

DHL EXPRESS (IRELAND) DIRECT REPRESENTATION FORM

SECTION 1: CUSTOMS CLEARANCE

If you are importing goods from outside of the EU DHL Express **can complete** the clearance on your behalf but we require your authorisation to do so. If you require DHL to provide this service please complete section 1 and 2 of this document. If you have a nominated broker and do not require DHL to complete clearance on your behalf please fill out section 1(a).

Company Name:

Company Address:

Postcode: County: Country:

Do you have a Trader Account Number (TAN)? Yes No (If yes, please provide TAN) CAE:

If you have a TAN, you will also need to complete the AEP5 form in Appendix 2 and send to ecustomsaccounts@revenue.ie. This will allow DHL to use your TAN for payments of import duty & VAT.

I hereby give permission, for DHL Express to use the above TAN number when clearing inbound shipments on behalf of the above registered company.

Do you have a Vat Exemption? Yes No (if yes please provide a copy of your Vat Exemption form)

Do you wish to avail of Postponed VAT Accounting? Yes No

Do you have a IP Authorisation Yes No (if yes please provide a copy of the authorisation)

Do you have End Use Authorisation Yes No (if yes please provide a copy of the authorisation)

Please state if you have any other authorisations below

(if yes, please attach relevant documentation)

SECTION 1(a):

If you have a nominated broker please provide your brokers details to allow DHL to hand over the paperwork for customs clearance.

Broker Name:

Broker Address:

Postcode: County: Country:

Broker Email:

Handover to Broker fee please select option: (a) DHL Account Number: (b) Consignee Account Number:

SECTION 2: DIRECT REPRESENTATION

I have read appendix 1 (Direct Representation and understanding the terms)

Appointment of a Customs Clearance Agent to act as a Direct Representative

I having authority to sign on behalf of

(A) Name: VAT No: (ii)

Hereby appoint

(B) Name: DHL Express Ireland Limited No: IE4799587H (iii)

to act on behalf of the firm named at A above in the capacity of a Direct Representative in accordance with Article 18 and 19 of Regulation 952/2013 of the European Parliament and the Council of 9 October 2013 (The Union Customs Code).

This Appointment applies with effect from the date of signature until revoked by the firm named at A above.

NOTE: In accordance with the Union Customs Code, a Direct Representative acts in the name of and on behalf of another person. In relation to import/export declarations, the importer/exporter will be liable for any customs debt arising from the declaration.

Name of Signatory: Position: Date:

I signatory confirm the above direct representation

NOTES: (i) Name of person signing (electronic confirmation), who must have authority to sign on behalf of the importer or exporter. (ii) Legal name & AEP Trader Identification No. of importer or exporter. (iii) Legal name & AEP Trader Identification No. of representative or agent.

APPENDIX 1: DIRECT REPRESENTATION

eCustoms Helpdesk Notification 027/2020

The requirement for Customs agents to be correctly authorised to act on behalf of traders, and to declare the appropriate Representative code in Box 14 of the Single Administrative Document.

Where you are acting as a representative, the nature of the representation is a matter to be agreed between you and the person you are acting on behalf of (i.e. importer/exporter). Where you indicate in the customs declaration that you are acting as a representative, either directly or indirectly, you must hold the necessary authorisation. Revenue may require you to provide evidence of your empowerment.

Representatives who fail to state that they are acting as a representative or who cannot produce evidence of empowerment, will be deemed to be acting in their own name and on their own behalf. Consequently, will also be the debtor in respect of any customs debt arising (including any debt arising from a subsequent audit).

While there is no specific format laid down in the Code in relation to empowerment, Revenue expect that the authorisation of empowerment would be in accordance with the specimens attached to this Notice. It should be noted that a letter from an importer that simply authorises the agent to use the importer's Customs & Excise (TAN) account will not be regarded as sufficient authority for this purpose.

If you are using AIS for import declarations, you must specify at Data Element (D.E) 3/21 the capacity in which you are acting

- a. Enter "2" - if you are acting as a direct representative within the meaning of Article 18(1) of the Code - you are acting in the name of and on behalf of the importer/exporter, whose details you supply in the declaration. The importer/exporter is responsible for any customs debt that may arise as a consequence of the declaration.
- b. Enter "3" if you are acting as indirect representation within the meaning of Article 18(1) of the Code – you are acting in your own name but on behalf of the importer/exporter, whose details you supply in the declaration. You and the importer/exporter are jointly liable for any customs debt that may arise as a consequence of the declaration.