

## Helping you prepare for when the UK leaves the EU

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### Preparing for changes to trade at the UK-EU border

We would like to outline the requirements to facilitate a smooth export and/or import of your shipments in and out of Europe, in the instance that the UK departs the European Union (EU) on December 31<sup>st</sup> 2020 <https://www.gov.uk/search?q=prepare+for+brexit>

To minimise disruption to your business at border points you should take the following steps:

1. [Get a UK Economic Operator Registration and Identification \(EORI\) number](#) so you can continue to import or export goods and apply for authorisations.
2. Decide if you want to hire an import-export agent, or [make the declarations yourself](#).
3. Contact the organisation that moves your goods (for example, a haulage firm) to find out what information they need to make the declarations for your goods, or if you will need to make them yourself.

If you don't import and export products directly check that any agent or business you use is prepared.

A point that is important to consider and which we would like to outline is the potential pressure on our clients, on freight forwarders and customs brokers should the UK leave the EU without a deal in place.

Goods currently flow relatively freely between the UK and the EU. If the UK leaves the EU, on 31<sup>st</sup> December 2020, there will be an additional level of complexity and administration.

Downloadable, are two booking forms ([imports](#) / [exports](#)), these indicate the data that we require, to perform export and import Custom entries on your behalf. Given the amount of potential extra work involved post 31<sup>st</sup> December, we are asking our clients to provide all this information when sending booking details, which we hope also provides some focus on what, you, our client, will have to prepare to satisfy UK and EU authorities, post a hard BREXIT.

As your forwarding agent, we also require the following information within the booking email:

- Copy of commercial invoice for imports and exports (at this stage Pro-Forma invoices will not be accepted).
- Master Reference Number (MRN) if you are arranging your own import/export entry but using our consolidation or full load services.
- Confirmation of UK Customs agent if not using our services.
- Details of Deferment account, for the payment of import taxes, if applicable.
- If you wish us to arrange Import Customs clearances using your own Duty Deferment account, you will need to provide written authorisation by entering your Deferment Approval number on the “Authority for a Customs Clearance Agent to act as a Direct representative” form.
- Customs Procedure Codes (CPC).
- Commodity Code for exported/imported cargo <https://www.trade-tariff.service.gov.uk/trade-tariff/sections>

Complete (once only) the Authority for a Customs Clearance Agent to act as a Direct Representative. The document must be returned on your letter headed paper, as our customer and principle. [Click here to download the document](#)

## **EORI Numbers**

An active EORI number (Economic Registration and Identification) is needed for customs clearance for all imports and exports. If you do not currently have an EORI you will need to apply now. It is free to apply and takes only a few minutes to complete the application here: [www.gov.uk/eori](http://www.gov.uk/eori)

You will be responsible for making customs declarations for your UK-EU trade in a no deal scenario. Many businesses find the simplest way to make customs declarations is to appoint a customs agent to manage the process for them.

So that you are ready you should now:

- *register for your Economic Operator Registration and Identification (EORI) number if you haven't done so already at [www.gov.uk/hmrc/get-eori](http://www.gov.uk/hmrc/get-eori).*

*Then:*

- *if you want to make declarations through a customs agent, appoint one as soon as possible. If you cannot appoint an agent, or do not think this is the right solution for your business and if you intend to import or export regularly, you should now*
- *make sure someone in your business is trained to make customs declarations*
- *buy specialist software that links to HMRC's customs systems*
- *if you're exporting, register for the National Export System at [www.gov.uk/guidance/export-declarations-andthe-national-export-system-export-procedures](http://www.gov.uk/guidance/export-declarations-andthe-national-export-system-export-procedures) .*