



D W A N A

APPLICATION FOR A SPECIAL PROCEDURE

Correctly completed application forms and/or requests to amend existing authorisations should be submitted with the relevant supporting documentation/information as required under the Union Customs Code to:

**Customs Warehousing Unit
Department of Customs
Lascaris Wharf Valletta
Malta**

Tel: **(00356) 25685134/5**

E-mail: **warehousingunit.customs@gov.mt**

Customs Website: **www.customs.gov.mt**

Note: If forwarding the application by e-mail, a signed application must also be forwarded.

In cases where all of the required information/documentation is not received, the Customs Department will contact the applicant to obtain such information. If, however, the information requested is not received within thirty days of such a request being made, the application/request will be rejected and returned to the applicant. In that event a new application will have to be submitted when all the information/documentation is available. The effective date of the application will be the date of receipt of the fully completed new application containing all the requested information/documentation.

In order to assist you in completing the application, please consult the explanatory notes at the end of this application form.



D W A N A

1. Applicant

Name or Business Name and Address

VAT No.

--

Email of contact person

--

EORI

--

Telephone No.

--

Representative: (if you plan to have a representative please fill in details below).

Name Telephone number

--

Email address

--

2. Customs Procedure *(tick one of the following)*

- Inward Processing
 Outward Processing
 End use
 Warehouse

3. Type of Application *(Enter appropriate code from the following list)*

--

1. First Application
2. Modification/Renewal of Existing Authorisation

--

 (Indicate appropriate authorisation number)
3. Application for Successive Authorisation (Inward Processing)

4. Continuation Forms

--

5. Place and Kind of Accounts/Records



D W A N A

6. Period of Validity of Authorisation

From

To

7. Goods to be placed under the Customs Procedure

Taric Code	Description	Quantity	Value

8. Processed Products

CN Code	Description	Rate of Yield

9. Details of Planned Activities *(Give details of places and type of processing involved)*

Details of Operator/s:

Name and Address

Name and Address

Vat Number

Vat Number



D W A N A

10. Economic Conditions

11. Customs Offices

(a) Customs office of entry for the procedure

(b) Customs office of discharge:

(c) Supervising customs office:

12. Method of Identification (Enter appropriate code from the following list)

(NOTE: It is not necessary to complete this box when using equivalence)

1. Serial/Manufacturer's Number
2. Affixing of plumbs, seals, clip-marks or other distinctive marks
3. Information sheet INF
4. Taking of samples, illustrations or technical descriptions
5. Carrying out of analyses
6. Other means of Identification (explain in box 16)

13. Period for Discharge (months)

14. Simplified Procedures

a.

(Enter appropriate code from the following list)

b.

1. Incomplete Declaration at Import
2. Incomplete Declaration at Export
3. Simplified Declaration Procedure at Import
4. Simplified Declaration Procedure at Export
5. Local Clearance Procedure at Import
6. Local Clearance Procedure at Export
7. Not Applicable



D W A N A

15. Transfer

(Enter appropriate code from the following list)

1. Without customs formalities between different places designated in the authorisation applied for.
2. Transfer from the office of entry to the applicant's or operator's facilities or place of use under cover of the declaration for entry for the customs procedure
3. Transfer to the office of exit with a view to re-exportation should take place under cover of the customs procedure.
4. Transfer from one holder to another.
5. Transfer of any rights and obligations to a third party.

16. Additional Information/Conditions (e.g. Security Requirements)

17. Signature

Signature

Date

Name in Block Letters



D W A N A

Continuation sheet – Customs Warehouse

18. Warehouse Type

19. Warehouse or storage facilities

20. Deadline for lodging inventory of goods

21. Loss rate

22. Storage of goods not under the customs warehousing procedure

CN code	Description	Category/customs procedure

23. Usual forms of handling

24. Temporary removal. Purpose

25. Additional information

26. Signature

Signature

Date

Name in Block Letters



D W A N A

Explanatory Notes Title I

Particulars to be entered in the various boxes of the application form

1. Applicant

Enter the full name and address of the applicant. The applicant is the person to whom the authorisation should be issued. Enter the email address of the contact person responsible for this application.

All applicants must have a valid VAT Registration Number.

If the applicant wishes to use a representative for customs matters in relation to this authorisation, the name and contact details must be set down.

2. Customs procedure

Tick the relevant procedure applied for.

3. Type of application

Type of application must be entered in this box by using at least one of the following codes:

1. first application
2. application for modified or renewed authorisation (also indicate the appropriate authorisation number)
3. application for an authorisation involving more than one Member State.
4. application for successive authorisation

4 Continuation forms

Indicate the continuation form used.

5 Place and kind of accounts/records

Enter the place of accounts. This is the place where the applicant's commercial, tax or other accounting material, or such data held on his behalf, is located. Specify also the kind of accounts by giving details about the system used.

State also the kind of records (stock records) to be used for the customs procedure. Records means: the data containing all the necessary information and technical details, enabling the customs authorities to supervise and control the customs procedure.

6. Period of Validity of the Authorisation

From

To

Indicate the date from which you wish the authorisation to take effect (in principal, the authorisation takes effect on the date of issue at the earliest) to the date of expiry of the authorisation.



D W A N A

7. Goods to be placed under the Customs Procedure

Taric Code	Description	Quantity	Value
------------	-------------	----------	-------

Complete according to the TARIC (10 digits).

Note: End-use:

- (1) If the application concerns goods other than those under 2 below, enter the 10 digit TARIC code.
- (2) If the application concerns goods under the special provisions (Part A and B) contained in the preliminary provisions of the Combined Nomenclature (goods for certain categories of ships, boats and other vessels and for drilling or production platforms/civil aircraft and goods for use in civil aircraft) CN codes are not required. Applicants should state in sub-box 'description' for instance; 'Civil aircraft and parts thereof/special provisions, part B of the CN'.

Note: Customs Warehouse:

If the application covers a number of items of different goods you may enter the word 'various' in sub-box 'CN code'. In this case describe the nature of goods to be stored in sub-box 'Description'. It is not necessary to give details about the CN code, quantity and value.

Description

The description of the goods means the trade and/or technical description.

Note: The trade and/or technical description should be sufficiently clear and detailed to enable a decision to be taken on the application. Where it is planned to use equivalent goods, give details about commercial quality and technical characteristics of the goods.

Quantity

Enter the estimated quantity of the goods intended to be placed under the customs procedure.

Value

Enter the estimated value in euro of the goods it is intended to place under the customs procedure.

8. Processed Products

CN Code	Description	Rate of Yield
---------	-------------	---------------

Enter details of all processed products resulting from the operations indicating Main Processed Product (MPP) or Secondary Processed Product (SPP) as appropriate.

CN code

Complete according to the Combined Nomenclature (CN code).

Description

The description of the goods means the trade and/or technical description.

Note: The trade and/or technical description should be sufficiently clear and detailed to enable a decision to be taken on the application.



D W A N A

Rate of Yield

Indicate the estimated rate of yield for each compensating product, or method by which that rate is to be determined.

9 Details of the planned activities

Describe the nature of the planned activities to be carried out on the goods within the customs procedure. Indicate also the appropriate place(s).

Where appropriate enter name, address and function of other operators involved. If a transfer of rights and obligations is intended, enter details about the transferee in box 9.

In the case of end-use enter the intended end-use and the place(s) where the goods will be assigned to the prescribed end-use

10 Economic conditions

The applicant must give reasons for the fulfilment of the economic conditions.

11. Customs Office(s)

- a) of entry
- b) of discharge
- c) supervising office(s)

Indicate the suggested customs office(s).

12 Method of Identification

Enter in box 12 the intended means of identification by using at least one of the following codes:

1. serial or manufacturer's number
2. affixing of plumbs, seals, clip-marks or other distinctive marks
3. information sheet INF
4. taking of samples, illustrations or technical descriptions
5. carrying out of analyses
6. information document set out in Annex ex 104 (only suitable for Outward Processing)
7. other means of identification (explain in box 16 "additional information")
8. without identification measures (only suitable for temporary admission)

13 Period for discharge (months)

Enter the estimated period needed for the operations to be carried out. The period starts when the goods are placed under the customs procedure. This period ends when the goods or products have been placed under a subsequent procedure, re-exported or in order to obtain total or partial relief from import duties upon release for free circulation after outward processing.

Note: In the case of Inward Processing: where the period for discharge expires on a specific date for all the goods placed under the arrangements in a given period, the authorisation may provide that the period for discharge shall be automatically extended for all goods still under the arrangements on this date. If this simplification is required enter: "Article 174(2)" and give the details in box 16. In the case of end-use state the period which will be need to assign the goods to the prescribed end-use or to transfer the goods to another holder of authorisation.

In the case of customs warehousing the period is unlimited; therefore leave blank.



D W A N A

14. Simplified Procedures

a.

b.

Box 14 a:

Indicate the type of declaration that is intended to be used for placement of goods under the procedure by using at least one of the following codes:

1. Standard declaration (in accordance with Article 162 of the Code)
2. Simplified declaration (in accordance with Article 166 of the Code)
3. Entry in the declarant's records (in accordance with Article 182 of the Code)

Box 14 b:

Indicate the type of declaration that is intended to be used for discharge of the procedure by using at least one of the codes above at 14 a.

Note: In the case of end-use procedure box 14 is not to be completed.

15 Transfer

Indicate the method of transfer of the goods. If there is a transfer or rights and obligation please set down the details in box 9.

16 Additional information

Indicate all additional information considered useful, and where applicable indicate the following additional information:

- Type of guarantee
- Guarantee (yes/no)
- Customs office of guarantee
- Guarantee amount.

17 Signature

Signature

Date

Name in Block Letters

If a continuation form is used box 17 need not be completed. Complete box 26, instead.



D W A N A

Explanatory Notes on Continuation forms Customs Warehouse

18. Warehouse

Indicate one of the following types:

Public warehouse Type I Public warehouse Type II Private warehouse

19. Warehouse or storage facilities

Enter the precise place intended to be used as the customs warehouse or other storage facilities.

20. Deadline for lodging inventory of goods

Indicate the timeframe for lodging the inventory of goods.

21. Loss rate

Give details, where appropriate, of loss rate(s).

22. Storage of goods not under the arrangements

CN code and description

Where it is planned to use common storage or equivalent goods state the 8-digit CN code, commercial quality and technical characteristics of the goods. Where applicable specify the customs procedure if any to which the goods are subject.

23. Usual forms of handling

Complete if usual forms of handling are envisaged.

24. Temporary removal

Purpose: Complete if temporary removal is envisaged.

25. Additional Information

Indicate all additional information considered useful with regard to boxes 18 to 24.