

## How to fill in your application for an EORI number

### 1. General information

To carry out customs related activities in the EU, you normally need an EORI number. If you act as a private individual and only import or export goods for your own personal use, you do not need an EORI number. But if you are a sole trader importing or exporting goods for your business, you will need an EORI number.

Swedish Customs assigns EORI numbers to the following types of operators if they need an EORI number: businesses established in Sweden, people living in Sweden, and businesses established outside the EU. Please note that each business entity only needs one EORI number, which then should be used in all customs declarations and all other customs related activities.

In Sweden, we do not assign EORI numbers to the following types of operators:

- Businesses established in other EU countries, even if they are VAT registered in Sweden. EORI numbers have to be assigned in the EU country where the operator is established.
- Branch offices of companies established in other EU countries. Branch offices have Swedish corporate identification numbers starting with the figures 5164. The EORI number should be assigned in the Member State where the parent company is established and the same EORI number should be used for the branch office as well.
- Branch offices of companies established outside the EU. Only the parent company can apply for an EORI number, and that EORI number should be used by the branch office as well.
- Businesses established outside the EU that have been assigned or applied for an EORI number in another EU country.

Please fill in the form, check that all information retrieved from external records is correct and then click the *Submit application* button. You will receive a reference number which you can use if you wish to contact us about the application. In most cases, you will receive your EORI number in an email within a couple of hours. Some applications, however, have to be processed manually. If this is the case the handling time will be longer, up to five days.

Read more about EORI numbers at [www.tullverket.se](http://www.tullverket.se) (search for EORI).

When you fill in the application error messages may appear, for example if mandatory information is missing or if you have used the wrong format or non-allowed characters. The only characters allowed in the name and address fields, apart from the Swedish alphabet, are Æ, æ, Ø, ø, Ü, ü, &, /, (, ), full stop, comma, hyphen, accents ( ' or ` ), diaeresis (¨), circumflex (^) and tilde (~).

## **2. Logging in**

To reduce the risk of hacking, we use a ‘captcha’ filter. Try to read the distorted characters and type them in the box. Then click the *Done* button. If you cannot read the letters, click the *New text* button.

## **3. EORI application part 1**

### **3.1 Applying on own behalf**

Select *Applying on own behalf* if you apply for an EORI number for the business where you are employed, your own sole trader business or your personal identity number if you apply as a private individual. If you act as a private individual and only import or export goods for your own personal use, you do not need an EORI number.

### **3.2 Applying on behalf of someone else**

Select *Applying on behalf of someone else* when you act as a representative.

#### **3.2.1 Country code**

If your business is established in another country, select a code from the drop-down list.

#### **3.2.2 Corporate identification number**

Enter the corporate identification number of a Swedish business or the non-Swedish identification number of a foreign business. If you are a sole trader, see further section 3.4.1.

#### **3.2.3 Email**

Enter the email address of the contact person or to the business mentioned above. The EORI number will be sent to this email address.

#### **3.2.4 Contact person**

Enter the name of the contact person at the business submitting the application.

### **3.3 Select country if other than Sweden**

If the business is not established in Sweden or if the person is not a permanent resident in Sweden, select a country code from the drop-down list.

### **3.4 Corporate identification number/personal identity number**

#### **3.4.1 Swedish businesses/individuals**

Swedish sole trader: Please enter your 12 digit personal identity number in the format YYYYMMDDNNNN. Other Swedish businesses: Please enter your Swedish 10 digit corporate identification number. Private individuals: Generally, you do not need an EORI number as a private individual. But if you do need one, please enter your Swedish 12 digit personal identity number in the format YYYYMMDDNNNN or your non-Swedish personal identity number or date of birth. Private individual having a Swedish co-ordination number: Please enter your 12 digit co-ordination number in the format YYYYMMNNNNNN.

#### **3.4.2 Non-Swedish businesses/individuals**

Non-Swedish businesses: Please enter a corporate identification number from a country outside the EU. Private individuals: Generally, you do not need an EORI number as a private

individual, but if you do need one, please enter your date of birth in the format YYYYMMDD.

### **3.5 Proceed**

When you click the *Proceed* button, information on name and address of businesses established in Sweden or private individuals living permanently in Sweden are automatically retrieved from external company/population registration records. As regards non-Swedish businesses/individuals, data cannot be retrieved this way.

If the business/private individual already has a valid EORI number, an error message will appear.

If the business/private individual has a status that does not allow for an EORI number to be assigned, an error message will appear. EORI numbers can only be assigned to businesses with the Swedish company status: 'Aktivt' (active), 'i Likvidation' (in liquidation), 'i Påbörjad konkurs' (ongoing bankruptcy proceedings) or 'under Företagsrekonstruktion' (under company reconstruction).

If an EORI application is already being processed, an error message will appear.

## **4. EORI application, part 2**

If the applicant is a Swedish business or a person living permanently in Sweden, information on name and address has been retrieved. Furthermore, a check has been made whether the business is registered for VAT in Sweden under the registration number provided. If a Swedish business is so new that the name cannot be retrieved automatically, you will have to type in the business name, address and VAT No (if you have one). If so, you also have to attach a certificate of registration.

### **4.1 Name**

The maximum length of this field is 35 characters.

Enter the official name of the business, as presented in the company registration records. If the name includes more than 35 characters, you will have to abbreviate it. For example, always use the abbreviations AB for Aktiebolag and Ltd for Limited.

If you are a private individual, enter your surname followed by a comma and then your first name. Sole traders enter their business name if this is registered in a company registration record, otherwise enter the owner's surname followed by a comma and the first name.

### **4.2 VAT number**

The system has also checked whether the business is VAT registered in Sweden under the corporate identification number provided, and the result of that check is displayed as VAT number.

Should the business be VAT registered in another EU country as well, click *Add VAT No*, select country code in the drop-down list and type the rest of the VAT number.

### **4.3 Address**

Enter the address where the business is established. As a private individual you enter the address where you are registered. Individuals with Swedish co-ordination numbers enter the address where they are registered, i.e. not the temporary Swedish address. The maximum number of characters you can use is 2 x 35.

### **4.4 Postal address**

The default country code is the country where you have declared that the business is established. Enter postcode and city. The total maximum number of characters is 35.

### **4.5 Swedish branch exists**

If the business has a Swedish branch office, you can enter the corporate identification number of the branch office here. The identification number of a branch office always starts with the digits 5164. This way we can link the branch office to the parent company in the records, and any mail from Swedish Customs will be addressed to the branch office. The branch office cannot get an EORI number of its own, since Swedish law does not define a branch office of a foreign company as a separate legal entity. Consequently, the branch office should use the same EORI number as the parent company.

### **4.6 Telephone number**

Enter the full telephone number starting with + and country code but omitting the initial digit 0 of the area code. Swedish telephone numbers start with +46.

### **4.7 Mobile number**

Enter your full mobile number starting with + and country code but omitting the initial digit 0 of the telephone number. Swedish telephone numbers start with +46.

### **4.8 Fax number**

Enter your full fax number, if you have one, starting with + and country code but omitting the initial digit 0 of the area code. Swedish numbers start with +46.

### **4.9 Contact person**

Enter the name of the contact person at the business covered by the application.

### **4.10 Email**

Enter the email address of the contact person or to the business mentioned above. The EORI number will be sent to this email address.

### **4.11 Publication**

Currently there are two sites where company data/personal data may be published.

- Swedish Customs national index of operators at our website [www.tullverket.se](http://www.tullverket.se). It provides information on operators holding one or more authorisations issued by Swedish Customs and a few other Swedish authorities.
- The European Commission website that provides access to information on companies/individuals with valid EORI numbers. You enter an EORI number and retrieve information on the name and address of the company/individual.

You do not have to agree to this publication of your data. If you do not agree to the publication, this will apply to both websites. In other words, you cannot exclude your details from being displayed in only one of the indexes.

#### **4.12 Add attachment**

Non-Swedish businesses always have to enclose a business registration certificate. People living outside the EU always have to enclose a copy of a valid passport. You can attach up to 5 files, and the total maximum size for the attachments is 8 MB.

#### **4.13 Check data**

If you have entered all the mandatory information and wish to proceed with your application, click the *Check data* button. If any mandatory information is missing or if any data element has the wrong format, an error message will appear.

#### **4.14 Cancel**

If you wish to cancel the application, click *Cancel*.

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### **5. Check the EORI application**

Check that all information is correct. Please note that the data you have provided, together with the address retrieved from external records, will be used as a basis for the registration and the allocation of an EORI number.

If you wish to print the application before you submit it, click on the printer icon at the top of the page.

#### **5.1 Change data**

If any of the information is inaccurate, select *Change data* and you will return to the previous page where you can change the information.

#### **5.2 Declaration regarding multiple EORI numbers**

Any legal person or private individual is only supposed to be assigned one EORI number in one EU Member State. Therefore, before you apply for an EORI number you have to confirm that the business has neither applied for nor been assigned an EORI number in any other EU country.

### **5.3 Submit application**

If you have checked that all data is correct and wish to proceed with your application, click *Submit application*.

### **5.4 Cancel**

If you wish to cancel the application, click *Cancel*.

## **6. EORI – Confirmation**

This page is a confirmation that Swedish Customs has received your application for an EORI number. Your application has been filed and got a reference number which you can refer to in your contacts with Swedish Customs about the application. In most cases, the EORI number will be sent by email within a couple of hours to the email address(es) you provided in the application.

Some applications, however, have to be processed manually. If this is the case the handling time will be longer, up to five days.

If you wish to make another application for another business, click *New application*.

If you want to leave the system, click *Quit*