

Participant master data

Address recording and correction
(for completion instructions see page 3 and 4)

IWM Zoll
Postfach 10 07 61
01077 Dresden

- 1 New addition
- 2 Change 4 Not available
- 3 Termination

Part 1 General information (*obligatory)

<p>5 EORI number/Customs registration number* (obligatory, if issued) <input style="width: 100%;" type="text"/></p> <p>7 Name, company name* <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>8 District <input style="width: 100%;" type="text"/></p> <p>9 Nationality* 10 Street, square, number* <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/></p> <p>11 Post code (Street address) <input style="width: 100%;" type="text"/></p> <p>12 Place (Street address)* <input style="width: 100%;" type="text"/></p> <p>13 Post box number <input style="width: 100%;" type="text"/></p> <p>14 Post code (Postbox) <input style="width: 100%;" type="text"/></p> <p>15 Place (Postbox) <input style="width: 100%;" type="text"/></p> <p>16 Carriercode 3-digit 2-digit <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/></p> <p>17 18 legal form* <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 80%; height: 20px;" type="text"/></p> <p>19 Type of business* <input style="width: 100%;" type="text"/></p> <p>20 Place of business accounting* <input style="width: 100%;" type="text"/></p> <p>21 Tax number for turnover tax purposes * (obligatory, if issued) <input style="width: 100%;" type="text"/></p> <p>22 Turnover tax ID * (obligatory, if issued) 23 Reference customs registration number <input style="width: 45%; height: 20px;" type="text"/> <input style="width: 50%; height: 20px;" type="text"/></p> <p>24 Seat of district court (court of register) <input style="width: 100%;" type="text"/></p> <p>25 Register of companies no. <input style="width: 100%;" type="text"/></p>	<p>Valid from / date of change day month year 6 <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/></p>
--	---

<p>In charge of the participants registered office: Federal finance office <input style="width: 100%;" type="text"/></p>	<p>code</p>	<p>Main customs office <input style="width: 100%;" type="text"/></p>	<p>code</p>
<p>Tax office <input style="width: 100%;" type="text"/></p>	<p>number</p>		
	<p>26 <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/></p>		<p>27 <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/></p>
	<p>28 <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/></p>		

About this form

This form serves to **record participant addresses** and additional data as well as for the **assignment of customs numbers** required in the IT procedure **ATLAS** and in other IT procedures, for example.

- IT procedure PRÜF (purpose of company audits)
- IT procedure ZEUS (conferring customs tariff information)
- IT procedure AIDA (export refund)

at customs offices and the Federal Offices for the fulfilment of their duties.

Please note that you need to inform your relevant Hauptzollamt (main customs office), which has granted you authorisations, permits or simplifications, separately and directly about any changes concerning your company. The application with this form to IWM Zoll does not substitute the above change notification.

Completion instructions

The fields marked with * are obligatory (only completely filled out requests can be worked on).

Part 1 General information

- Field 1** Check this field if the participant does yet have a customs number or EORI number.
- Field 2** Check this field if the data of the participants changes on a specific date. Please fill in only the fields, which are affected by the change.
- Field 3** Check this field if all participant data stored for a customs number is to be terminated (no entry in the fields 7 - 45 required).
- Field 4** not available
- Field 5** Enter the EORI number/customs number if this concerns a change or termination.
- Field 6** Fill in the date from which an addition, a change or a termination is to become effective.
- Field 7** Enter the company in acc. with your trade register entry (e.g. in Germany acc. to § 17 HGB).
For companies, which are not registered in the trade register, first name and surname of the company owner have to be indicated.
- Field 8** Enter the name of the district, if applicable, in which the participant has his/her companys registered office.
- Field 9** For participants with companys registered office abroad, enter the nationality code (left-aligned).
- Fields 10 to 12** Enter the full street address.
- Field 11** Enter the post code (left-aligned).
- Field 12** Enter the name of the place.
- Fields 13 to 15** Enter the post box address, if applicable.
- Field 13** If available enter the post box number.
- Field 14** Enter the post code for the post box or the major customer post code (left-aligned).
- Field 15** Enter the place name for the post box.
- Fields 16 to 17** Complete this field if the participant has been assigned carrier codes by the IATA (e.g. German Lufthansa).
- Field 16** Enter the three digit carrier code in aviation according to IATA standard, e.g. DHL, if applicable.
- Field 17** Enter the two-digit carrier code in aviation according to IATA standard, e.g. LH, if applicable.
- Field 18** Enter the participants legal form (e.g. Ltd., Inc., Corp.), if applicable with a suffix like i.L. (i.e. in insolvency procedure).
- Field 19** Enter the business activity in short form, e.g. import/export, transport, trade.
- Field 20** Enter the street and place where an audit of the business accountancy can take place.
- Field 21** Enter the **German** tax number for the participants turnover tax purposes, if applicable.
- Field 22** Enter the turnover tax ID for intra-community deliveries and procurements. In Germany this number is granted by the Federal Central Tax Office in Saarlouis.

In case you would like to connect several turnover tax ID numbers to your EORI number, please add a separate list to your application.

The tax number for turnover tax ID is absolutely necessary for the voucherless proof of the VAT deduction in the IT procedure ATLAS.
- Field 23** Enter the customs number of the participants companys registered office, if deviating from field 5. This field is specially to be filled in by legally dependent branch offices and permanent establishments, which have their own customs registration number.
- Field 24** Enter the name of the place of the district court in charge of the Register of Companies entry.
- Field 25** State the number by which the company is registered in the Register of Companies.
- Fields 26 to 28** If known, enter the departments in charge of the company.

The German customs office list may be found on <http://www.zoll.de/dienststverz/index.html>.

The numbers of tax offices may be found in the data base of the FCTO on www.bzst.de.

Part 2 Information in connection with the Economic Operators Registration and Identification System EORI

Fields 29 to 45 are only to be filled, if the place of business or residence is in Germany or outside the customs territory of the European Union.

According to the rules in Regulation (EEC) No. 2454/93 Economic Operators, which are situated in the customs territory of the European Union, will be registered with an EORI number by the competent authorities of the member state, in which they are situated. Economic Operators, which are situated outside the customs territory of the European Union, receive a German EORI number, if they have customs activities in Germany and have not received an EORI number from another member state.

Your future EORI number consists of the letter code DE followed by seven digits (numerals), e.g. DE1234567.

- Field 29** Check the relevant field. Please note that without an EORI number customs activities may not be possible anymore.
- Field 30** If you consent to publication of your data, third persons may see your EORI number, your company and the street address of your place of business on the internet. A negative answer does not lead to consequences concerning customs.
- Field 31** Enter the date of establishment or in case of natural persons the date of birth. For registered companies the date of first registration may be entered.
- Field 32** Enter the following codes:
- 1 - natural person
 - 2 - legal person (e.g. Ltd.)
 - 3 - association of individuals (e.g. limited partnership)
- Field 33** Enter the code for the main commercial activity according to the statistical systematic of commercial branches by the European Commission. You may find the codes on:

http://ec.europa.eu/eurostat/tamon/homendatares/index.cfm?TargetUrl=LST_NOM_DTL&SttNom=NACE_REV2&SttLanguageCode=EN&SttLayoutCode=&SttCurrentPage=1

Fields 34 to 36 are only to be filled, if the place of business or residence is outside the customs territory of the European Union and if the competent authorities of your country have issued an identification number for customs purposes

- Field 34** Enter the 2-digit country code (e.g. RU, US)
- Field 35** Enter the identification number, which has been issued for customs procedures by the competent authorities of your country
- Field 36** If field 34 has not been filled in, enter the full name of the country

Contact person

(if you mention a contact person, at least fields 37, 41, 42, 43, 44 or 45 and at least one of the fields 38 to 40 have to be filled in)

- Field 37** Enter the full name of the contact person (first name and surname).
- Field 38** Enter the phone number in international standard:
+[country code] [area code] [company number] [direct connection] e.g. +49 351 44834 520
- Field 39** Enter the fax number in international standard.
- Field 40** Enter the e-mail address in international standard: e.g.
- Field 41** Enter street name and number.
- Field 42** Enter the post code (left-aligned).
- Field 43** Enter the place.
- Field 44** Enter the 2-digit country code.
- Field 45** If field 44 has not been filled in, enter the full name of the country
- Field 46** For granting a German EORI number as applied for in field 29 your consent to your data being transmitted to the data base of the European Union (CD/CO) is obligatory.

The form has to be signed legally binding, the telephone extension is required for enquiries. If applicable, always enclose a copy of the Register of Companies excerpt or the business registration.