

National Board of Customs
Administration Services Unit

12.6.2009

INSTRUCTIONS FOR FILLING IN THE EORI APPLICATION FORM

1. Registration of economic operators

EORI (Economic Operators' Registration and Identification) is an EU-wide system for registering and identifying economic operators. The obligation for economic operators to register is laid down in Commission Regulation No 312/2009 (published in the Official Journal of the European Union L 98/3 17.4.2009).

An economic operator is a person who, in the course of his business, is involved in activities covered by customs legislation. EORI registration means that a customs authority or designated authority within the customs territory of the Community assigns to an economic operator a unique number which will serve as a common reference in their relations with customs authorities throughout the Community. In addition to registering economic operators established in Finland, Finnish Customs also registers economic operators not established in the customs territory of the Community if they are involved in the import, export or transit of goods that crosses the borders of the customs territory of the Community.

Finnish Customs only performs registrations of legal persons or associations of persons recognized as having the capacity to perform legal acts but lacking the legal status of a legal person. The national law of each Member State defines who is considered a natural person, a legal person or an association of persons recognized as having the capacity to perform legal acts but lacking the legal status of a legal person.

2. Things to take into consideration when applying for EORI registration

Please take the following things into consideration when filling in the EORI registration application:

- The English language EORI application form can be used only for registering non-EC-based economic operators. Economic operators established within the EU must be registered by a registering authority in the country where they are established
- Finnish Customs will only accept registration forms where all fields marked as mandatory (*) have been filled in according to instructions
- Only letters of the Latin alphabet should be used when filling in text fields on the application

When completely filled in, the application form is to be sent as an attachment to **th.eori@tulli.fi**

The functional mailbox will send an automated response when an email has been successfully received.

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When the registration has been completed, a notification will be sent to the email address of the EORI contact person entered on the form. Please notice that the EORI number can be used on declarations only after this notification has been sent.

If the form is correctly filled in but there are problems that prevent the registration from being carried out the Finnish EORI Service Desk will contact the EORI contact person for further information or clarifications.

In normal cases the applicant will receive the notification within three workdays from applying. However, during the period 06 - 08/2009 some delays may occur due to a high volume of applications.

3. Checking an EORI number on the Internet

Beginning 1st July economic operators can check their EORI number on the Internet through the Commissions Europa website. EORI data will be published through this service only if the registered economic operator has given its consent when applying. Queries can be made using the EORI number as a search criterion. The service will be made available under the following URL:

http://ec.europa.eu/taxation_customs/common/databases/index_en.htm

4. Additional information and checking an EORI number on the Internet

The National Customs Information Service provides further information concerning EORI registration. The Customs Information Service can be reached by telephone: **+358 (0)20 690 600** or by email: **neuvonta@tulli.fi**

EORI related questions can also be sent by email to the EORI Service Desk at Finnish Customs: **th.eori@tulli.fi**

5. Fields on the application form

Field:	Instructions:
Date	The date when the application form has been filled in.
Full name of the company	Enter the full trade name or business name of the company applying for EORI registration. The field is mandatory.
Country, where company is established	Enter the English language name of the country where the applying company is registered and has its main office. Please notice that a company applying for registration by Finnish Customs has to be established in a non-EU country. The field is

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	mandatory.
VAT number	The VAT number indicates a business' value added tax-liability. The field is mandatory if the company applying for registration has a VAT number.
Postal address	The postal address is the address where the business desires its post to be sent. The field is mandatory.
Street address	The street address indicates where the company is physically located and includes a street name and number, postal code and post office.
Name of EORI contact person	The company applying for registration shall name an EORI contact person from within its organization and enter his/her name in this field. This person will receive a notification from Finnish Customs when the registration has been completed. The field is mandatory.
Email address of EORI contact person	The personal email address of the company's EORI contact person shall be entered in this field. The registration notification will be sent to this email address. The field is mandatory.
D-U-N-S number	The D-U-N-S number is a unique nine-digit identification number given worldwide to businesses registered in the D&B (Dun and Bradstreet) database.
Principal economic activity code	Enter the company's principal economic activity code (4 digits) in accordance with the Statistical Classification of Economic Activities in the European Community (NACE). A list of NACE economic activity codes can be found by using the link below this table.
ID number from national business register	Enter the identification number given to the applying company when registering in the national business or trade register.
TIR ID number	The TIR ID is an individual and unique identification number given to each TIR Carnet holder
Legal status	Enter the company form of the applying company as mentioned in the document of establishment.
Date of establishment	The date when the company or association of persons applying for registration was established. The date shall be entered in the following format: dd.mm.yyyy
Web address of company (URL)	The address of the business's web site, containing the domain name of the business.
Consent for publishing of information	The applying company can indicate in the appropriate check box whether it wishes for its

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	EORI-related information to be published on the Commission's Europa website.
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1) List of NACE codes published on the European Commission's Europa website:

http://ec.europa.eu/competition/mergers/cases/index/nace_all.html