

REPLACEMENT LICENCE APPLICATION FORM

Before completing this form you should ensure that an exhaustive search for the licence has been made by yourself, your shipping agents (if appropriate) and HM Revenue and Customs.

Please note that any person who knowingly or recklessly makes any false statement or furnishes any documents or information false in a material particular for the purpose of obtaining an import licence is liable to a fine not exceeding five hundred pounds and/or a term of imprisonment not exceeding six months. In addition the import licence will be void from the date of issue, and any goods imported under it will be liable to forfeiture under the Customs and Excise Acts.

PART 1			
I declare that the following licence has been lost and I am applying for a replacement licence.			
Lost Licence Number*		Country of Origin	
Description of Goods			
*If known, otherwise please give the export certificate serial number, if applicable.			

PART 2		
Have any goods been imported into free circulation using this Licence?	YES	NO
If YES , please state the quantity in the units of the quota		
I declare that the information above relates to my application for the licence which has been lost. Any changes to the addressee details on the original application are given below		
New Address:	Importer Code	
Do you wish to have your licence collected?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, by whom?		

I understand that, should a replacement licence be issued, the lost licence will be revoked. I understand that, if the original licence is found, it will be returned immediately to Import Licensing Branch. I acknowledge that the Declaration on the original licence application form, which is repeated overleaf, applies equally to this application for a replacement licence.

I HAVE READ THE WARNING SHOWN OVERLEAF

Signature		Name (BLOCK CAPS)	
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Company	Date
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Status of Signatory or Authorised Signatory Number	
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Contact Name	Contact
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NOTES ON THE REVERSE OF FORM ILB/5

Declaration

I am the applicant for this licence or am authorised to act on their behalf. The applicant or his representative is established in the European Community. I undertake that if a licence is granted it will be used solely to import goods which are the property of the applicant. I undertake to provide any information or documentation required by Import Licensing Branch in connection with this application or in connection with any transaction arising from the use of any licence granted in response to this application. I am aware that BERR may use information in this application for its administration of import policy and that the information may be passed for similar purposes to the Commission of the European Communities.

Warning

The Department does not accept responsibility for loss or expense which might arise from refusal of an application or from any delay, however caused, in a licence being granted or received.

Goods for which an individual import licence is required but which are imported without a licence are liable to forfeiture. There are penalties for making false statements or giving false documents or information.

Checklist

- Have you completed all the appropriate boxes? An incorrectly completed form will delay the re-issue of the import licence.
- Have you quoted the Import Licence No. or Export Certificate Serial No.(where applicable) in Part 1?

Please return your completed form to:

**Import Licensing Branch
BERR
Queensway House
West Precinct
Billingham
TS23 2NF**

Tel: (01642) 364333/334

Fax: (01642) 364269

E-mail: enquiries.ilb@berr.gsi.gov.uk

Guidance Notes.

Declaration.

Persons established in the Community means:

- in the case of a natural person, any person who is normally resident there;
- in the case of a legal person or association of persons, any person that has in the Community its registered office, central headquarters or a permanent business establishment.

An application must be signed by the applicant shown in Box 1. An application made by a limited company must be signed by a director or company secretary. An application made by a sole trader or partnership must be signed by the proprietor or partner. Any other signatory requires the written approval of ILB who will allocate an authorised signatory number on submission of completed LA1. This should be shown in the status box.