Customs CDS Tariff Training

Module 6: Document Codes and Waivers

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Module 6: Document Codes and Waivers

Module Contents:

- CHIEF versus CDS

- What are document codes used for?

- Commodity Code (NI v GB – measures that apply – Supermarket slide 21)

- Customs Procedure

- Authorisations

- Other Document Codes

- Completion Requirements for document codes

- Document Status Codes

- Licence Types

- Writing Off

Module 6: Document Codes and Waivers

What are document codes used for?

A document code, with a reference number or other details to be declared is used to provide:

- Authorisation decision numbers

- Licence reference numbers and quantities where required

- Preference certificates and quantities where required

- Veterinary or Health Certificates and quantities where required

- Invoices

- Other commercial documents, such as packing lists

Module 6: Document Codes and Waivers

Where can the lists of document codes be found?

Document codes that can be used with CDS are detailed in Appendix 5:

- Appendix 5A Union: Document Codes that start with a letter

- Appendix 5A National: Document Codes that start with a number

- Appendix 5B: Document Status Codes

- Appendix 5C: Document Licence Types (Import and Export)

Combined Appendices

Find the collection of code lists for Data Element 2/3: Documents and Other Reference Codes of the Customs Declaration Service (CDS) (Appendix 5) and Goods location codes for Data Element 5/23 of the Customs Declaration Service (Appendix 16).

Module 6: Document Codes and Waivers

Step-by-Step Guide to declaring a document code:

| CN code | •Check for Import/ Export Conditions
•Check all document codes shown against CN code to see which required |

| Customs Procedure | •Check any codes required by the D.E. 1/10 Procedure Code completion notes
•Check any codes required by the D.E. 1/11 Additional Procedure Code completion notes |

| Authorisations | •Are any non-procedure code driven authorisations being used e.g, EIDR?
•Are these full authorisations or one-off authorities? |

| Other Document Codes | •Are any other document required to claim preference/ reliefs?
•Are any commercial documents needed, e.g., invoice? |

| Completion Requirements | •Check completion rules against document codes required by customs procedure
•Completion rules in Appendices 1 and 2 supersede rules in Appendix 5 |

| Status Codes | •Does the document code require a status code?
•Review all allowable codes for the specific document in Appendix 5B to identify correct code
•Check any conditions attached to the status code before use |

| Licence types | •Is the document a licence?
•Check Appendix 5C import or 5C export for the document code to identify the licence type to be declared |

| Writing off | •Does the document have an assigned quantity?
•Is a part use status code being used
•Provide quantity details of goods being declared to support writing off amounts from the document,
•Writing off details are required even on a supplementary declaration |

Module 6: Document Codes and Waivers

Commodity code:

- Look up the commodity code on Gov.UK (NI Tariff or UK Global Tariff (UKGT)

- Use the Import or Export Tabs depending on the type of movement being made

- Check any measures shown in the Import/ Export Controls sections

- Identify any general measures or measures specific to the country concerned

- Click on the 'Conditions' link to identify what documents are required for that measure.

•Where multiple measures apply, a document must be declared for each.

•Where allowed, the same document may be used to satisfy different measures.
Look up the document codes shown in the measure in Appendix 5A to

- determine which code is the appropriate one to use

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Commodity code:

EU import controls

Country	Measure	Value	Conditions that apply	Exclusions	Start date (End date)	Footnotes
▶ All countries (1011)	Import control of organic products		Conditions	Switzerland, Iceland, Liechtenstein, Norway	01/01/2017	CD808
North Korea (Democratic People's Republic of Korea) (KP)	Import control on luxury goods		Conditions		01/02/2018	Footnotes

UK import controls

Country	Measure	Value	Conditions that apply	Exclusions	Start date (End date)	Footnotes
▶ All countries (1011)	Import control of organic products		Conditions	Austria, Belgium, Bulgaria, Switzerland, Cyprus, Czechia, Germany, Denmark, Estonia, Spain, European Union, Finland, France, Greece, Croatia, Hungary, Ireland, Iceland, Italy, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Netherlands, Norway, Poland, Portugal, Romania, Sweden, Slovenia, Slovakia	01/01/2021 (31/12/2021)	CD808
North Korea (KP)	Import control on luxury goods		Conditions		01/01/2021	

8

Module 6: Document Codes and Waivers

Commodity code:

Import control of organic products for ERGA OMNES

B: Presentation of a certificate/licence/document

Document code	Requirement	Action
C844	Other certificates: Certificate of inspection for organic products	Import/export allowed after control
Y929	Particular provisions: Goods not concerned by Regulation (EC) No 834/2007 (organic products)	Import/export allowed after control
	No document provided	Import/export not allowed after control

Module 6: Document Codes and Waivers

Which Tariff Measures apply in **Northern Ireland**?

Status of the goods	Tariff Measures Applicable
UK Domestic Status and not 'at risk'	EU Tariff measuresonly EU
UK Domestic Status and 'at risk'	Tariff measuresonly EU
RoW imports/ non-UK domestic goods and not 'at risk'	Tariff measures**and**UK measures must be satisfied ~~EU Tariff measuresonly~~
RoW imports/ non-UK domestic goods and 'at risk'	

Module 6: Document Codes and Waivers

Procedure Codes and Additional Procedure Codes:

- DE 1/10 and DE 1/11 completion notes (Appendices 1 and 2) may specify certain document codes

- The DE 1/10 and DE 1/11 completion notes will state whether they are mandatory or recommended

- The DE 1/10 and DE 1/11 completion notes are not an exhaustive list of every document code required for the customs procedure.

- The completion instructions for the document code may differ in the DE 1/10 completion notes than the main Appendix 5 guidance.

- The full list of document codes (Appendix 5) must be checked to identify if any extra codes apply.

Module 6: Document Codes and Waivers

Authorisations:

- Authorisation numbers are declared using a document code in DE 2/3.

- Any authorisation declared in DE 2/3 must also be entered in DE 3/39 to avoid validation errors

- Where a customs procedure is linked to a specific type of authorisation, the DE 1/10 completion notes will provide details of the document codes required for that type of authorisation.

- These authorisations may only be needed in certain circumstances, Appendix 1 will provide details.

- The authorisation is required to be declared at item level, where it relates to more than 1 item, it must be repeated on every goods item

- Appendix 1 only provides guidance on the authorisations that are linked to the specific procedure. Any other authorisations being used to declare the goods must be looked up in Appendix 5 separately, e.g., EIDR.

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Other document codes:

Appendix 5A must be reviewed to identify any other document codes that are required in order to declare the goods, for example:

• Preference

• Quotas

• Commercial documentation: Packing lists, invoices

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Completion rules:

- Appendix 5A provides general instructions on how the document code should be declared.

- Any completion instructions in Appendices 1 and 2 take precedence over those in Appendix 5A

- Appendix 5A must be checked to identify if there are specific rules for that document code on whether a Document ID or Reason is required.

- Waiver documents (C series) will generally require a Document ID, Reason and a waiver Status Code

- Waiver documents (Y series), do not generally require a Document ID or Status Code. Where 'set text' is specified on the document code, this must be declared in Reason.

- Generally status codes UA, UE, UP, US, XX or XW will require both a Document ID and Reason

Module 6: Document Codes and Waivers

Completion Rules:

	A	B	C	D	E	
	Document Code to be declared	Import/ Export/ Both	Description and Usage of Code	Details to be entered on the declaration	Status Codes	
1	C644	B	Certificate of inspection for organic products. Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code Y929	Enter the reference number of the Certificate. Where a sequentially numbered range of certificates cover the goods enter the lowest to the highest reference numbers of the certificates concerned i.e. document code + 0054037-0054047: status code. Where certificates are not sequentially numbered enter the reference number of each certificate concerned.	AE, AP, GE, LE, LP, UE.	
	C645	B	Certificate of military movement	Enter My D certificate reference number in the format "UK/..."	IP, UP	

	A	B	C	D	E	
1	Document Code to be declared	Import/ Export/ Both	Description and Usage of Code	Details to be entered on the declaration	Status Codes	
00	Y929	I	Goods not concerned by Regulation (EC) No 834/2007 (organic products) Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code C644	Complete statement "Excluded from Reg 834/2007". Use of this code constitutes a legal declaration that the goods are not concerned by Regulation (EC) No 834/2007 (organic products) Council Regulation (EC) No 834/2007 on organic production and labelling of organic products. Sufficient evidence must be held in records to demonstrate eligibility for this waiver which must be produced on demand.	No status code is required.	
	Y930	I	The declared goods are not concerned by Commission	Complete statement "Excluded Regulation 2021/632". Use of this	No status code	

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Status Codes:

- Each document code will specify if a status code is required or not in Appendix 5A

- Where a status code is needed, the document code will identify which status codes may be used.

- If a status code is not shown against a given document code it cannot be used.

- Appendix 5B provides details of what each status code means

- Where Status codes UA, UE, UP, US, XX or XW are used, both a Document ID and Reason must be declared for the document code

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Licences:

- Licence Type codes may differ between CHIEF and CDS, ensure the licence type as shown in Appendix 5C is used.

- Appendix 5C details to document codes where a Licence Type has to be declared

- These Licence Types are needed in addition to the licences actual reference number.

- Appendix 5A provides details of how the licence should be declared.

- Where a waiver document code (C series) is used, the Licence Type is still required.

Module 6: Document Codes and Waivers

Writing Off:

- DIT and RPA licences always require writing off details

- Writing off details are only required for other licences when the goods are being released:

  Where a licence is being part used

  Imports: to a free circulation procedure where the licence details a specific quantity (H1, H5, I1 C&F and I1 B&E)

  Exports: where the licence details a specific quantity (All Declaration Categories)
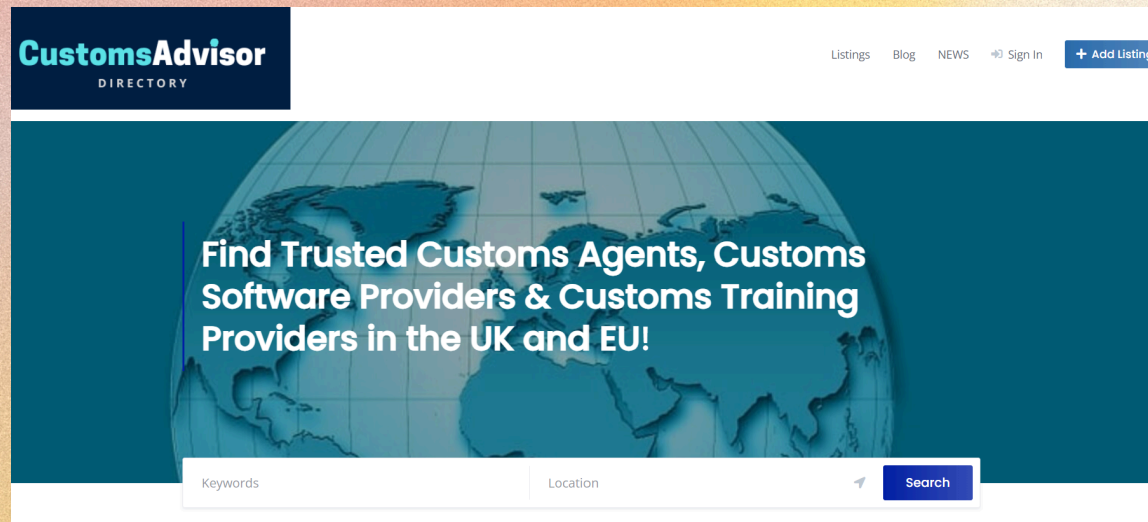
- Writing off details must be completed on both the controlled goods simplified declaration and supplementary declaration:

  - Simplified declaration: the amount actually being decremented from the licence

  - Supplementary declaration: a quantity of 0 plus appropriate Status Code should be declared to indicate that the amounts were decremented on the simplified declaration

Module 6: Document Codes and Waivers

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