Depending on the MS, the economic operators can be represented or not (first and second level of delegation). In order to know whether your MS offers such a possibility, please refer to the section "How can I access the system?" of the Customs Decisions webpage of DG TAXUD website: <https://ec.europa.eu/taxation_customs/business/customs-procedures/customs-decisions_en>.

#### National Application

In order to connect to the national applications, please refer to your national authorities.

## Type of Authorisations

The authorisations that can be granted through the Customs Decisions system have been classified into five groups – depending on their types.

To each type of authorisation is assigned a unique type code. Table 4 lists these codes and the grouping of the authorisations.

| Authorisation Type | | Code |
| --- | --- | --- |
| **Placing Goods under a Customs Procedure and Temporary Storage** | | |
| Authorisation for making a customs declaration through an entry of data in the declarant’s records, including for the export procedure | | EIR |
| Authorisation for centralised clearance | | CCL |
| Authorisation to use simplified declaration | | SDE |
| Authorisation for the status of authorised weigher of bananas | | AWB |
| Authorisation for self-assessment | | SAS |
| Authorisation for the operation of temporary storage facilities | | TST |
| **Special Procedures** | | |
| Authorisation for the operation of storage facilities for customs warehousing of goods | Type 1 | CW1 |
| Type 2 | CW2 |
| Private | CWP |
| Authorisation for the use of inward processing procedure | | IPO |
| Authorisation for the use of outward processing procedure | | OPO |
| Authorisation for the use of end use procedure | | EUS |
| Authorisation for the use of temporary admission procedure | | TEA |
| **Transit** | | |
| Authorisation for the status of authorised consignee for Union transit | | ACE |
| Authorisation for the status of authorised consignee for TIR operation | | ACT |
| Authorisation for the status of authorised consignor for Union transit | | ACR |
| Authorisation for the status of authorised issuer | | ACP |
| Authorisation to use of seals of a special type | | SSE |
| Authorisation to use transit declaration with a reduced dataset | | TRD |
| Authorisation for the use of an electronic transport document as customs declaration | | ETD |
| **Regular Shipping Service** | | |
| Authorisation to establish regular shipping services | | RSS |
| **Other applications[[2]](#footnote-3)** | | |
| Authorisation for the provision of a comprehensive guarantee, including possible reduction or waiver | | CGU |
| Authorisation of deferment of the payment | | DPO |
| Authorisation for the simplification of the determination of amounts being part of the customs value of goods. | | CVA |

Table 4 Authorisation Type Codes

## Single-MS and Multi-MS Decisions

As defined in section 1.5, a single-MS decision is a decision that has impact in only one MS, while a multi-MS decision is a decision that has impact in more than one MS. These two parameters are based on the data element “Geographical Validity” defined in the Annex A of the Commission Implementing Regulation.

The definition of this data element is the following:

|  |  |
| --- | --- |
| Title I, data element 1/4 | Code: 1x |
| Geographical validity – Union | Country Code: 99x |

Table 5 - Definition of the "Geographical Validity - Union" data element

Where the possible values of the code are the following:

1. Application or authorisation valid in all Member States;
2. Application or authorisation limited to certain Member States;
3. Application or authorisation limited to one Member State.

Hereby, code 1 and code 2 stand for the multi-MS decisions and code 3 stands for the single-MS decision.

Specifically, for code 2 (Application or authorisation limited to certain Member States) all member states, in which the decision is intended to be valid, need to be explicitly listed by the applicant in the application.

## Business

The Customs Decisions business can be split into two main phases:

1. **Grant Authorisation**, which starts when an application for a customs decision is submitted by a trader or one of his representatives. This phase notably includes the consultation with involved MS and it ends in one of the following cases:
   * Application is rejected (i.e. the application is not accepted);
   * Application is withdrawn;
   * Authorisation is granted;
   * Authorisation is not granted.
2. **Manage Authorisation**, which starts as soon as the authorisation is granted. The authorisation continues living and can be updated in several manners. This second phase ends when the authorisation is not valid anymore.

Figure 8 High Level Process of Customs Decisions Business

### Grant Authorisation

In order to be granted an authorisation, the application must go through two main processes:

* Accept Application;
* Take Decision.

The first one (**Accept Application**) aims at verifying that a first series of conditions (the conditions for acceptance) are validated. As soon as all conditions for acceptance are positive, the next phase starts. This first step can last up to 30 days (Art. 22 (2) UCC) (which can be slightly extended in case the customs authorities contact the trader to get more information).

During the second phase – **Take Decision**, the customs officer will perform a more thorough analysis of the application and will further check whether the applicant satisfies the conditions and criteria to be granted the authorisation.

To do so the decision-taking customs authority might require the help of the authorities of involved member states and/or request additional information to the trader. Communication with those stakeholders is therefore foreseen. On the other hand, the applicant can submit some adjustments to his application in order to help the customs officer to make a decision. This second phase lasts between 30 and 120 days (Art. 22 (2) UCC) (depending on the type of authorisation) and can be extended under specific circumstances.

### Manage Authorisation



Figure 9 Actions that can be performed when an authorisation is granted

As soon as an authorisation is granted to a trader, further actions can still be performed on that authorisation:

* Do nothing: the authorisation is fine and can remain active;
* Amend the decision, which aims at updating one or more data elements of the authorisation (Art. 22 UCC, 23 UCC, 28 UCC, 10 IA);
* Suspend the decision during a certain time, during which it is not valid anymore (Art. 16 DA, 17 DA, 18 DA, 6 UCC, 10 IA);
* Re-assess the decision, which aims at verifying that the granted authorisation is still satisfying the initial conditions and criteria (Art. 15 DA);
* Annul the decision, which aims at making the decision not usable anymore – like it has never existed (Art. 23 UCC, 27 UCC, 10 IA);
* Revoke the decision, which aims at making the decision not usable anymore – but keeping track of it (Art. 22 UCC, 23 UCC, 28 UCC, 16 DA, 18 DA, 10 IA, 15 IA, 259 IA).

### Notification to Involved Member States

Some authorisations will involve more than one member state. Those involved member states are computed upon submission of the application, by the Customs Decisions system, based on the geographical validity requested by the applicant.

The potential involved MS may be **consulted** by the decision-taking customs authority before granting the decision (Art. 14 IA). In addition, the list of effectively involved MS (i.e. which will be granted by the customs officer) will anyway be notified of the granting of any authorisation for which they are involved.

Once the authorisation is granted, the involved MS should be informed when any change arises in one of the authorisations for which they are involved. Therefore, during each process implying a change of status of an authorisation and/or a change in the data composing an authorisation, the involved MS are automatically informed of the updates.

## Migration of existing authorisations

Since no-paper based version of the applications and authorisations can be handled as of the date of entry in production of the Customs Decisions system, the existing authorisations need to be migrated.

If the authorisation has been issued before 01/05/2016, it shall be re-assessed before 01/05/2019 (as per Art. 345 IA and Art. 250(1) DA). Where appropriate, a new authorisation shall be granted and must be introduced in the system (the re-assessed authorisation is revoked). If a new authorisation is not needed, the re-assessed authorisation is revoked (and not encoded).

If the authorisation has been issued between 01/05/2016 and the date of entry in production of the system, the authorisation may not contain all data elements required in the system (as per Art. 2(4) IA). In this case, the customs authorities need to request the missing information to the trader before introducing it in the system. All authorisations will be encoded in the system (if still active).

1. The CCN2 role name can be obtained by concatenating “CCN2.Role.CDMS.” with the CDMS role name stylised as Camel case. For example, the CCN2 equivalent of CDMS role named “Accept Customs Application” is “CCN2.Role.CDMS.AcceptCustomsApplication”. [↑](#footnote-ref-2)
2. also known as “Standard Process” applications, notably in the business processes referred to in section 1.1.3 [↑](#footnote-ref-3)