

EU Exporters to Canada

Registered Exporters System (REX)

**APPLICATION FORM FOR REGISTRATION
AND GUIDANCE NOTES**

1. Exporter's name, full address and country, contact details, EORI

2. Additional contact details including phone and fax number as well as e-mail address where available

3. Description of your activities, specifying whether your main activity is producing or trading (Non Confidential) and, where applicable, industrial process (Confidential)

4. Indicative description of goods which qualify for preferential treatment, including indicative list of Harmonised System 4 digit headings (or chapters where goods traded fall within more than 20 Harmonised System headings)

5. Undertaking by exporter

The undersigned hereby:

- declares that the above details are correct
- certifies that no previous registration has been revoked; conversely, certifies that the situation which led to any such revocation has been remedied
- undertakes to make out origin declarations only for goods which qualify for preferential treatment and comply with the origin rules specified for those goods in the preferential trade agreement concerned
- undertakes to maintain appropriate commercial accounting records for production / supply of goods qualifying for preferential treatment and to keep them for at least three years (or more depending on the period established in the preferential agreement) from the end of the calendar year in which the origin declaration was made out
- undertakes to immediately notify the competent authority of changes as they arise to his registration data since acquiring the number of registered exporter
- undertakes to cooperate with the competent authority
- undertakes to accept any checks on the accuracy of his origin declarations, including verification of accounting records and visits to his premises by the European Commission or Member States' authorities
- undertakes to request his revocation from the system, should he no longer meet the conditions for applying the Registered Exporter system
- undertakes to request his revocation from the system, should he no longer intend to use the Registered Exporter system

Place, date and signature of authorised signatory, designation and/or title

6. Prior specific and informed consent of exporter to the publication of his/her personal data on the internet

The undersigned is hereby informed that the information supplied may be stored on a database of the European Commission and that the particulars may be disclosed to the public via the internet, with the exception of the information which is marked in this application as confidential. He accepts the publication and disclosure of this information via the internet.

The applicant may refuse consent to the publication of their personal data via the internet by sending this application form, with box 6 not signed. Or, if box 6 is signed, consent can be withdrawn later by sending written correspondence to the Origin Section address provided below.

Place, date and signature of authorised signatory, designation and/or title

7. Box for official use by governmental authority

The applicant is registered under the following number:

Registered Number:

Date of registration:

Period of validity from:

Signature and stamp:

The completed application form should be sent to:

**Origin and Valuation Unit
Corporate Affairs and Customs Division
Government Offices
St. Conlon's Road
Nenagh
Co. Tipperary
E45 T611**

**Information notice concerning the protection and processing of personal data
incorporated in the system**

1. Where the European Commission processes personal data contained in this application to become a registered exporter, Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data will apply.
2. Article 68 of Regulation (EU) 2015/2447 providing for the rules on the application of the REX system outside of the GSP legal framework constitutes the legal basis for processing personal data in respect of the application to become a registered exporter.
3. The competent authority in a country where the application has been submitted is the controller with respect to processing of the data in the REX system.

The list of competent authorities/customs departments is published on the website of the Commission.

4. Access to all data of this application is granted through a user ID/password to users in the Commission and in customs authorities in Member States.
5. The data of a revoked registration shall be kept by the customs authorities of Member States in the REX system for ten calendar years. This period shall run from the end of the year in which the revocation of a registration has taken place.
6. The data subject has a right of access to the data relating to him that will be processed through the REX system and, where appropriate, the right to rectify erase or block data in accordance with Regulation (EC) No 45/2001 or the national laws implementing Directive 95/46/EC. Any requests for right of access, rectification, erasure or blocking shall be submitted to and processed by the customs authorities of Member States responsible for the registration. Where the registered exporter has submitted a request for the exercise of that right to the Commission, the Commission shall forward such requests to the customs authorities of Member States concerned. If the registered exporter failed to obtain his rights from the controller of data, the registered exporter shall submit such request to the Commission acting as controller. The Commission shall have the right to rectify, erase or block the data.
7. Complaints can be addressed to the relevant national data protection authority. The contact details of the national data protection authorities are available on the web-site of the European Commission, Directorate-General for Justice:

(http://ec.europa.eu/justice/data-protection/bodies/authorities/eu/index_en.htm#h2-1)

Where the complaint concerns processing of data by the European Commission, it should be addressed to the European Data Protection Supervisor (EDPS).

(<http://www.edps.europa.eu/EDPSWEB/>)

GUIDANCE ON MAKING OUT AN ORIGIN DECLARATION

1. Who can make out origin declarations

The registered exporter making out an origin declaration should be able to declare and to prove the origin of the goods and to reply to requests for verifications.

If the registered exporter making out the origin declaration is not the producer, then he should have in his possession all necessary documents (including supplier's declarations) allowing him to declare and to prove the origin of the goods, and to reply to requests for verifications.

2. Text of the origin declaration

The origin declaration, the text of which is given below, must be completed in accordance with the footnotes. However, the footnotes do not have to be reproduced.

(Period: from _____ to _____ (1))

The exporter of the products covered by this document (customs authorization No ... (2) declares that, except where otherwise clearly indicated, these products are of ... (3) preferential origin.

..... (4)

(Place and date)

..... (5)

(Signature and printed name of the exporter)

(1) When the origin declaration is completed for multiple shipments of identical originating products within the meaning of Article 19.5, indicate the period of time for which the origin declaration will apply. The period of time must not exceed 12 months. All importations of the product must occur within the period indicated. Where a period of time is not applicable, the field can be left blank.

(2) For EU exporters: When the origin declaration is completed by an approved or registered exporter the exporter's customs authorisation or registration number must be included. A customs authorisation number is required only if the exporter is an approved exporter. When the origin declaration is not completed by an approved or registered exporter, the words in brackets must be omitted or the space left blank. For Canadian exporters: The exporter's Business Number assigned by the Government of Canada must be included. Where the exporter has not been assigned a business number, the field may be left blank.

(3) "Canada/EU" means products qualifying as originating under the rules of origin of the Canada-European Union Comprehensive Economic and Trade Agreement. When the origin declaration relates, in whole or in part, to products originating in Ceuta and Melilla, the exporter must clearly indicate the symbol "CM".

(4) These indications may be omitted if the information is contained on the document itself.

(5) Article 19.3 provides an exception to the requirement of the exporter's signature. Where the exporter is not required to sign, the exemption of signature also implies the exemption of the name of the signatory.

1. An origin declaration shall be valid for 12 months from the date when it was completed by the exporter. The preferential tariff treatment may be claimed within the validity period.
2. The registration number must be indicated in the origin declaration if the value of the originating products in the consignment is above a threshold of € 6 000.

If the value of the originating products in the consignment is below the value threshold, then any exporter, registered or not registered, may make out an origin declaration.

3. The origin declaration must clearly identify the name of the exporter. This must be obvious to third parties as well.

4. The origin declaration is issued by typing, printing or stamping the text on the invoice or another commercial document identifying clearly the originating products. A handwritten signature is not always necessary.
5. The origin declaration on a label that is permanently affixed to a commercial document is only permitted if there is no doubt that the label has been affixed by the issuer of the commercial document or by the registered exporter.

3. Commercial documents that may include an origin declaration

1. Origin declarations are made out on the invoice; alternatively it may be made out on another commercial document in relation to the consignment that allows identifying, without any doubt, the registered exporter and that describes clearly the goods of the consignment and their respective origin. This can be for example an accompanying delivery note, a pro-forma invoice or a packing list.
2. Origin declarations may be made out on third parties commercial documents, as long as those commercial documents clearly identify the registered exporter.
3. A transport document, such as a bill of lading or the airway bill, cannot be considered as another commercial document, since it is issued by the carrier or forwarding agency.
4. The origin declaration may be submitted on a separate sheet of the commercial document, only if this sheet is an obvious part of this document.
5. If the commercial document contains several pages, each page must be numbered and the total number of pages must be mentioned.

4. Identification of originating products in commercial documents

1. On the documents on which the origin declaration is made out, products must be described in detail, to enable their identification.
2. Non-originating products must be clearly identified. One possibility to distinguish between originating and non-originating goods is to indicate if the goods are originating in brackets behind every product line. Furthermore there is the possibility to put two headings on the invoice, namely originating goods and non-originating goods and then put the goods under the corresponding heading. Another solution is to number the positions consecutively and finally indicate which of the numbers are originating goods and which are non-originating.

5. *Publication of non-confidential data*

1. If the exporter does not sign Box 6 of the Application form, the following data is made public on the internet:
 - EORI number of the registered exporter
 - REX Number and its Status
 - Date from which the registration is valid
 - Date of the revocation (where applicable)