

Please note that it is very important that you follow these guidelines or your application will be delayed.

- Fill in a separate form for each licence irregularity.
- Send us all of the supporting documents with this form. For example, any invoices and entries from the *Customs Handling of Import and Export Freight* system, known as CHIEF.
- Resolve all outstanding queries on CHIEF before sending us this form.

If you need any help with filling in this form you can phone us on **0161 261 7061**, Monday to Friday from 9am to 5pm.

To find out what you can expect from us and what we expect from you go to www.hmrc.gov.uk/charter and have a look at *Your Charter*.

Entry details

Licence number	<input type="text"/>	Entry Processing Unit (EPU)	<input type="text"/>
Entry number	<input type="text"/>	Date DD MM YYYY	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Original details

	Description of items	Currency and value	Quantity of items
1			
2			
3			
4			
5			

Amended details

	Description of items	Currency and value	Quantity of items
1			
2			
3			
4			
5			

Declaration

I declare that the information given on this form is correct and complete to the best of my knowledge and belief.

Full name including title *Mr, Mrs, Miss or Ms etc.*

Phone number *In case we need to contact you*

Signature

Address

Date DD MM YYYY

Postcode

Please make sure you have filled in all of the relevant parts of the form and you have signed it.

Send the form and any documents we need to: FREEPOST RRBK-CGRL-RUCA, HMRC, Compliance and Technical Team, National Clearance Hub, Custom House, Furness Quay, SALFORD M50 3ZZ. You can also fax the form and documents to **0161 261 7048**.

Where possible, we will make the necessary amendment to the licence declaration within 10 working days from the date we receive this form.