# 

a) To the Customs Office of ……………

or

b) To Direzione Dogane

Ufficio AEO, compliance e grandi imprese

Via Mario Carucci n. 71

00143 ROMA

**Application for the entitlement to provide services of direct representation in customs matters**

Article 18 of the Union Customs Code (EU Reg. no.952/2013)

NB: Please refer to the explanatory notes when filling out the form - The application shall be submitted together with the form under Annex 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Applicant** | | Reserved for customs purposes | | |
| 2. **Legal status of applicant** | | | | 3. **Date of establishment** |
| 4. **Registered Office** | | | | |
| 5. **Location of main place of business** | | | | |
| 6. **Contact person (name, phone, fax, email, certified email)** | | | 7. **Correspondence address/certified email** | |
| 8. **VAT ID number** | 9. **Customs identification number** | | | 10. **Legal registration number** |
| 11. **Economic sector of activity** | | | | |
| 12.  **Request**   * Application for the entitlement to provide services of direct representation in customs matters under Article 18 of the Union Customs Code (EU Reg. no.952/2013) | | | | |
| 13. **AEO authorization and/or other authorizations/simplifications already granted under the Union customs legislation or evidence of fulfilment of the requirements under Article 39 a) to d) of the Union Customs Code** | | | | |
| 14.  **Office where the customs documentation is kept** | | | | |
| 15.  **Office where main accounts are kept** | | | | |
| 16.  **Signed:[[1]](#footnote-1) ……………………………………………………………………….. Name: ……………………………………………………..**  **Capacity of the signatory…………………………………………. Dated:…………………………………………………………** | | | | |

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as officer responsible, in accordance with Article 38 of Presidential Decree 28.12.2000, n. 445 as amended and supplemented, certifies that the application has been signed by the aforementioned in his presence, subject to personal identification through ID document.

\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_

(place) (date) The officer responsible

**EXPLANATORY NOTES**

1. If the applicant is established in Italy the application shall be submitted to the Customs Office competent for the place where the main accounts are held.
2. If the applicant is established in a Member State other than Italy the application shall be submitted to the Direzione Dogane – Ufficio AEO, compliance e grandi imprese (Customs Directorate - Office for the AEO, compliance and big companies).

**1. Applicant**

Enter identification data of the economic operator submitting the application, as recorded in the EORI system. (Company name in case of a legal person or association of persons which is not a legal person but which has, under EU or national law, the ability to act, or personal data and address in case of a natural person).

**2.** **Legal status**

Enter the legal status as mentioned in the document of establishment.

**3.** **Date of establishment**

Enter — with numbers — the day, month and year of establishment.

**4.** **Registered office**

Enter the full address of the place where your entity is presently established, including the country.

**5.** **Location of main place of business**

Enter the full address of the place of your business where the main customs activities are carried out or the permanent business establishment.

**6.** **Contact person**

Enter the full name, phone and fax numbers, e-mail address or certified e-mail of the contact person designated by you within your company to be contacted by the customs authorities when examining the application.

7. **Correspondence address/certified e-mail**

Enter the address where all administrative acts shall be sent

**8, 9 and 10. VAT, Trader Customs Identification and Legal registration numbers**

Enter the required numbers.

The VAT ID number is the identification number of the person carrying out activities which are relevant for value added tax purposes in the national territory.

The Trader Identification Number is the identification number registered by the customs authorities (EORI code).

The Legal registration number is the registration number given by the Chamber of Commerce (in Italy).

**11. Economic sector of activity**

Describe the activity carried out, indicating the activity code/s according to ATECO classification.

**12. Application for the entitlement to provide services of direct representation in customs matters** **under Article 18 of the Union Customs Code**

Tick the box

**13. AEO authorization and/or other authorizations/simplifications already granted under the Union customs legislation or evidence of fulfilment of the requirements under Article 39 a) to d) of the Union Customs Code**

In case of authorizations/simplifications already granted, indicate the type, the relevant customs procedure, and the authorization number. The relevant customs procedure shall be entered in the form of the codes used in the second or third subdivision of Box 1 of the single administrative document (SAD).

If the applicant meets the requirements under Article 39 a) to d) of the UCC, indicate the type of certification and the details of the document issued by another Member State, attaching a copy of it.

**14. Office where customs documentation is kept**

Enter the full address of the office where the customs documentation is processed and kept.

**15. Office where main accounts are kept**

Enter the full address of the office where main accounts are kept.

**16. Capacity, name, and signature of the signatory**

Enter the capacity, the name and the signature of the signatory (the applicant in case of a natural person, the representative in case of a legal person or a person representing the body in the case of an association which is not a legal person but which has the ability to act).

Name: name of the signatory and stamp of the applicant in case of a legal person or a person representing the body in the case of an association which is not a legal person but which has the ability to act.

Annex 1)

**Annex to the application for the entitlement to provide services of direct representation in customs matters.**

**General applicant information[[2]](#footnote-2)**

The undersigned …………………. as the applicant:

1. Natural person
2. Legal representative of the Company/Association …………………….. VAT No./Tax identification no. ……………………… established in ………………………………….. carrying out the following activity …………………………

Provides the following general information:

1. **Personal details, address and proportional interests of the principal owners/shareholders………………………..;[[3]](#footnote-3)**
2. **Personal details of the members of the board of directors…………………………………………………;2**
3. **Personal details of the legal representative/s of the company ………………………………………….;2**
4. **Are the applicant, the person responsible in the applicant's administration or the person responsible for the management control, the employee responsible in the applicant's administration for customs matters (Article 24 of EU Reg. no. 2015/2447)** **known by the customs authorities for previous non-compliant behaviour?**

* yes (specify) …………………………….
* no.

1. **Personal details of the persons holding the positions under b) and c) of Article 24 of Reg. 2015/2447………………………………………………………………………………………………………………………….;**
2. **Description of the economic activities of the applicant……………………………………………………….;**
3. **List of the sites/operational units of the applicant’s undertaking and brief description of the activities in each site…………………………………………………………………………………………………………..;**
4. **Brief description of the internal organization of the of the applicant’s undertaking. Please attach, if available, relevant documentation……………………………………………………………………………………**
5. **Assessment of the level of knowledge and expertise of the persons under point 4 above in the customs and commercial fields and matters and on the use of the relevant IT technology.**

Date…………………………… Signature……………………………..3

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as officer responsible, in accordance with Article 38 of Presidential Decree 28.12.2000, n. 445 as amended and supplemented, certifies that the application has been signed by the aforementioned in his presence, subject to personal identification through ID document.

**\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_**

(place) (date) The officer responsible

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 If the application is not signed in the presence of the officer, it shall be accompanied by a uncertified copy of an identification document in accordance with art. 38 of Presidential Decree 445/2000 as amended and supplemented.

1. If the application is not signed in the presence of the officer, it shall be accompanied by a uncertified copy of an identification document in accordance with art. 38 of Presidential Decree 445/2000 as amended and supplemented [↑](#footnote-ref-1)
2. The customs office shall examine, upon submission of the application, whether all fields of the relevant form and the annex are duly filled in and include all the required information. Such information shall be verified during the audit. [↑](#footnote-ref-2)
3. Only for persons under b) [↑](#footnote-ref-3)