

In order to onboard a you for CFSP/EIDR, the following steps need to be followed.

Eligibility criteria:

- The trader **must** have your own Deferment Account, **even if there is no duty payable***
- Duty can **only** be paid through the **Trader's** Deferment Account, there is no alternative.

Steps to be followed:

1. Complete the Authority Letter (template below)
2. Send to your Chamber of Commerce that you use as your Customs Broker
3. Present a list of commodity codes, estimated volumes of tax/VAT, intended ports of entry
4. We will raise an invoice to you for the £200 onboarding HMRC fee
5. As soon as that's paid, we will process the request with HMRC

Authority Letter

This authority must be completed by each Client on their company headed notepaper, signed scanned and returned to your Chamber of Commerce

This authority must be completed for each DAN provided as security and must be held by the Simplified Procedures authorised trader/ Revenue & Customs before approval to use the DAN as security is issued.

NB. You will also need to set up a standing authority permission for the third party to use their DDA on CHIEF/CDS by filling in a HMRC 1270N form. They will need to know our details: ChamberCustoms, 65 Petty France, SW1H 9EU. EORI: GB297328558000

Text for the authority letter

Client's authority for the Simplified Procedures Direct Representative to use their DAN for payment and security.

I/ We (client's company name) hereby request that any duties, taxes or levies arising in respect of goods declared by ChamberCustoms LTD on my/ our behalf as my/our direct representative under the simplified procedure (and which are not otherwise paid or secured) be secured under my/ our DAN (client's Deferment Account) to the amount of £(up to customer's DAN Limit).

I/ We hereby agree to ensure that my/our deferment account is maintained at a sufficient level to secure any customs debts arising from the use of Simplified Procedures to the amount stated above and to notify ChamberCustoms LTD of any changes to my security.

I/ We accept the liability terms of Section 6 (1, 2 & 3) of the Taxation (Cross-border Trade) Act 2018.

Signed (name of a Director)

Signature

Date