



UPS Limited
 106 Beverley Road
 East Midlands Airport
 Castle Donington
 Derby DE74 2TG

For the attention of the Import Supervisor,

We hereby authorise UPS Ltd to act as our Representative for the completion and submission of Import Customs entries. It is confirmed that we will remain the principal and indemnify you in relation to all relevant Customs issues under the current regulations.

Please clear our shipment(s) using the following information:

Registered Company Name:.....

UPS Account Number(s):

VAT/EORI Number(s):

Deferment Number(s) (If applicable):

We confirm that we are an established legal entity in the EU.

We understand that UPS Ltd operates Customs Freight Simplified Procedure (CFSP) and therefore will act as an Indirect Representative when declaring Customs Entries on our behalf to HMRC. We confirm that we require you to act on our behalf in this manner. We will notify UPS Ltd if we do not wish you to act on our behalf in this manner for future shipments.

It is agreed that we will inform UPS Ltd whenever shipments are licensable or restricted and will provide the necessary information to assist in the clearance of consignments through HM Customs.

We hereby acknowledge that all Statements, Values and other Information pertaining to the importation of goods declared to UPS Ltd is both correct and accurate.

Yours faithfully,

***Sign by authorised signatory:**

Print name:

Position within Company:

Date:

***Please note this document requires a physical signature.**



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A Guide to filling in the Import Representation Declaration:

The Representation letter should be printed on letter headed paper.
Private importers should include their name, address and contact telephone number

UPS Account Number:

Please list all accounts set up with UPS Ltd related to the customer.

EORI Number:

EORI is "Economic Operator Registration and Identification". This is a reference number granted by Customs and required for all commercial import and export transactions. VAT registered organizations will usually have their VAT number set up as their EORI. Even if you are not VAT registered you will still require an EORI to importing / exporting into and out of the European Union.

If you are not EORI registered, you will have to complete an application form. To download a form or to get more information visit: www.hmrc.gov.uk and search for 'EORI'

Deferment Account Number:

If you have a deferment account already setup with HMRC, please enter the account number on the Letter of Representation.

A regular importer would usually already have an account setup with HMRC. This account only covers the payment of VAT and duties.

By completing Customs form C1207N you can grant UPS standing authority to declare your deferment account number on all subsequent Customs entries.

This form can be downloaded from the Customs Website: www.hmrc.gov.uk search for 'C1207N'

If you prefer, UPS can contact you on a shipment by shipment basis for this approval.

If you do not have a deferment account, you can request to utilise the UPS Ltd deferment account to ensure any VAT / duty charges relating to your shipment are immediately received by HMRC. **Please note, to recover costs imposed on us by HMRC for using a Deferment account, UPS will charge for use of this facility.**

Additional information/Authorisations:

Please provide any further information which may assist us in customs clearance, including details of:

Any specific Customs Authority Numbers e.g. IPR / End Use?

Any particular rulings/standing instructions that should be included in the Customs entry?

Licencing:

It is your responsibility to ensure that you have the necessary licences and documentation to import your goods. If you have confirmed with the relative Government department(s) that the goods you ship are not licensable you can indicate this on the Direct Representation Declaration. For more details on licencing visit www.gov.uk/export-and-import-licences-for-controlled-goods-and-trading-with-certain-countries

Future Shipments:

Please notify UPS Ltd for future shipments if you do not wish to enter your goods to this type of representation.



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Empowerment Authorisation FAQs

Q. What is Empowerment Authorisation (POA)?

A. As an existing or new importer who wishes UPS to act as a representative in matters relating to customs procedures, we require your written authorisation to act as your representative when making customs declarations on your behalf. This is known as an authorisation of empowerment, and for your ease, a form referred to as a Power of Attorney, (POA), is attached for completion by you.

Q. What is the legal basis for this requirement?

A. Article 19 of the Union Customs Code - REGULATION (EU) No 952/2013 states that we must hold evidence on file authorising us to act as your indirect representative.

Q. What is 'Indirect Representation'?

A. This is when UPS acts in our name on your behalf when making entries to HMRC. UPS and our customers are both jointly liable for the accuracy of the declarations submitted to HMRC.

Q. Why are we being asked to complete this declaration?

A. An audit of your UPS account has indicated that we do not currently have a POA document stored on file. The documentation you provide will be kept on file as HMRC may request UPS to present this information to them to prove we are "empowered" to act on your behalf in making declarations to Customs.

Q. Why have UPS created an account for me?

A. UPS needs to store information about your imports in our systems; this is not a contractual account. UPS refer to this as an occasional account for importers who do not have a credit account with UPS.

Q. What happens if I decide not to sign this document?

A. If you do not wish to sign this document please be aware that UPS may be unable to provide any customs clearance services.

Q. Who is the correct person to sign this document?

A. A person within your organisation that has responsibility for your declarations to Customs and the accuracy and has proper authority to sign the document on behalf of your organisation.

Q. Do I need to return this form within a certain time frame?

A. In order to process your shipments in a timely manner UPS would appreciate a quick response to our request.

Q. How do I reply to UPS with my signed POA?

A. If you have received your POA electronically please print, sign and scan a copy to UPS; alternatively if you have received your POA via mail please sign and scan a copy to UPS. Please return all POAs to the following e-mail address: ccclearance@ups.com

Q. What should I do if I have already received and returned an Empowerment Authorisation to UPS?

A. If you only hold one account with UPS disregard any further POA declaration requests, if you have more than one account with UPS you are required to sign and send back each POA corresponding to each different account.