

**For UK VAT registered applicants only***Please read the notes on page 2 before completing this form***To be completed by all applicants**

- 1 Applicant's full name
- Applicant's trading name
- 2 Applicant's VAT registered address including postcode
- 3 Applicant's phone number/mobile number
- Email address
- 4a UK VAT registration number
- 4b Member of a VAT group registration  No  
*Enter 'X' in one box*  Yes
- 4c Other European Union (EU) Member State VAT registration number(s) associated with this legal entity *If applicable*
- 4d Previous EORI number *If applicable*
- 5 Type of customs activity in which you are involved in *For example, import or export*
- 6 Legal status (entity) of the applicant  Limited company  
*Enter 'X' in one box*  Partnership  
 Sole proprietor  
 Other
- If Other, give details
- 7 Company incorporation or registered charity number *If applicable*
- 8 I agree to the publication of my name and address on the Commission Internet website  No  
*Enter 'X' in one box*  Yes

**Declaration****I declare that the information given on this application is true and complete**

- Full name
- Signature
- Date *DD MM YYYY*
- Position within the business

## Notes

You must be a legal entity and be involved in customs activity to be eligible for an EORI number (see questions 5 and 6 below). You must answer each relevant question fully and accurately. Failure to do so will delay the processing of your application. Paper applications must be completed in capital letters and black ink.

### Questions 1 – 2

Give the full name of the business applying for the EORI number, VAT registered address and postcode, including details of the trading name, if applicable. If there are no separate business premises, include the home address of the sole proprietor, main partner or managing director.

### Question 3

Include your business phone and/or mobile number on which we can contact you during the day. Providing your email address will enable us to notify you promptly of your new EORI number.

### Question 4

- a Enter your UK VAT registration number.
- b If you are applying for an addition to a VAT group registration please supply the current VAT group suffix number.
- c If you are VAT registered in any other Member State please provide all your VAT numbers including the country that directly corresponds with this legal entity. This will allow us to link all your VAT numbers to your EORI number.
- d Provide previous EORI number, for example non-VAT EORI number you hold or have held

### Question 5

Include, as appropriate, one or more of the following examples of customs activities:

- importer
- exporter
- customs agent
- carrier
- forwarder
- warehousekeeper, or
- manufacturer.

If your category is not in the above list please specify.

### Question 6

You must be a legal entity to be eligible for an EORI number. Under 'other' include if you are a charity, non-profitable organisation etc. Branches and divisions of companies are not legal entities and are therefore not eligible.

### Question 7

If applicable provide your company incorporation or registered charity number.

### Question 8

#### European Union (EU) database

Your details will be held on an EU database that may be accessed by the Commission or customs authorities in any Member State.

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to **[www.hmrc.gov.uk](http://www.hmrc.gov.uk)** and look for *Data Protection Act* within the *Search* facility.

#### Commission Internet website

The Commission will also maintain a further EORI database, containing the numbers, names and addresses of all EORI holders for access by the public via the Internet. Enquirers will be able to ask if an EORI number is valid and if it is, the name and address of the holder will also be disclosed providing the holder has given prior permission for the disclosure. Please indicate if you agree to your name and address being disclosed to the Commission Internet website.

#### Declaration

For electronic applications we will accept the name of the responsible person (sole proprietor, director, and so on) rather than a signature.

#### Where to send your completed EORI application

We will accept your application by email or hard copy through the post. Fully completed email applications will be given priority for processing. Your application may take up to three working days. The person completing this application must be the sole proprietor, partner, or director of the business applying for the EORI number.

Please send your completed email applications to **[eori@hmrc.gsi.gov.uk](mailto:eori@hmrc.gsi.gov.uk)**

To obtain a paper copy of the application form and where to send it once completed, please phone the VAT, Excise & Customs Helpline on **0845 010 9000**.

The helpline can also advise on the progress on the processing of all applications.

*Please note we do not accept faxed applications.*