



HM CUSTOMS AND EXCISE
<http://www.hmce.gov.uk>

Notice 760

Customs Freight Simplified Procedures (CFSP)

February 2005

This notice cancels and replaces Notice 760 (April 2003).

Further help and advice

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If you have **hearing difficulties**, please ring the **Textphone** service on **0845 000 0200**.

If you would like to speak to someone in **Welsh**, please ring **0845 010 0300**, **between 8.00 am and 6.00 pm, Monday to Friday**.

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1. About the notice, the law and your rights

1.1 What is this Notice about?

This Notice explains the purpose of Customs Freight Simplified Procedures (CFSP), the procedures available and guidance on the authorisation conditions.

It covers CFSP in sufficient detail to enable you to evaluate the different procedures available and decide how best to apply them to the particular needs of your business. It assumes you have a basic understanding of how CHIEF operates.

The advice in this Notice covers the procedures currently available under CFSP. Information relating to the CHIEF handling of CFSP declarations is available in the Tariff Volume 3, Part 5.

The glossary at section 16 explains the meaning of some of the words, phrases and abbreviations used.

1.2 What's changed?

This Notice replaces:

Notice 760 Customs Freight Simplified Procedures (CFSP) April 2003.

You can access details of any changes to this notice since February 2005, either on our Internet website at <http://www.hmce.gov.uk/>, or by telephoning the National Advice Service on 0845 010 9000.

This Notice and others mentioned are available both on paper and on our website.

1.3 What law covers this notice?

The legal basis for CFSP is:

- the Community Customs Code (Council Regulation (EEC) 2913/92) Article 76 of which makes provision for EU member states to authorise applicants to use simplified procedures under certain conditions; and
- the Implementing Regulation (Commission Regulation (EEC) 2454/93) Articles 253-278 of which set out the provisions relating to the authorisation and operation of simplified procedures.

This Notice explains our view of the law.

1.4 What do I do if I disagree with a Customs decision?

You have a right of appeal if you disagree with any decision we make. You can find further details of the appeals procedure in

Notice 990 *Excise and Customs Appeals*.

2. Eligibility of goods for, and principles and advantages of CFSP

2.1 What goods are eligible for CFSP?

Most imported third country goods are eligible for CFSP. However, certain goods and procedures have been excluded, the details of which are in section 13. There are also a number of Customs Procedures Codes (CPCs), which because of frontier operational procedures are excluded from CFSP. Details of excluded CPCs can be found on the CFSP web page on our website at <http://www.hmce.gov.uk>

2.2 The main principles of CFSP

These are:

- Authorisation
- Accelerated removal/release
- Electronic reporting
- Audit

2.3 Authorisation

You must be authorised by us to operate simplified procedures and hold specific/general authority for associated procedures such as Customs Warehousing or IPR/OPR. The authorisation criteria and conditions for CFSP are listed at section 14.1.

Traders authorised to use simplified procedures will be issued with an authorisation letter and documents, which specify:

- the procedures which may be used;
- the Articles under which they are authorised; and
- the conditions that apply to the operation of the procedures.

2.4 Accelerated removal/ release

You may remove goods from the frontier under transit to your premises for clearance or release to free circulation/warehousing by making a Simplified Frontier Declaration (SFD) containing the minimum of details.

2.5 Electronic Reporting

You must submit statistical and fiscal details of the goods to CHIEF electronically using a Supplementary Declaration (SD) within a defined time-scale.

2.6 Audit

We may audit your commercial systems and records after the goods have cleared to satisfy ourselves that you are operating the procedures satisfactorily.

We will still treat goods imported under CFSP the same as goods entering the UK under normal procedures as far as anti-smuggling, health and import prohibition and restriction controls when they arrive in the UK are concerned.

2.7 Advantages of CFSP

The use of CFSP will enable you to:

- gain accelerated release of your goods from Customs at the (air)port or at an inland clearance depot, subject to anti-smuggling checks;
- use one or more of the simplified procedures in combination with normal entry and warehouse procedures to suit the needs of your business;
- achieve cash flow benefits. For example Local Clearance Procedure (LCP) allows you to store goods for up to 20 days before release to a Customs procedure or use. This means that within this time you can choose the release date (and therefore the tax point date) at the most convenient time for your business;

- carry out UK Transit movements under the LCP and apply for a 0% guarantee (waiver), avoiding the need to finance a comprehensive guarantee (except for high risk goods);
- submit most frontier declarations (including UK Transit) and all SDs by electronic means resulting in paperless trading and reduced documentation;
- build a partnership with us so that assurance visits are cost effective, selected on the basis of risk and test the completeness of internal controls; and
- use third party service providers to submit electronic declarations.

3. Procedural and Documentary Requirements

3.1 Available Procedures

The simplified procedures available are:

- Simplified Declaration Procedure (SDP) for the release of goods at the frontier to most Customs procedures. See section 5 for details; and
- Local Clearance Procedure for the removal of goods from the frontier under transit arrangements to designated premises followed by temporary storage and release to a Customs procedure. See section 6 for details.

Both of the above can be used in conjunction with Customs Warehousing where the procedures are slightly modified. See section 7 for details.

3.2 Documentary Requirements

The requirements for producing documents in conjunction with CFSP declarations are in section 15.

4. Payment and security requirements

4.1 What type of payment will you accept?

You must pay using a duty deferment account. This is because CFSP is an electronic declaration method, using CHIEF processing procedures. Therefore other payment methods such as cash or FAS are not acceptable.

4.2 Do I have to use my own duty deferment account?

No. The deferment account used may be yours or the account may belong to a third party – as long as the owner of the account has given written permission for the account to be used.

4.3 What should the deferment account level be?

The deferment account level must be sufficient to cover your actual duty and VAT liability for one calendar month. If the deferment level is exceeded you must contact A&CG to increase the level. If you fail to increase the deferment to an adequate level you may incur a Civil Penalty and/or have your authorisation suspended or withdrawn.

4.4 Do I have to provide security?

Yes. Under Community law you must provide security against any potential debts arising from the release of goods to a customs procedure. Community Customs Code Article 74 states

“Where acceptance of a customs declaration gives rise to a customs debt, the goods covered by the declaration shall not be released until the Customs debt has been paid or **secured**.”

This means that the authorisation criteria for CFSP requires such security to be specified within the approval - usually taking the form of a blanket authority to debit the duty deferment account should the debt fail to be met.

This security may take one of two forms for CFSP purposes:

- the authority to use a deferment account; or
- a single guarantee (C&E 250).

4.5 What should the guarantee level be?

The deferment guarantee level must be sufficient to cover your actual duty and VAT liability for one calendar month unless you are approved for the reduced security period (see paragraph 4.7) or the Simplified Import VAT Accounting – SIVA. Details can be found on our website at <http://www.hmce.gov.uk> The guarantee level of a C&E 250 must be sufficient to cover your actual duty and VAT liability for one calendar month.

If the deferment guarantee level is exceeded you must contact A&CG to increase the level. If you fail to increase the deferment to an adequate level you may incur a Civil Penalty and/or have your authorisation suspended or withdrawn

4.6 What if I am an Indirect Representative?

You have the choice of any one of the following methods to secure the duty:

- your own duty deferment account;
- your own single guarantee;
- your customer’s deferment (to cover the customer’s own CFSP liability); or
- your customer’s single guarantee.

Note: All declarations made through CFSP in your name and on behalf of your client must be covered by this security, irrespective of whose deferment account is eventually used for payment.

This is because you are acting as an indirect representative and the level of security provided must be sufficient to cover your actual duty and VAT liability for one calendar month unless you are approved for the reduced security period (see paragraph 4.7 or the Simplified Import VAT Accounting – SIVA).

If you are applying for CFSP and wish to use your customer’s deferment as a method of payment and a means of security then you should give details on your application form. If you are an existing CFSP trader you should contact your CFSP authorising office to obtain authorisation to use your customers deferment.

4.7 Reduced Security period: effect

If you are a CFSP authorised trader and pay some or all of the revenue due through an independent deferment account (such as an agent's or client's), you may be eligible to reduce the security required for CFSP purposes on that proportion of their transactions from a month to a week/ten day period. The effect of this is that:

- the reporting period for the Supplementary Declarations (SDs) will be reduced from a month to 8 days (the minimum allowable period);
- the security provided for the operation of CFSP may then be reduced to reflect the actual duty and VAT liability incurred over an 8 day period. (8 days is the minimum period allowable. If you currently operate/wish to operate aggregation across the tax point you may opt to use the published aggregation (10 day) periods as an alternative. The security will need to be apportioned accordingly to reflect the longer period.

4.8 Reduced Security period: conditions

1	<ul style="list-style-type: none"> • if you provide security to cover 8 days liability you must transmit SDs regularly throughout the 8 day periods
2	<ul style="list-style-type: none"> • you must also satisfy us that all declarations due within the reduced reporting period have been submitted. You can do this by submitting a Final Supplementary Declaration (FSD); or a system reconciliation report to your local Customs within 4 days of the period end.
3	<ul style="list-style-type: none"> • you will need to apply to your CFSP authorising office for approval to operate these revised procedures.
4	<ul style="list-style-type: none"> • the security provided must be sufficient to cover all actual duty and VAT liabilities on goods imported through your CFSP authorisation whether in your own right or on behalf of your clients (unless you are authorised to operate SIVA see paragraph 4.5).

Warning: Failure to submit the declarations within the revised reporting periods may result in this facilitative measure being withdrawn and you will be required to provide the full month's security instead.

Note: These reduced reporting/security periods will not affect the deferred payment periods. The deferment account through which the revenue will be paid will still need to be sufficient to cover a full month's worth of duty and VAT payments.

For example:

Security provided to cover an average 8 days revenue liability.

- SDs must be submitted as follows:
 Period 1 = 1st - 8th
 Period 2 = 9th - 16th
 Period 3 = 17th - 24th
 Period 4 = 24th to month end
- A FSD or system reconciliation must be provided to Customs within 4 working days of the end of each period.

5. Simplified Declaration Procedure (SDP)

5.1 When can the SDP be used?

It may be used to release goods to:

- free circulation, IPR, PCC, End-Use, OPR (including Simplified OPR) TI, a Freezone; or Customs Warehousing at the frontier (the Customs Warehousing provisions are in section 7).

5.2 Entry to Free Circulation, IPR, PCC, End-Use, TI and Freezones using the Simplified Declaration Procedure

To enter goods to free circulation, IPR, PCC, End-Use, TI and Freezones using the SDP a Simplified Frontier Declaration (SFD), containing a minimum amount of information, is required at the frontier.

Details of the CFSP CPC to be used on the SFD can be found at section 8. Details of the requirements for supporting documentation are at section 15. The acceptance date of the SFD establishes the base date for the submission of the Supplementary Declaration Import (SDI) and for some Custom's procedures it establishes the tax point.

A SDI is required subsequently for all goods declared using an SFD. It is an electronic message sent to CHIEF, which contains fiscal and statistical information and allows Customs to calculate the tax and duties due. The SDI must be sent to **and** accepted by CHIEF before the end of the fourth working day of the month following the month in which the SFD was accepted.

6. The Local Clearance Procedure (LCP)

6.1 When can the LCP be used?

The LCP may be used to release goods to a Customs procedure from designated premises. This section relates to premises other than Customs Warehouses which are dealt with in section 7.

6.2 Are there any conditions?

Yes. You must be approved as an Authorised Consignee for CT and/or UK transit and transit guarantee purposes before you can use Local Clearance Procedures.

6.3 What is Authorised Consignee status?

Authorised Consignee status allows you to nominate your control office as the Office of Destination on the transit movement. You will not be required to present the goods at this office, although it will be necessary to present all paper transit documents to the Office of Destination within one working day of the arrival of the goods at your premises.

6.4 How do I get Authorised Consignee status?

You must complete an application form C1343 and return it to your CFSP authorising officer.

6.5 Removal from the Frontier

You must allocate each consignment a Unique Consignment Reference (UCR), which must be shown in box 44 of the SFD. You may use Community Transit (CT) or UK Transit procedures to move the goods from the frontier to your designated premises. If you are using CT, you can use the existing hard copy SAD declaration to move the goods inland instead of an SFD. If you are using UK Transit, at DTI inventory linked locations, you can submit a SFD electronically. At other locations you must submit a hard copy SAD and/or a removal note (C21 or C130).

As part of the authorisation conditions you can designate more than one location to receive your goods. If you do not own the premises you must be able to show that you have control over the goods.

6.6 Need for transit guarantees

In the majority of cases if you are involved in UK only movements you will be able to establish entitlement to a 0% guarantee (waiver). If you wish to be authorised to move 'high risk' goods under transit then you will need to apply for a comprehensive guarantee and comply with additional conditions.

If you wish to apply for a full CT transit guarantee (not restricted to UK only movements) you will need to comply with the full criteria and conditions to be eligible for a 0% guarantee (waiver).

6.7 Finalising the Transit movement

The transit movement is, considered to be, completed when the goods arrive at designated premises.

6.7.1 Paper CT and UK Transit documents

You must present the transit document, which accompanied the consignment inland (copies 4 and 5 of the SAD) to your control office within one working day of arrival of the goods at your premises. You should show the date of arrival at the premises on the transit document.

6.7.2 Electronic UK Transit

If you are using Local Clearance Procedure (LCP) with UK transit i.e. CPCs 011100 or 011102 on your SFDs and Temporary Storage, you are required to provide Customs with an *end of transit notification* to enable Customs to formally discharge the transit movements. You must:

- list details of all consignments, which have moved from the frontier to your premises during the month under transit procedures
- send details at the end of each month by fax or e-mail to the address below

The CFSP National Post Clearance Team on fax 0113 3894490 or CFSP_COPE@hmce.gsi.gov.uk.

The notification should provide the following information

- trader name and address of designated premises
- date and time of the goods arrival
- unique consignment reference (UCR)
- description of the goods
- quantity; and
- value

6.8 Common/Community Transit (CT) and the New Computerised Transit System (NCTS)

If you are authorised as an Authorised Consignee to operate CT and NCTS with LCP to receive third country goods, which have been placed within the Community Transit procedures in another EU Member State or EFTA Countries and have arrived at the UK border under full CT, you must;

- use NCTS to communicate with Customs;
- use a designated office of destination; and
- inform customs as soon as the goods arrive at the approved premises;

Further information on NCTS can be found on the Customs and Excise Internet site at:
<http://www.hmce.gov.uk/>

6.9 Temporary Storage

Temporary Storage arrangements must be approved by your CFSP authorising office.

When the transit movement is discharged the goods are considered to be in Temporary Storage. The consignment can remain, in whole or in part, in Temporary Storage for a period not exceeding twenty days from the date of transit discharge before it must be entered to a Customs procedure. If exceptionally there is some reason why goods cannot be entered to a Customs procedure within twenty days you should report the facts to your control office. You should state the reason(s) why the goods have not been entered and indicate when this is likely to happen. If satisfied, your control office may allow an extension for a short period.

Conditions relating to goods in Temporary Storage	
1	<p>Temporary Storage Areas</p> <ul style="list-style-type: none"> • goods must be stored in an approved area for Temporary Storage which may be either a defined area within your designated premises or the whole premises.
2	<p>Control of goods in Temporary Storage</p> <ul style="list-style-type: none"> • your commercial records must indicate which goods are in Temporary Storage. In addition, you should have a system in place to identify goods nearing the twenty day limit; • if you are unable to enter the goods to a Customs procedure at this stage you will need to apply for an extension to the period of Temporary Storage.
3	<p>Handling of goods in Temporary Storage</p> <ul style="list-style-type: none"> • goods in Temporary Storage may only undergo such forms of handling e.g. unpacking and taking account of the goods, to ensure their preservation in an unaltered state without modifying their appearance or technical characteristic.
4	<p>Transfer of goods during Temporary Storage</p> <ul style="list-style-type: none"> • if you have more than one set of approved designated premises you can move goods between them while in Temporary Storage; • however the goods which have been moved are not eligible for a further twenty day period of temporary storage; • you may only transfer goods held in Temporary Storage to another trader's premises if the receiving premises are also authorised for the LCP and referred to in your CFSP authorisation; and • you must use paper UK Transit documentation to accompany the transfer.

6.10 Release to a Customs Procedure

To release goods to a Customs procedure you must make an entry in your Local Clearance records. In some cases you may have to notify your local office of your intent to release goods to a procedure. This notification may then be followed by a period of 'dwell time' before release is granted and you can use the goods. All supporting documents, as specified in Volume 3, Part 3 of the Tariff must be available to your local office at the time of release.

The entry of the goods in your records establishes the tax point (unless the goods are being entered to Customs Warehousing) and sets the base date for submitting the SDI. The conditions relating to the Customs procedure chosen will apply.

7. Customs Warehousing

7.1 General

Under CFSP you can:

Enter goods to Customs Warehousing in the following ways:

- SDP: to Customs Warehousing, where a SFD is followed by a Supplementary Declaration Import (SDI) entering the goods to Customs Warehousing; or
- LCP: where goods can be removed from the frontier to designated premises under Transit procedures and move into a period of Temporary Storage. On removal from Temporary Storage you will need to enter the goods to Customs Warehousing in your Local Clearance record and subsequently submit a SDI.

Remove goods using:

- LCP via entry in, your Local Clearance Records followed by a Supplementary Declaration Warehouse (SDW).

The authorisation conditions for the above procedures are listed in section 14. The existing requirements for Customs Warehouse authorisation are unchanged.

7.2 Entry into Customs Warehousing using the Simplified Declaration Procedure

The following conditions apply depending on the warehouse type used:

Type of Customs warehouse	Conditions
'A', 'C' and 'E'	supporting documents are not required at the frontier. At inventory-linked locations, a hard copy SAD is not required for DTI entries unless they are assigned a routing of 1 or 2.
'D'	supporting documents are not required at the frontier. At inventory-linked locations, a hard copy SAD is not required for DTI entries unless they are assigned a routing of 1 or 2. For D type warehouses the customs value must be completed on the SFD in box 44

The acceptance date of the SFD establishes the base date for submitting SDI. The tax point is not established at this time. CPC details are in paragraph 8.2.

7.3 Removal from Customs Warehousing using Local Clearance Procedure

Under the LCP, entry in the Local Clearance record establishes the tax point and creates the base date for the submission of the Customs Warehouse removal SDW. Upon creation of the tax point all supporting documentation must be available, although it does not have to be presented to Customs.

8. Simplified Frontier Declaration (SFD)

8.1 When can the SFD be used

For CFSP, the Simplified Frontier Declaration (SFD) is used to declare goods at the frontier. It may be submitted to CHIEF either electronically or by hard copy. Only for certain goods will supporting documentation be required. Under the Simplified Declaration Procedure, the acceptance date and time of the SFD is used as the base date and for some Customs procedures it establishes the tax point.

The SFD will be accepted and processed at both inventory linked and other customs locations using the existing DTI and other infrastructure.

The data required will vary depending on the commercial procedures (such as inventory linking) at the location, and the simplified procedure used.

8.2 Clearance by CHIEF

CHIEF performs validation checks on SFDs you submit to ensure that you are authorised for the simplified procedure used.

If you use CPC	for	you will get
011040	paperless release to free circulation	<ul style="list-style-type: none"> immediate clearance via CHIEF (subject to anti-smuggling checks)
011061	paperless release to simplified economic relief (simplified OPR)	
011100 or 011102	<ul style="list-style-type: none"> paperless release to UK transit paperless release to UK transit for fruit and vegetables only 	
011101	paperless release to CT	
011271	paperless release to types A, C & E warehousing	
011371	paperless release to type D warehousing	
011478	paperless release into Freezone	

If the declaration for one of the above is transmitted using DTI at an inventory linked location, CFSP entries will usually be allocated Route 3 status (without any post clearance checks) and you will not normally need to present hard copy entries and supporting documentation to Customs at the frontier.

8.3 Controlled Goods

Certain goods may only be released from the frontier using the SDP. A list of controlled goods can be found on the CFSP web page on our Internet website at <http://www.hmce.gov.uk/>. There are special frontier CPCs, which must be used and additional boxes that must be completed on the SFD.

Local Clearance Procedure must not be used to release controlled goods at the frontier. However these goods may later be released from warehousing and Freezones using LCP Removals.

If you use CPC	for	you must
012040	Controlled goods released to free circulation	<ul style="list-style-type: none"> present hard copy entries and supporting documentation to Customs at the frontier before release; and also complete the additional boxes 33, 34, 38 and 41 on the SFD.
012061	Controlled goods released to simplified economic relief	
012271	Controlled goods released to types A, C & E warehousing	
012371	Controlled goods released to type D warehousing	
012478	Controlled goods released into Freezone	

This is because controlled goods imported using the above CPCs will usually be allocated Route 1 or 2.

8.4 Commercial Drugs

There are special frontier CPCs which must be used and additional boxes that must be completed on the SFD. Commercial drugs imported using these CPCs will usually be allocated Route 1. You must present hard copy entries, Home Office licences (commercial drugs) and supporting documentation to Customs at the frontier for endorsement prior to release.

If you use CPC	for	you must
013040	Drugs released to free circulation	<ul style="list-style-type: none"> • present hard copy entries, Home Office licences (commercial drugs) and supporting documentation to Customs at the frontier for endorsement prior to release; and also • complete the additional boxes 33, 34, 38 and 41 on the SFD
013061	Drugs released to simplified economic relief	
013271	Drugs released to types A, C & E warehousing	
013371	Drugs released to type D warehousing	
013478	Drugs released into Freezone	

8.5 Excise Goods (Alcohol and Tobacco)

Current CFSP procedures allow for the importation of third country alcohol and tobacco goods. LCP must not be used to release excise goods at the frontier. However these goods may later be released from warehousing and Freezones using LCP Removals.

There are special frontier CPCs, which must be used and additional boxes that must be completed on the SFD.

If you use CPC	for	you must
014040	Excise goods released to free circulation	<ul style="list-style-type: none"> • present hard copy entries and supporting documentation to Customs at the frontier before release; and also • complete the additional boxes 33, 34, 38 and 41 on the SFD • a copy of the entry must travel with the goods
014061	Excise goods released to simplified economic relief	
014271	Excise goods released to types A, C & E warehousing	
014371	Excise goods released to type D warehousing	
014478	Excise goods released to Freezone	

9. Supplementary Declarations

9.1 General

You need to make a SD to report fiscal and statistical information, which is needed to calculate any revenue due and for gathering trade statistics.

You may submit more than one SD in respect of a single SFD. Normally, if you remove goods in a single consignment to inland premises for Local Clearance, an SFD will be required at the frontier, followed by a SD at a later date. If the consignment is released to a Customs procedure in stages, additional tax points will be created on the date of each release. If this happens separate SDs will be required.

You must submit the SD electronically to CHIEF within the required reporting period. You may transmit declarations individually or in batches, although we recommend that they are submitted frequently rather than leaving them to accumulate until the end of the reporting period. On acceptance, CHIEF responds with a CUSRES (an electronic response message, which confirms acceptance of the SD) giving the calculated revenue.

9.2 Aggregation

You may wish to consider aggregation, which will reduce the number of SDs created. Aggregation allows you to combine SDs, which contain the same header and item level data into a single customs declaration. Specific rules apply to the aggregation of data. These may be found on the CFSP web page on our website at <http://www.hmce.gov.uk/>.

You must obtain prior approval from your authorising Customs office before you can use aggregation across a tax point. You have to meet additional criteria and conditions and exercise stringent controls within your system.

You will not be able to aggregate across accounting periods e.g. for similar goods with tax points of 31 March – last day of one accounting period - and 1 April – first day of next.

9.3 Submitting Supplementary Declarations to Customs

You will need access to CHIEF to enable you to submit CFSP SDs. Your authorising officer will arrange for you to be set up with access to the system, which will allow you to use specific CFSP CPCs at the frontier and perform specified transactions such as input SDs. If you already have access to CHIEF these transactions can be added to your role (frontier DTI badge).

SDI/SDWs in electronic form, can be transmitted to CHIEF by either:

- the existing DTI System Operator networks dealing with frontier clearances; or
- an e-mail message via the Customs (X400) mailbox (some DTI System Operators may also provide this service).

An E-mail message can contain a batch of Supplementary Declarations. Service Management Centre (SMC) will forward the Supplementary Declaration to CHIEF, capture the electronic responses and reply to the originator via the same (e-mail) route.

Technical specifications and details of some agents/bureaux and software providers can be found on the CFSP web page on our website at <http://www.hmce.gov.uk/>.

You may choose whichever route suits you best. However, in either case, you must capture the electronic response and record the details in your commercial records. You must amend and re-submit rejected declarations before the end of the reporting period. No record will be kept on CHIEF and an entry reference number will not be allocated to rejected declarations.

9.4 Supplementary Declaration details

A SDI/SDW contains similar data to a normal SAD with the addition of a date and time which is either:

- the acceptance date and time of the associated SFD; or
- the date and time of entry in your records if the Local Clearance Procedure is used.

9.5 Processing of accounting data on Supplementary Declarations

Customs charges are accounted for and payment made as follows:

- deferment account for outright payment, MCDs using a deferment account; and
- cashless security used where appropriate.

No other form of payment or security may be used (see section 4).

9.6 Deadlines for sending Supplementary Declarations to CHIEF

The SDI/SDW must be sent to **and** accepted by CHIEF before the end of the fourth working day of the month following the month in which the SFD was accepted or the date of entry, in the Local Clearance records.

Examples:

- If you submit a SFD for release to free circulation on 29 June (pre-logged) but the notification of the arrival of the goods was not received until 2 July, the tax point and base date would be 2 July. You would have to send the SDI details to CHIEF (at any time) before the end of the fourth working day of August.
- If you submit a SFD for removal to Local Clearance on 14 August (date goods arrived) and the date of release to a Customs procedure (as recorded in your Local Clearance records) was 2 September, the tax point and base date would be 2 September. You would have to send the SDI details to CHIEF (at any time) before the end of the fourth working day of October.

You can send any number of batches of SDs throughout the period and a batch of messages can contain declarations for different periods.

You must deal with all errors and re-send until a CUSRES has been received **before the end of the reporting period**. All errors must be cleared before you send your Final Supplementary Declaration (FSD) for the period (see paragraph 9.9).

Note: Exceptionally where public holidays affect the accounting timetable, Supplementary Declaration details may be required by the end of the *third working day* of the reporting period. In these circumstances, you will be notified in advance via an Information Paper on the CFSP website.

9.7 Excise reporting periods

If you are authorised to import excise duty goods through CFSP you must submit the SDs (whether customs duty is also declared or not) according to the excise reporting periods. For excise duty purposes the calendar month is split into two reporting periods to allow the collection of excise duty on the 29th of the month and the customs duty and VAT on the 15th of the month.

The two reporting periods are as follows:

- 1 – 14 of the month (Excise 1)
- 15 – end of the month (Excise 2)

For example

Goods with a base date of	Require the SD to be submitted by
5 th of January	<ul style="list-style-type: none"> • 4th working day following the 14th of January
29 th of January	<ul style="list-style-type: none"> • 4th working day of February

9.8 Adjustments to Supplementary Declarations

SDs are processed by CHIEF in a similar way to full frontier SADs.

We recognise that a SD that has been accepted by CHIEF may contain inaccuracies. Therefore you are given a period (normally 24 hours) to enable you to amend or cancel the SD if the software package being used to send the SD has these facilities. If the declaration is not amended or cancelled within this timescale, the records are finalised. Once CHIEF clears a SD, the record is finalised. No further electronic amendment may be made by CFSP traders. CFSP traders cannot carry out amendments or deletions after the 1st working day of the month following the month end.

Requests for amendments to entries should be sent to:

HM Customs and Excise, CFSP National Post Clearance Team, Peter Bennett House, Redvers Close, Leeds, LS16 6RQ

Fax number – 0113 389 4490

E-mail – cfsp_cope@hmce.gsi.gov.uk

9.9 Late submission of Supplementary Declarations

If for any reason you are unable to submit the SDs by the due date, you must report the circumstances under the following procedure;

You must advise by fax or e-mail to the address below details of the following:

- authorised CFSP trader's TURN and Deferment Account
- month in question
- total number of SDI/SDWs not submitted in time
- total amount of revenue due but not paid on the outstanding SDI/SDWs, broken down into customs duty, excise duty and VAT as applicable; and
- the sender's name and position within the business

HM Customs and Excise, CFSP National Post Clearance Team, Peter Bennett House, Redvers Close, Leeds, LS16 6RQ

Fax number – 0113 389 4490

E-mail – cfsp_cope@hmce.gsi.gov.uk

This information must also be provided by the 4th working day deadline.

Customs will then arrange for this amount to be debited to your deferment account. You will still be required to submit all the outstanding SDI/SDWs **as soon as possible**. When this has been done you will again need to fax or e-mail Customs with the following information:

- authorised CFSP trader's name, TURN and Deferment Account Number
- month in question
- number of previously outstanding SDI/SDWs now submitted
- total amount of revenue due, broken down as above
- list of entry numbers relating to the SDI/SDWs
- the sender's name and position within the business

Customs will then credit your deferment account with the amount of revenue initially paid to avoid you having to pay twice.

SDI/SDWs submitted after the 4th working day of the month following the month to which they relate will be accepted and processed by CHIEF, however you must show the late submission on the next FSD. If you are late in submitting your SDI/SDWs, you may incur a Civil Penalty and/or have your authorisation for CFSP suspended or withdrawn.

9.10 Final Supplementary Declarations (FSDs)

9.10.1 Customs

If you are operating the standard customs reporting period you must submit a single FSD per authorised TURN by the 4th working day of the month following the reporting period showing the number of SDIs and SDWs due/submitted in the reporting period. The FSD may also be used to report late declarations from previous periods. These should already have been reported to the CFSP Post Clearance team as per paragraph 9.8 above. FSD nil returns are required.

The CPC to be used on the Customs only FSD is 011909.

The acceptance date (tax point date) shown on the FSD is always the 1st of the month being finalised.

The details of the SDIs and SDWs due and submitted must be shown in box 44's miscellaneous text segment. The format of the FSD can be found under the CPC notes in Vol 3 part 3 of the Customs Tariff.

For example (Customs only FSD)

In January 2002 an importer should have sent in 38 SDIs. However only 35 were finalised within the period. He also successfully finalised 20 SDWs out of 20 within the same period.

The FSD for January would show:

SDI=35/38 SDW =20/20

The following month the Importer successfully finalises 50/50 SDIs and 55/55 SDWs as well as the 3 outstanding SDIs from the previous month.

The FSD for February would show:

SDI=50/50 SDW= 55/55

01/02 SDI 3

9.10.2 Excise

If you are using the Excise reporting periods, you are required to submit a FSD by the end of the 4th working day following the end of the excise reporting period. Box 44 must state the period (and month if there are outstanding SDs for previous periods) to which the FSD is proper. Any outstanding transmissions from previous periods should already have been reported to the CFSP National Post Clearance team as per paragraph 9.8 above. FSD nil returns are required

The CPC to be used for the Excise FSD is 014909.

For example (Excise FSD)

In December 2002 for reporting period 1 (1st – 15th of the month) an importer successfully finalised 20/20 SDIs and 30/30 SDWs within the period. The FSD for period 1 of December 2002 would show:

Excise 1 SDI=20/20 SDW =30/30

However if the same importer had also finalised two SDIs from excise period 2 in November the FSD for period 1 of December 2002 would show: -

Excise 1 SDI=20/20 SDW =30/30

Excise 2 11/02 SDI 2

If you consistently submit your FSDs late, you may incur a Civil Penalty and/or have your authorisation for CFSP suspended or withdrawn.

Reduced Security/Reporting Periods

If you are using the reduced security/reporting periods you will be required to submit a FSD or systems reconciliation (as agreed by your authorising officer) within 4 working days of the end of each reporting period.

For example for January 2002 there would be four FSDs

FSD 1-box 44 would show period 1 SDI 8/8 SDW 10/10

FSD 2-box 44 would show period 2 SDI 9/9 SDW 11/11

FSD 3-box 44 would show period 3 SDI 15/15 SDW 10/10

FSD 4-box 44 would show period 4 SDI 9/9 SDW 13/13

If you submit systems reconciliation reports to your local office, you are reminded that you must still submit an electronic end of month FSD in accordance with the requirements detailed above. The electronic end of month FSD is not required if you are submitting FSDs for each period during the month.

If you are operating aggregation but have not opted for the reduced security periods then you are not required to submit a FSD for each aggregation period. Extra FSDs/system reconciliation prints are only required from those traders taking advantage of the reduced security option. For traders using aggregation, the FSD requirements are as detailed above.

10. Representation

10.1 What do you mean by representation?

As an authorised CFSP trader you can submit your own declarations or they may be submitted on your behalf by a nominated third party (for example freight forwarder, agent with access to CHIEF). Details of SFDs (including the UCR entry reference number allocated by CHIEF) together with information on the entry must be recorded and be available for audit purposes.

You must give written permission for third parties to submit CFSP declarations on your behalf. The permission must also state the form of representation which applies (see paragraph 10.2). However regardless of who submits the SDI/SDWs, the CHIEF entry reference numbers relating to the UCR must be shown in the authorised trader's records.

10.2 What types of representation are there?

There are three types:

- **Self representation**
This is where you, as an importer who is authorised for CFSP, make declarations **in your own name and on your own behalf** without using the services of a third party (such as a freight forwarder/agent/bureau) to submit the supplementary declarations;
- **Direct representation**
This is where a third party acts **in the name of and on behalf of the authorised importer**. The authorised importer is responsible for any Customs debt; and
- **Indirect Representation**
This is where the authorised third party acts **in their own name and on behalf of the importer** and is jointly and severally liable with the importer for any Customs debt.

If you are an importer and employ a third party to make declarations on your behalf, the third party (such as a freight forwarder/agent/bureau) may act as either a direct or indirect representative.

Where you are authorised to use CFSP and make declarations in your own name and on behalf of others you must act as an indirect representative. If you act as an indirect representative you are jointly and severally liable with the importer for any Customs debt. When an Indirect Representative uses their client's deferment for payment purposes, the clients' deferment may also be used as a means of security to cover that client's CFSP liabilities (see Section 4 for further details).

10.3 Use of a service provider

If you are authorised for CFSP you may arrange for a service provider, such as a computer bureau, to operate a system that satisfies the authorisation conditions for maintenance of your accounting systems and the submission of your Supplementary Declarations. The service provider will generally act in a Direct Representative capacity.

A service provider may operate systems for one or more clients authorised for CFSP.

11. Visits by Customs and Excise officers to traders using CFSP

11.1 Why do you visit?

One way we ensure the amount of tax and duty you pay is correct and that you are complying with other customs requirements is by visiting you to examine your business records, systems, trading methods and premises. Visiting also gives you the opportunity to ask us to clarify issues about which you are unsure. Of course, we may not be able to look at all aspects of your records and business during the visit, so you should not assume that you are accounting for everything correctly if no errors are found. It is therefore in your interest to ask us if you are unsure about the operation of CFSP in your business.

However, you should not wait to be visited if you have any queries. Our National Advice Service can provide publications to answer your questions or you can speak to an officer on the telephone, and if required, arrange a meeting.

11.2 How often do you visit?

This will depend upon:

- the size and complexity of your business;
- your use of third party service providers such as import/clearance agents, consultants or computer bureaux; and
- your record of past compliance.

Businesses, which send in late or incorrect declarations and payments are visited more often.

11.3 How long will the visit take?

For a small business a visit may take only a few hours but for a large, complex business it can last two or more days. The use of third party representatives (direct or indirect) may also influence the amount of time involved.

We aim to carry out our visits as quickly and efficiently as possible. You can help by:

- providing the relevant records;
- helping us to understand them - especially if there is anything special or unusual about your particular business; and
- ensuring that responsible staff are available for interview.

11.4 Where do you visit?

We normally visit you at your main place of business. We may also wish to visit a third party representative if they hold any records relevant to your CFSP business. If any of your commercial or accounting records are kept elsewhere you should tell us when the appointment is made.

11.5 What information and documentation will I need to supply?

You will need to give us access to the systems you use to calculate duties and VAT and make CFSP declarations.

Your local officer will have given you guidance at the authorisation stage of the records you need to maintain for CFSP. The following list is an example of the records and documents you should make available to our officer at the visit:

- sales and purchase ledgers;
- journals;
- sales and purchase orders, invoices and delivery notes;
- commercial freight and transport documents;
- import and export licences;

- preference documents such as the EUR 1 and GSP certificates;
- bank statements;
- stock records;
- annual accounts and statements; and
- complete records of all customs declarations including amendments from the simplified declaration at the frontier through to the SD.

You must make sure that all documents and declarations relating to your CFSP entries are retained and available for examination for four years after the year in which they were entered.

With the exception of preference documents such as the EUR 1 and GSP certificates which **must be retained as the original hard copy**, you can store and present documents in any readable medium including electronic means. Irrespective of the medium, we will normally expect the information to be made available on request. If you cannot do this but can give a reasonable explanation for its non-availability and locality, we will usually accept this. However, we will still require the information or document to be produced within an agreed and reasonable timescale.

12. Miscellaneous

12.1 EDIFACT message handling

There are no special considerations for the handling of electronic SFDs. Apart from the reduced amount of information required to be input to CHIEF, handling is the same as current frontier SAD declarations.

SDs can be compared with non-inventory linked SADs. The main differences are that revenue details are returned in the CUSRES and no reports (for example E2) are returned to the sender.

12.2 Message testing

A test kit is available from our website to enable the testing of your communications with Departmental systems. The test kit provides samples of each type of declaration (single and multi-item) including error messages (cntrl/ukcntrl) and front-end credibility checks (FEC) but should not be used for high volume testing.

You should ensure that in consultation with your authorising officer, you also carry out systems testing to test the adequacy of your system using your own data. Systems testing should include any communications links within the company - that is between data systems, stock accounts and the messaging software or between members of staff.

12.3 Response handling

If, CHIEF rejects a CUSDEC, a UKCTRL response will be returned. The UKCTRL message will detail the reason for rejection. No record of the CUSDEC will be retained on CHIEF and the corrected message will need to be re-transmitted until it is accepted.

12.4 E-mail route considerations

Before transmission you should speak to your e-mail service provider and SMC to ensure that your system is compatible with the requirements of CFSP. Each e-mail interchange should have a unique identification. SMC will reject an interchange as a duplicate if the same reference is used within a defined period.

12.5 Rejected imports

If, after release or removal of the goods from the frontier, you find they are defective or eligible for repayment or remission of Customs charges as defined in Notice 266 *Rejected imports*, you should contact our NAS for further advice.

12.6 Quotas

You may claim a quota when you submit your SDI/SDW Declaration. Supporting documents will need to be produced at that time. Where the SD is used to make a claim for quota, the date of acceptance by CHIEF of the SD will be the date used to schedule the claim, which is NOT the tax point date. In these circumstances it is possible that the quota may be exhausted before the SDI/SDW is submitted. You therefore have the option of claiming a quota at the frontier using conventional entry procedures.

12.7 X400 Message size

There is a requirement to limit the size of X400 data submitted to SMC and CHIEF. Large files can cause significant processing delays, therefore the maximum size of a file should be 3mb and this level must not be exceeded.

13. Goods outside the scope of CFSP

(referred to in paragraph 1.4)

The goods identified in this section are outside the scope of CFSP, in other words they must not be included in a consignment covered by a CFSP declaration.

Goods which may not be included in a consignment covered by CFSP	
UN embargo	<ul style="list-style-type: none"> all goods prohibited under UN embargo.
UN Import Sanctions	<ul style="list-style-type: none"> any goods subject to UN import sanctions unless specifically licensed by the UN.
Consumer Protection	<ul style="list-style-type: none"> goods considered to be dangerous, unsafe or not accompanied by a document required on the home market under the terms of either Council Regulation (EEC) 339/93 or the Consumer Protection Act 1987.
Hydrocarbon Oils	<ul style="list-style-type: none"> goods removed from Excise Warehouse are excluded
Goods controlled by Customs under certain simplified authorisation procedures.	<ul style="list-style-type: none"> goods that are imported or removed from Customs Warehouse under TI, IPR, or PCC simplified authorisation procedures (EU law prohibits the use of a simplified declaration procedure in conjunction with a simplified authorisation procedure, although goods entered to simplified OPR are eligible as this is applied for on export); and CFSP may be used where a specific or general authorisation is held (or in some cases where an application has been made) for TI, IPR, OPR or PCC.
ATA carnet goods	<ul style="list-style-type: none"> as the carnet also acts as an entry, goods imported under ATA procedures are not eligible; N.B. TIR carnet goods (subject to the exclusions listed in this section) may be included in CFSP; the TIR must be discharged at an EPU with appropriate facilities; and the entry number of the SFD should be shown on the TIR carnet.
Goods removed from a Customs Warehouse that are:	<ul style="list-style-type: none"> exported; or transferred to another Customs Warehouse.
Personal Effects	<ul style="list-style-type: none"> non-commercial imports and personal effects subject to C3 declarations.

14. Authorisation criteria and conditions

To be eligible for CFSP you have to satisfy the following basic criteria and comply with any additional criteria for the procedure(s) you intend to use.

14.1 General criteria and conditions

General criteria and conditions	
You must	
1	<ul style="list-style-type: none"> maintain a regular pattern of third country declarations, against your trader unique reference number (TURN);
2	<ul style="list-style-type: none"> hold authorisations for the other Customs procedures to which you wish to enter goods using the Simplified Procedures; and where there is an existing requirement as stated in the authorisation of a Customs procedure, record the required details in the records;
3	<ul style="list-style-type: none"> notify Customs of any changes in your computer hardware or software; or the route by which you submit your SDs; or notify Customs if you are unable to submit your SDs by the due date and take any necessary action
4	<ul style="list-style-type: none"> calculate revenue due (e.g. for OPR) when appropriate; and report these to Customs in accordance with the Integrated Tariff of the United Kingdom Volume 3, Part 3
5	<ul style="list-style-type: none"> report any errors or omissions found after the FSD for the period has been submitted; and correct them under the procedure laid down in the Tariff;
6	<ul style="list-style-type: none"> hold and maintain a set of commercial records and declarations for the goods declared via these procedures as specified in the Customs Traders (Accounts and Records) Regulations 1995 (SI 1995/1203);
7	<ul style="list-style-type: none"> maintain a system in support of the records kept which: establishes their relationship to the declarations made; and is sufficient to enable Customs to carry out effective checks on compliance with import prohibitions or restrictions; and any other provisions governing release to free circulation or other Customs procedures, of goods covered by this authorisation.
8	<ul style="list-style-type: none"> keep an archive of all declarations made for 4 years after the date of their submission; and make this available to Customs when asked;
9	<ul style="list-style-type: none"> allow Customs to audit your system when requested, providing our staff with access to suitable office, toilet and car parking facilities, free of charge; and
10	<ul style="list-style-type: none"> comply with all the relevant provisions as laid down in EU and UK Customs legislation; and all relevant requirements imposed by Customs which are set out in official Notices or other official publications.

14.2 Criteria and conditions relating to individual procedures

These should be included in the authorisation where appropriate.

Criteria and conditions relating to individual procedures		
Procedure	You must	
Simplified Declaration Procedure to Customs Warehousing	1	<ul style="list-style-type: none"> be authorised as a Customs Warehouse keeper type A, C, D or E; or import goods using a type A Warehouse
Local Clearance	1	<ul style="list-style-type: none"> provide, safe working conditions for all Customs staff attending the premises; (this includes safe means of access to containers and/or vehicles); and the working conditions must meet the standards set by the safety authorities;
	2	<ul style="list-style-type: none"> ensure that provision for the use of local clearance is included in your Customs warehouse authorisation if you intend to enter goods to Customs Warehousing following their release from Temporary Storage; and
	3	<ul style="list-style-type: none"> ensure that an appropriate guarantee or guarantee waiver is in place for transit movements.
	4	<ul style="list-style-type: none"> be approved as an authorised consignee.
	5	<ul style="list-style-type: none"> move the goods under transit from the frontier to your designated premises without delay.
	6	<ul style="list-style-type: none"> nominate a competent person to examine all containers/vehicles when they arrive at the premises; ensure that any goods in the container/vehicle that do not agree with the details entered are investigated promptly; note any differences and advise the control office immediately; and notify the control office of any excess quantities, shortages, substitutions, broken seals or other irregularities.
	7	<ul style="list-style-type: none"> keep in a secure area any goods not covered by the transit declaration which are discovered, until the local officer advises what to do with them.
Temporary Storage	1	<ul style="list-style-type: none"> unload the goods as soon as possible after arrival, or when the local office requires you to do so; and take accurate account of the goods using a competent nominated person.
	2	<ul style="list-style-type: none"> allow only those persons necessarily engaged on the work to have access to the containers or secure vehicles during unloading; and not allow any person who accompanied the container at importation to have access to the load compartment until unloading has been completed.
	3	<ul style="list-style-type: none"> maintain adequate records to identify and control goods in Temporary Storage. send an <i>end of transit notification</i> to the National CFSP Post Clearance team

Criteria and conditions relating to individual procedures		
Procedure	You must	
	4	<ul style="list-style-type: none"> maintain a system for the declaration of goods on removal from Temporary storage to ensure goods have been entered to a Customs procedure within the time limit specified in this Notice or the time limit specified by an amendment to this Notice which is notified to you. provide an undertaking for the storage of non-EU goods in Temporary storage. This will be issued with your authorisation letters.
Removal from Customs Warehousing using the Local Clearance Procedure	1	<ul style="list-style-type: none"> be authorised as a Customs Warehouse keeper type A, C, D or E, or remove goods from a type A Customs Warehouse (as appropriate);
	2	<ul style="list-style-type: none"> have the provision to use LCP included in your Customs Warehousing authorisation; and ensure the provision to use LCP is included in the authorisation of any Type A warehouse that you may use.
	3	<ul style="list-style-type: none"> notify the warehouse keeper of removals if storing goods in a type A warehouse.
For an authorised party using a third party service provider as a Direct Representative		<ul style="list-style-type: none"> If you have nominated a third party service provider as your direct representative to prepare and submit your SDs to Customs it is your responsibility to:
	1	<ul style="list-style-type: none"> provide the third party with information relating to all imports covered by the simplified procedures within each period; and ensure the accuracy and completeness of all source documents and other data.
	2	<ul style="list-style-type: none"> ensure that any data processed on your behalf by the third party is accurate and complete; and notify your authorising office of any changes to Direct Representatives
	3	<ul style="list-style-type: none"> ensure that the third party: submits to Customs valid declarations within the specified time limit in the manner and format specified in this Notice or the time limit specified by an amendment to this Notice which is notified to you; archives and retains sufficient information to allow retrospective checks to be undertaken by Customs; allows Customs to audit their system including the archives of all declarations for up to four years from the date of their submission / transmission on request; and ensures the declarant on the SFD and SD is the authorised legal entity. Failure to do this may cause the person shown in box14 on the SFD to be held jointly liable for the debt of the SD

14.3 Conditions relating to all Simplified Procedures

Conditions relating to all Simplified Procedures	
You must...	
1	<ul style="list-style-type: none"> declare only eligible goods as specified in this Notice; and any eligible goods specified by an amendment to this Notice which is notified to you;
2	<ul style="list-style-type: none"> provide security to the satisfaction of the Commissioners of Customs and Excise for (duties, taxes and levies) which may arise in respect of goods declared under the simplified procedure; (This must be provided by making an application for deferment of payment of such duties etc. by completing the acknowledgement in the covering letter)
3	<ul style="list-style-type: none"> allocate a Unique Consignment Reference (UCR) to each import consignment (or Customs Warehouse removal declaration) which can be used to trace the consignment through your records. The UCR must be shown in box 44.
4	<ul style="list-style-type: none"> submit to Customs valid SDs; ensure any failed messages are actioned, corrected and re-submitted within the time limit in the manner and format specified in Volume 3 Part 3 of the Integrated Tariff of the United Kingdom (referred to hereafter as "the Tariff")
5	<ul style="list-style-type: none"> advise Customs of the details of any SDs you have failed to submit successfully within the period, by informing the CFSP National Post Clearance Team by the 4th working day of the following month. submit a FSD to Customs at the end of each period declaring the number of the SDs that were submitted during the period, in the manner and format specified in the Tariff Volume 3 Part 3. FSD nil returns are required.

14.4 Specific criteria and conditions for Simplified declaration procedure

14.4.1 Simplified Declaration Procedure (excluding entry to Customs/ Excise Warehousing)

Simplified Declaration Procedure (excluding entry to Customs / Excise Warehousing)	
In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> submit the SFD in the manner and format specified in the Tariff Volume 3, Part 3;
2	<ul style="list-style-type: none"> use CPCs: 011040 or 011061 on the SFD (as applicable);
3	<ul style="list-style-type: none"> present a hard copy of the SFD to the Customs office at the place of entry into the UK as required;
4	<ul style="list-style-type: none"> present the supporting documentation (as defined in the Tariff Volume 3, Part 3) with the SFD as required for goods allocated Route 1 or 2.

14.4.2 Simplified Declaration Procedure to Customs/Excise Warehousing

In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> submit a SFD in the manner and format specified in Volume 3, Part 3 of the Tariff using: <ul style="list-style-type: none"> CPC 011271 for types A, C or E Customs / Excise Warehousing; or CPC 011371, 013371 or 014371 for type D Customs / Excise Warehousing
2	<ul style="list-style-type: none"> present a hard copy of the SFD to the Customs office at the place of entry into the UK as required;
3	<ul style="list-style-type: none"> present the supporting documentation (as defined in the Tariff Volume 3, part 3) with the SFD as required for goods allocated route 1 or 2. <p>Hard copy SFDs and supporting documents must travel with the excise goods to the designated warehouse as stipulated in Notice 197.</p>

14.4.3 Simplified Declaration Procedure (excluding entry to Customs/Excise Warehousing) for controlled goods.

Simplified Declaration Procedure (excluding entry to Customs/Excise Warehousing) for controlled goods	
In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> submit the SFD in the manner and format specified in the Tariff Volume 3, Part 3;
2	<ul style="list-style-type: none"> use CPCs 012040, 012061, 013040, 013061, 014040 or 014061 on the SFD;
3	<ul style="list-style-type: none"> present a hard copy of the SFD to the Customs office at the place of entry into the UK as required; and
4	<ul style="list-style-type: none"> present the supporting documentation (as defined in the Tariff Volume 3, part 3) with the SFD.

14.4.4 Simplified Declaration Procedure to Customs / Excise Warehousing for controlled goods

In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> submit a SFD to CHIEF using: <ul style="list-style-type: none"> CPC 012271, 013271, 014271 for types A, C, or E Customs / Excise Warehousing on the Simplified Frontier Declaration; or CPC 012371, 013371 or 014371 for type D Customs / Excise Warehousing the SFD
2	<ul style="list-style-type: none"> present the supporting documentation (as defined in the Tariff Volume 3, part 3) with the SFD .

14.4.5 Simplified Declaration Procedure into a Freezone excluding controlled goods

In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> submit the SFD to CHIEF either electronically; or present a hard copy to the Customs office if the place of entry into the UK is not an inventory linked location; and use CPC 011478 for paper release into a Freezone

14.4.6 Simplified Declaration Procedure into a Freezone for controlled goods

In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> submit the SFD to CHIEF either electronically; or present a hard copy to the Customs office if the place of entry into the UK is not an inventory linked location; and
2	<ul style="list-style-type: none"> use CPC 012478 for controlled goods use CPC 013478 for commercial drugs; and use CPC 014478 for excise goods.

14.4.7 Local Clearance Procedure

You will be authorised to use only those designated premises specified in, or attached to, your application. Responsibility for the accuracy of the records remains with the authorised LCP trader.

You must also:

- provide suitable facilities for storing, unloading, examining, sampling and clearing the goods, and for examining vehicles;
- provide equipment necessary for weighing, measuring or otherwise taking account of goods and maintain it in a satisfactory condition;
- notify your control office as agreed when you intend to remove goods from Temporary Storage and enter them to a customs procedure by making an entry in your Local Clearance records . The entry must include the date on which it is made and identification of the goods including the quantity and UCR. (The date of entry in the records will form the tax point (where appropriate) and be the base date for the submission of the SD); and
- make supporting records available to Customs.

14.4.8 Local Clearance Procedure into a designated premises within a Freezone

In addition to complying with the conditions in the general authorisation you must also:	
1	<ul style="list-style-type: none"> • submit the SFD to CHIEF either electronically; or present a hard copy to the Customs office if the place of entry into the UK is not an Inventory linked location; and • use one of the following CPCs on the SFD
2	<ul style="list-style-type: none"> • CPC 011100 release to UK Transit • CPC 011101 release to CT (used on form C21) • CPC 011102 paperless release to UK Transit for fruit and vegetables

14.4.9 Removal from Customs/Excise Warehousing using the Local Clearance Procedure

In addition to complying with the conditions in the general authorisation you must;	
<ul style="list-style-type: none"> • comply with the specific requirements in your, Customs/Excise Warehousing authorisation (C1410) annexes and/or Local Clearance • proprietors using an A type warehouse should be issued with the Local Clearance letter. 	

14.4.10 Removal from Temporary Imports Auction House Special Scheme using the Local Clearance Procedure.

In addition to complying with the conditions in the general authorisation you must:	
<ul style="list-style-type: none"> • make entry in your local clearance records to establish the date of diversion from TI to free circulation (the entry must be made in accordance with the requirements of your Temporary Imports Special Scheme authorisation); • record the tax point date in your Local Clearance records; and • submit a SD quoting CPC 405300 by the 4th working day of the month following the tax point month. 	

15. Requirements for Supporting Documentation

15.1 Simplified Declaration Procedure for Controlled goods, Commercial Drugs and Excise goods

Documents must be presented as follows:	
RPA and Home Office (drugs) Licences	<ul style="list-style-type: none"> For paper licences the attributed licences must be presented with the hard copy SFD and supporting documentation For 'E' licences the licence/ document identifier must be completed and the hard copy SFD and supporting documentation presented
HSE certificates	<ul style="list-style-type: none"> Civil use explosives must be presented with the SFD and supporting documentation; and Carcinogenic substances-exemption certificate must be presented with the SFD and supporting documentation.

15.2 Paperless Simplified Declaration Procedure - Type A, C, D or E Customs Warehouse.

Documents are not required at the frontier. Other documents are required on removal from the warehouse in accordance with the rules applicable to the procedure for which they are entered.

15.3 Local Clearance Procedure

Documents other than those needed for Community Transit are not required at the frontier. You must make them available to Customs and Excise, if required, following entry to a Customs Procedure in your Local Clearance records.

There are specific rules for the handling and processing of certain documents as follows:

- (a) **For paper DoTI Import Licences.** At the time the goods are released the licence should be attributed to show the quantities from each SDI/SDW, indicating both the UCR and entry reference. When the licence is exhausted, out of date or no longer required, it is to be forwarded to The CFSP National Post Clearance Team at HM Customs and Excise, Peter Bennett House, West Park Ring Road, Leeds, LS16 6RQ. Licences must also be surrendered to Customs and Excise on request.
- (b) **Documentary proof of origin.** You must retain these documents and must indelibly endorse it with the UCR and entry reference for each consignment covered. It must also be surrendered to Customs and Excise on request.
- (c) **Preference certificates.** Where a claim to preference is made, you must endorse the document with the UCR number and the date of the claim. You must retain the certificate although it should be made available to Customs and Excise on request. Original Preference certificates must be retained.
- (d) **HSE Certificates:**
 - Civil use explosives.** The certificates should accompany the goods at all times and be produced to Customs if requested.
 - Carcinogenic Substances.** You must retain Exemption Certificates, and they must be indelibly endorsed with the UCR and the entry reference number.
- (e) **Conformity and Phyto-sanitary Certificates.**

For goods requiring Conformity and/or Phyto-sanitary Certificates you must record the UCR and entry reference on each certificate. You must keep a copy of the certificate for retention in your records. If you clear your goods at the frontier you will need to produce the original certificate(s) there to Customs. If you clear your goods inland under LCP you will need to produce the original certificate(s) to the local HMI or PHSI.

16. Glossary of terms and abbreviations

A&CG	Accountant and Comptroller General
ACCEPTANCE	Acceptance of an entry occurs when a valid declaration is processed by CHIEF IES (and the goods are available for inspection).
ACCOUNTING PERIOD	The period (for deferment purposes) during which transactions are charged to the same period account for settlement.
AGENT	A person employed to make declarations on behalf of another (see Representative).
ATA	Admission Temporaire - Temporary Admission (carnet)
BADGE	A badge is a physical device which can be read at a CHIEF terminal to generate a code, or is an electronic code which is keyed in to identify an individual. This badge together with a password is used to authenticate the individual as the current user of the CHIEF terminal.
BATCH	In the context of EDIFACT messages a batch is a number of messages sent in sequence in the same transmission.
BUREAU	A third party providing a service to CFSP authorised traders to act as their direct representative for the submission of Supplementary Declarations. All authorised traders can use a bureau.
CAP	Common Agricultural Policy
CFSP	Customs Freight Simplified Procedures
CHIEF	Customs Handling of Import & Export Freight
CITES	Convention on International Trade in Endangered Species
CLEAR/CLEARANCE	The clearance of an entry is the point at which revenue associated with the declaration has been paid or secured and the entry can no longer be queried or amended on CHIEF. The goods can now be released into the declared Customs procedure or can be removed under a transit arrangement (subject to any commercial considerations).
CONTROL OFFICE	The Customs and Excise office which is responsible for dealing with CFSP authorised traders.
CPC	Customs Procedure Code
CT	Community Transit
CUSDEC	Customs Declaration message (to CHIEF)
CUSRES	Customs Response message (from CHIEF)

CUSTOMS WAREHOUSE TYPES	<p>Type A- public warehouse in which any trader can deposit goods</p> <p>Type C- physical warehouse where the warehouse keeper takes on full responsibility for the goods, but does not necessarily own them.</p> <p>Type D-As per Type C warehouse except the value, nature and quantity of the goods are established when the goods are entered to a Customs warehouse procedure and not on removal from the procedure.</p> <p>Type E- Trader and trader's system are authorised for warehousing with goods stored at notified storage facilities.</p>
DECLARANT	The person making the Customs declaration in their own name or the person in whose name the declaration is made
DECLARATION	The details of a consignment of goods, imported or removed from a Customs warehouse, declared to Customs
DEFERMENT ACCOUNT	An account underwritten by a bank or insurance company to which import duties due are posted. Details are in Notice 101.
DEFRA	Department of the Environment Food and Rural Affairs
DoTI	Department of Trade and Industry
DPO	Documentary Proof of Origin
DTI	(CHIEF context) Direct Trader Input
DTI SYSTEM	A trade computer system that supports a network of trade users and provides HCI and EDI access to CHIEF IES. Inventory Systems are usually associated with a DTI System.
EDI	Electronic Data Interchange
EDIFACT	EDI for Administration, Commerce and Transport
ENTRY	An entry held on CHIEF IES consists of the declaration and control information (e.g. status, route). The declaration can be amended creating a new version of the entry until it is finalised.
EPU	Entry Processing Unit
EU	European Union
FINALISE/FINALISATION	The status of an entry after which no further amendment can be made.
FSD	Final Supplementary Declaration
FRONTIER	Any place where the goods are still to be notified formally to Customs by placing them under a nominated Customs procedure.
HCI	Human Computer Interface
ICD	Inland Clearance Depot
IES	(CHIEF) Import Export System
IMPORTER	The trader importing the goods.

INVENTORY SYSTEM	A (trade) computer system that controls the arrival and departure of consignments at most ports and airports in the UK. See also DTI system.
IPR	Inward Processing Relief
ITEM	A set of information in a declaration relating to particular goods in a consignment.
MAILBOX	A mailbox is a repository for electronic mail (e-mail) into which messages are delivered for an addressee and from which, messages are accessed by the owner of the mailbox.
MCD	Miscellaneous Cash Deposit
NAS	HMCE National Advice Service
OPR	Outward Processing Relief
PAYING AGENT	A trader known to Customs and formally set up on CHIEF who transmits imports or Customs Warehouse removal declarations to CHIEF
PCC	Processing under Customs Control
RELEASE	Release of goods to a Customs procedure either at the frontier using the Simplified Declaration Procedure or entry in the records using the Local Clearance Procedure.
REMOVAL	Removal under transit to designated premises using the Local Clearance Procedure.
REPORTING PERIOD	The time after the end of an accounting period during which all transactions for that period must be finalised.
REPRESENTATIVE	For CFSP entries an indirect representative can be fully authorised to make declarations on behalf of importers but will be jointly and severally liable for any Customs debt. Importers or indirect representatives can use an agent (known on CHIEF as the Paying Agent) as a direct representative to submit the declaration to CHIEF, present paperwork to Customs and pay any revenue that is due.
SAD	Single Administrative Document (form C88)
SFD	Simplified Frontier Declaration
SMC	Service Management Centre (formerly EDCS)
SUPPLEMENTARY DECLARATION IMPORT (SDI) Also referred to as a SUPPLEMENTARY DECLARATION (SD)	An electronic message sent to CHIEF used to declare the fiscal, statistical and control information for all consignments imported under CFSP.
SUPPLEMENTARY DECLARATION WAREHOUSE (SDW) Also referred to as a SUPPLEMENTARY DECLARATION (SD)	An electronic message sent to CHIEF used to declare the fiscal, statistical and control information for all consignments on their removal from a warehouse under CFSP
TAX POINT	The point in time that establishes the rates of exchange, rates of duty and tax, etc. that apply to a Customs declaration. Under the Simplified Declaration Procedure it is the Acceptance date/time of the frontier declaration. Under the Local Clearance Procedure it is the date/time recorded in the traders' records.

TI	Temporary Import
TURN	Trader Unique Reference Number
UNIQUE CONSIGNMENT REFERENCE (UCR)	A reference, allocated by the CFSP authorised trader to each import (or Customs Warehouse removal) consignment, which can be used to trace the consignment through all that trader's records.
UK CNTRL	CHIEF (EDI) Error response message
VAT	Value Added Tax
X400	An e-mail standard

Do you have any comments?

We would be pleased to receive any comments or suggestions you may have about this notice. Please write to:

**HM Customs and Excise
CITOPS (CFSP)
6th Floor North
Portcullis House
21 Victoria Avenue
Southend-on-Sea
SS2 6AL**

Please note this address is **not for general enquiries**. You should ring our National Advice Service about those.

If you have a complaint or suggestion

If you have a complaint please try to resolve it on the spot with our officer. If you are unable to do so, or have a suggestion about how we can improve our service, you should contact one of our Regional Complaints Units. You will find the telephone number under 'Customs and Excise - complaints and suggestions' in your local telephone book. Ask for a copy of our code of practice 'Complaints and putting things right' (Notice 1000). You will find further information on our website at <http://www.hmce.gov.uk>.

If we are unable to resolve your complaint to your satisfaction you can ask the Adjudicator to look into it. The Adjudicator, whose services are free, is a fair and unbiased referee whose recommendations are independent of Customs and Excise.

You can contact the Adjudicator at:

**The Adjudicator's Office
Haymarket House
28 Haymarket
LONDON
SW1Y 4SP**

Phone: (020) 7930 2292

Fax: (020) 7930 2298

E-mail: adjudicators@gtnet.gov.uk

Internet: <http://www.adjudicatorsoffice.gov.uk/index.htm>