Entry Summary Declarations: Checklist for traders of controlled goods [1/3]

Action

*One-time action   Active step   *No action required*

☐ Determine if your goods are controlled, based on your commodity code and any relevant legislation. You should refer to the Trade Tariff on GOV.UK in the first instance. If not, refer to the Guidance on controlled goods.

☐ Ensure you and your haulier/intermediary are registered with the Trader Support Service (TSS).*

☐ Ensure your haulier is registered for the Goods Vehicle Movement Service (GVMS) to get a Goods Movement Reference (GMR).*

☐ Ensure you have obtained the required licenses or authorisations pertinent to your goods **prior** to dispatch.

☐ Provide your haulier/intermediary with the data required to complete the Entry Summary Declaration (see following pages).
Note: If you are registered under the UK Internal Market Scheme (UKIMS) ensure that the Importer EORI used on the Entry Summary Declaration is the EORI number aligned to your UKIMS authorisation.

☐ You or your haulier/intermediary need to submit this data through the TSS Portal at least two hours before goods are due to arrive in Northern Ireland.

📄 *TSS completes import declaration requirements.*

💻 *Your haulier populates GMR in GVMS using information provided by TSS.*

🚚 *Once GMR is completed, your haulier can board the ferry and move the goods.*

What is an Entry Summary Declaration?

- Entry Summary Declarations are required for all goods moved from Great Britain to Northern Ireland.
- It is the legal responsibility of the carrier to ensure information is declared via the Entry Summary Declaration, but other parties (trader, haulier or intermediary) may agree to complete it.

What are controlled goods?

- Controlled goods are those that require additional licences or authorisations to be provided before being moved from GB to NI.
- Some common examples are:
  - Excise goods
  - Goods requiring export licences
  - Common Agricultural Policy (CAP) goods
- For more information, please visit the Guidance on controlled goods and the Online Tariff Tool on NICTA.

Data requirements

*Where Maritime Type of Movement is used, the Party name and address details are mandatory.

Movement data

- [ ] Type of Movement
- [ ] Identity Number of Transport

  Note: for Maritime movements, IMO ship identification number is required

- [ ] Conveyance Reference Number
- [ ] Nationality of Means of Transport
- [ ] Carrier XI/EU EORI and details*
- [ ] Arrival Date/Time
- [ ] Port of Arrival
- [ ] Seal Number
- [ ] Route
- [ ] Place(s) of Loading
- [ ] Place(s) of Unloading
- [ ] Transport Charges

Consignment data

- [ ] Consignor and consignee EORI and details*
- [ ] Importer EORI and details*

  Note: for a GB EORI, the importer name and address is required to complete the declaration.

- [ ] Exporter EORI and details*
- [ ] Transport Document Number
- [ ] Goods Domestic status
- [ ] Destination Country

Item data

- [ ] Equipment number, if containerised
- [ ] UN dangerous goods code
- [ ] Type of packages
- [ ] Number of pieces or packages
- [ ] Package Marks
- [ ] Gross Mass (KG)
- [ ] Goods Description
- [ ] Invoice Number

Note: Some types of goods may require specific data requirements. Please refer to the relevant checklist for more information.
- Checklist: Entry Summary Declarations for traders of standard goods
- Checklist: Entry Summary Declarations for traders of excise goods
- Checklist: Entry Summary Declarations for traders of SPS goods

For further help, depending on your journey, please refer to: ENS Step-by-step guide: Standard Process and Consignment First Process
or consult the TSS Contact Centre for support on 0800 060 8888.

Trader Support Service

HM Revenue & Customs

Controlled goods data - overview

Consignment data

- ☐ Controlled goods consignment?
- ☐ Goods Domestic Status
- ☐ Customs warehouse identifier
- ☐ Supervising Customs Office
- ☐ Declaration Unique Consignment Reference (DUCR)
- ☐ Consignment Previous Documents
- ☐ Document Class
- ☐ Document Type
- ☐ Document Reference
- ☐ Authorisation Type Code, Authorisation Role ID

Item data

- ☐ Are the items deemed controlled goods?
- ☐ What type of controlled goods are you carrying?
- ☐ Net Mass (KG)
- ☐ Procedure Code
- ☐ Additional Procedure Code
- ☐ Country of Origin
- ☐ Commodity Code
- ☐ Item currency and price / amount
- ☐ Supplementary Units
- ☐ CUS Code
- ☐ TARIC Additional Code(s)
- ☐ Tax Base Unit and quantifier (3rd quantity)
- ☐ Tax Base Quantity (3rd quantity)
- ☐ National Additional Code(s)

- ☐ Document Class, Document Type, Document Reference
- ☐ Additional Information Code, Additional Information Description
- ☐ Document Reference
- ☐ Document Code number
- ☐ Document Status
- ☐ Document Part
- ☐ Document (status) Reason
- ☐ Writing Off – Issuing Authority
- ☐ Writing off – Date of validity
- ☐ Writing Off – Measurement Unit (and qualifier)
- ☐ Writing Off – Quantity

For further help, depending on your journey, please refer to: Data guide: TSS declaration data requirements
or consult the TSS Contact Centre for support on 0800 060 8888.

Trader Support Service

HM Revenue & Customs