

**Application/Authorization for Inward Processing**

For Customs purposes

Authorization Reference IP.....

This authorization shall be renewed by .....

**1(a) Applicant's name and address** (This person shall be the authorization holder, responsible for the customs debt and all other customs duties for the goods put under procedure (regardless whether he/she is the owner of the goods or not). If producers are stated in section 1b, the holder shall also be responsible for any goods and processing covered by this application, which shall be performed on behalf of the producer/s.

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.....  
.....  
.....  
Contact person..... tel.....  
Fax No.:.....  
Tax No.....

**b) Producer's name and address** (if different from 1a) – (state the data for all producers who shall put goods under procedure, receive and/or discharge goods within the context of this application, and state their role in goods' processing in section 9.

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**2. Application for use**  
**(mark the appropriate)**

- System of payment suspension
- System of drawback payment

Check if the goods put under the procedure or the procedure you intent to use include drawback.

**3. Type of Authorization** (mark the appropriate). State the type of authorization you require. If you apply for amendments or renewal of the existing authorization, state the number of the approval.

- First
- Successive (enclose data for the previous authorization)
- Amendments of the existing authorization      Authorization No. ....
- Renewal of the existing authorization      Authorization No. ....  
Validity date.....

**4. Supplementary forms** state the number of supplementary forms enclosed to this application

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**5. Records and Accounts** State the place where the main accounting is located (if different from section 1a). This is the place where the trade, tax or other accounting materials are placed. If the production process is performed by more than one person, state the type of the records and the accounting used by the producers stated in section 1b. State which type of records, i.e. inventory records, forms, etc., are used for customs purposes. This must provides for monitoring of the goods from its receipt, through processing, until discharge, and provide data for the place, date, value, amount, etc. If you apply for use of the identical goods (section 17), the records must contain all technical data for determination of authenticity. Section 16 should contain data of how you would prove that the goods are identical.

**6. Validity of authorization** For certain agricultural products there is a limited period of validity applied. The validity usually could not refer to the period before the date of receipt of the application. If you want to apply for an authorization referring to a previous date, you should state the reasons for such request and you should provide evidence by your records that all applications for performing the procedure for inward processing have been completed for the period. The maximum period for which retroactive authorization could be given is one year from the day of submission of application.

a) from ..... b) to .....

**7. Details of goods to be processed** (the description of the goods/commodities should provide clear identification). Quantity and value are necessary for the economic conditions 10, 11, 12, 30(5), 30(6) and 99, but not required for the economic conditions 30(1), 30(2), 30(3) or 30 (4) (see section 10), if use of identical goods is not required (see section 18).

Tariff Code	Description (trade/commercial)	Quantity (estimated)	Value (estimated)
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**8. Details of produced or processed products/goods** (main produced products (MPP) and side produced products (SPP)). Everything produced from the goods declared in section 7 shall be stated.

Tariff Code	Description (trade/commercial)	MPP or SPP	Normative
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**9. Details of planned activities** – state the production activities which shall be performed on the goods stated in section 7 for the purpose of producing goods stated in section 8, including location of the production activities. If you have stated operator/s in section 1b, state their role in the activities or part thereof.

**10. Economic conditions** Note: This section should be completed even if the application is not a subject to inspection of the economic conditions.

(a)  code 10       code 11       code 12       code 99

code 30       (1) non-commercial type  
 (2) processing/assembling contracts  
 (3) usual handling forms  
 (4) repair  
 (5) successive (file data for authorization which had been a subject for inspection of the economic conditions)  
 (6) any goods, any processing (up to amount of 10.000 EUR)

**11. Customs Office(s)**

**(a) Possible office(s) of entry** .....  
(This is the office where the declaration for start of the procedure should be submitted).

**(b) Possible office(s) for discharge** .....  
(This is the office where the procedure should be completed/finished).

**(c) Supervisory body** .....  
(This is the Customs body which participates in issuing of authorization and it is responsible thereof).

**12. Identification of goods** – (state the most adequate method for identification that would enable the goods stated in section 7 to be identified in the goods detailed in section 8)

Serial number

Affixing plumbs, seals, clip marks or other distinctive marks

Taking of samples, illustrations or technical descriptions

Conducting analysis

Other means of identification (provide details in section 16)

**13. Period required to enter and process the goods from section 7 and discharge the goods from section 8**, which is necessary to put, process and discharge the goods from the inward processing procedure. Note: for certain agricultural goods, a limited period shall apply.

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**14. Simplified procedures**

a) For use of simplified procedure for import or export within the inward processing procedure, it should be approved and included in your authorization for inward processing.

Do you intend to use simplified procedure for inward processing?

yes       no

(If the answer is yes, submit a copy of your application or authorization. If the representative puts the goods on your behalf, in that case submit a copy from his authorization for the simplified procedure).

Do you intend to use simplified procedure for export?

yes       no

(If the answer is yes, submit a copy of your application or authorization. If the representative puts the goods on your behalf, in that case submit a copy from his authorization for the simplified export).

**(b)** State if you intend to use any of the following procedures:

- incomplete declaration
- simplified procedure for declaration
- procedure for local customs clearance with inspection
- procedure for local customs clearance without inspection

**15. Transfer procedures** (if you intend to conduct a transfer of goods or receive goods from another holder of authorization, state one of the proposed transfer methods).

- without customs formalities between different places stated in the authorization
- from the Customs office of entry to the premises of holder or operator
- to the customs office for exit/discharge
- from one holder to another

**16. Additional data**, including any additional information you consider important. If you intend to use some of the simplified procedures stated in section 14, enter data in this section.

**17. Declaration.** I hereby agree to fulfil the conditions for performance of the inward processing, as stipulated by the Customs Code and the By-law on enforcement of the Customs Code.

**Signature**

**Date**

**Name**