

APPLICATION FOR APPROVAL FOR DIRECT TRADER INPUT



To: The Revenue Commissioners, Customs Division, eCustoms Helpdesk, Government Offices, Nenagh, Co. Tipperary, E45 T611 (BLOCK CAPITALS PLEASE)

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|---|---|---|--|--|--|--|--|--|--|--|---------|--|--|--|--|-------------------------|--|--|--|--|--|
| Name of Applicant (I / We Trading as - if applicable) | | | | | | | | | | | | | | | | | | | | | |
| Address (include eircode if known) | | | | | | | | | | | | | | | | | | | | | |
| VAT / EORI. No | I | E | | | | | | | | | | | | | | TAN, if already held | | | | | |
| Tel. No. | | | | | | | | | | | Fax No. | | | | | | | | | | |
| email address | | | | | | | | | | | | | | | | | | | | | |

CONDITIONS FOR DTI ELECTRONIC DECLARATION

1. A trader must be approved for DTI and be in receipt of a digital certificate from ROS (Revenue On-Line Service), in order to make an Electronic Declaration.
2. A SAD Electronic Declaration shall have the same legal status as a declaration on a hard-copy SAD and the combination of the Box (14) Declarant (EORI number) and digital certificate shall have the same legal status as a hand-written signature.
3. An EDE Electronic Declaration shall have the same legal status as a declaration on a hard-copy EDE and the combination of the Box (3) Declarant TAN and digital certificate shall have the same legal status as a hand-written signature.
4. A hard-copy printout from the AEP System, identified by the Electronic Declaration Number & Date, will be regarded as being a true representation of the corresponding Electronic Declaration, unless proved otherwise.
5. A trader must be in possession of all the requisite supporting documents (e.g., invoice, preference form) prior to making the declaration.
6. All the requisite supporting documents relating to an electronic SAD Declaration must be stored by the Box (14) trader in a manner acceptable to the Revenue Commissioners for a period of four years, and will be made available to Revenue if so requested. All the requisite supporting documents relating to an electronic EDE Declaration must be stored by the Box (3) trader in a manner acceptable to the Revenue Commissioners for a period of six years, and will be made available to Revenue if so requested. Documents may be stored by image or other electronic format.
7. Condition 6 will not apply when supporting documents have to be lodged prior to clearance, as such documents will be retained by the Revenue Commissioners.
8. DTI users can only communicate with the AEP System through ROS.
9. Where a duty payment arises under DTI, payment must be made by means of the Deferred Payment (Bank Direct Debit) scheme and / or non-deferred payments of account methods.
10. To enable input of SADs, an EORI number will be issued to a trader. Only one payer taxhead number may be used in Box 48 of an Electronic Declaration and it must correspond, or be associated, with the trader referred to in either Box 2, 8 or 14 of the SAD.
11. To enable input of EDEs, C&E Taxhead number / TAN will be issued to a trader. Only one payer TAN may be used in Box 27 of an Electronic Declaration and it must correspond, or be associated, with the trader referred to in either Box 2 or 3 of the EDE.

12. The trader must indicate in the Electronic Declaration whether payment is to be made by means of Deferred Payment or otherwise.
13. In the case of exports, the carrier (i.e. the lorry driver or other person in charge) of the goods must have the Electronic Declaration Number and Date available at the point of export for production to Revenue if so requested.

These Conditions may be varied or added to at any time by the Revenue Commissioners.

I AGREE TO COMPLY WITH THE ABOVE CONDITIONS.

| | | | | | | | |
|--|--|---|---|---|---|---|---|
| Signature <input style="width: 90%;" type="text"/> | Date of signature <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 80px;"> <tr><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td></tr> </table> | D | D | M | M | Y | Y |
| D | D | M | M | Y | Y | | |
| Must be signed in the case of a limited or other incorporated company by a Director or Company Secretary, or in the case of a partnership, by one of the partners, or in the case of a sole proprietorship, by the proprietor. | | | | | | | |
| <table border="1" style="display: inline-table; border-collapse: collapse; width: 500px; height: 20px;"></table> | <input style="width: 250px; height: 20px;" type="text"/> | | | | | | |
| Full Name of Signatory (BLOCK CAPITALS) | Status | | | | | | |
| Company <table border="1" style="display: inline-table; border-collapse: collapse; width: 500px; height: 20px;"></table> | | | | | | | |

To contact the eCustoms Accounting unit, please use the secure **'MyEnquiries'** service available in **myaccount** or ROS:

- sign into MyEnquiries
- select 'Add new Enquiry'
- in the 'My Enquiry relates to' section, enter 'Customs'
- in the 'More Specifically' section, enter 'eCustoms – System Query'.

The Revenue Commissioners collect taxes and duties and implement customs controls. Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on www.revenue.ie. Details of this policy are also available in hard copy upon request.