



HM Government
UK TRANSITION



Trader Support Service

TSS How-To Guides

Registering your business

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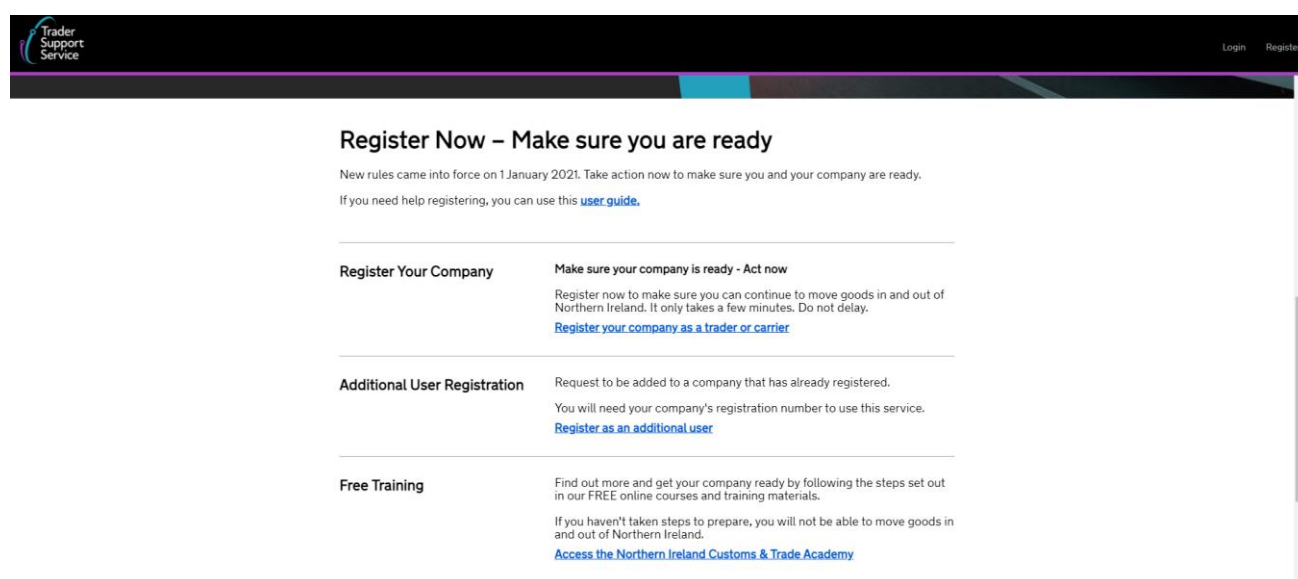
Knowing how to register the company will help ensure your business continues to trade seamlessly between Great Britain and Northern Ireland now that the UK has left the EU Customs Union.

Firms moving goods from Great Britain to Northern Ireland are required to complete declarations from the start of 2021. To do this, you will need to have registered the company details on the Trader Support Services [Portal](#).

1.1 How do I register my business?

Either select the link above to open the company registration form, or navigate to the Trader Support Services portal using the link below and select [Register yourself and your company as a trader](#). These options are also available via the [Register](#) link on the banner (top right of the screen).

<https://www.tradersupportservice.co.uk/tss>



The screenshot shows the 'Register Now – Make sure you are ready' page on the Trader Support Service portal. The page has a dark header with the 'Trader Support Service' logo on the left and 'Login Register' links on the right. The main content area is white and contains the following sections:

- Register Now – Make sure you are ready**
 - New rules came into force on 1 January 2021. Take action now to make sure you and your company are ready.
 - If you need help registering, you can use this [user guide](#).
- Register Your Company**
 - Make sure your company is ready - Act now**
 - Register now to make sure you can continue to move goods in and out of Northern Ireland. It only takes a few minutes. Do not delay.
 - [Register your company as a trader or carrier](#)
- Additional User Registration**
 - Request to be added to a company that has already registered.
 - You will need your company's registration number to use this service.
 - [Register as an additional user](#)
- Free Training**
 - Find out more and get your company ready by following the steps set out in our FREE online courses and training materials.
 - If you haven't taken steps to prepare, you will not be able to move goods in and out of Northern Ireland.
 - [Access the Northern Ireland Customs & Trade Academy](#)

Notes:

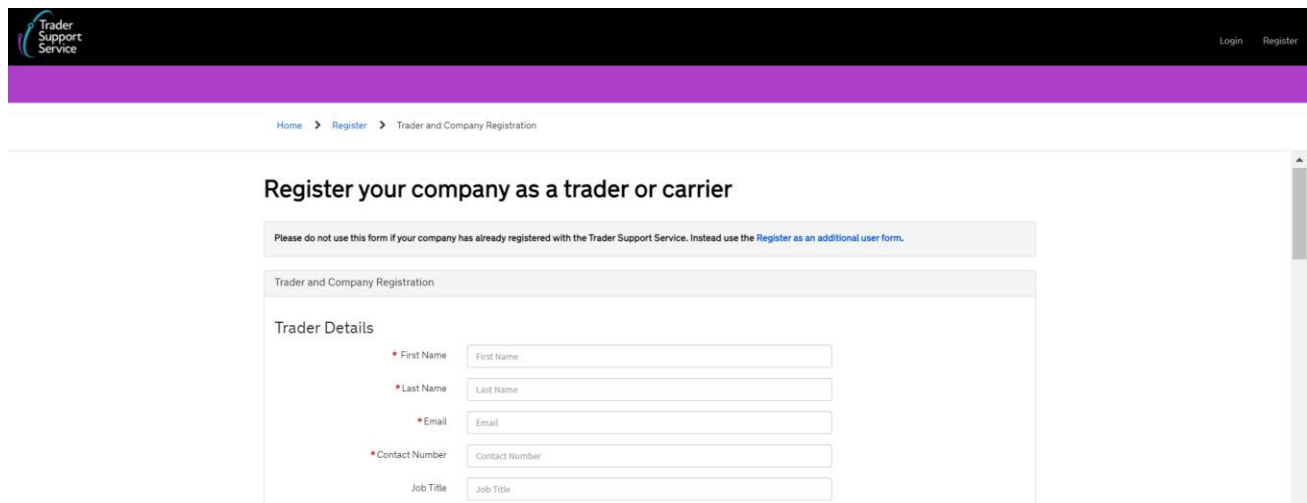
- Where your company has already completed the business registration, the notification email will share a unique reference number for your business, which will be required for adding other colleagues to your company's registration. Once the business is registered, other colleagues can use the [link](#)

for User Registration - [Register as a trader](#)

- The other options on the Trader Support Services portal include: [Trader Education](#), which opens a link to the NI Customs & Trade Academy and [Trader Enquiry](#), to raise an Enquiry with the Trader Support Service Desk

1.2 Add your trader contact details

Once the registration form is open, add your contact details into the 'Trader Details' section, completing the mandatory fields as a minimum, denoted with a red star. If you have the information available for any non-mandatory fields, these details can also be added.



The screenshot shows the 'Trader Support Service' portal header with 'Login' and 'Register' links. Below the header is a breadcrumb trail: 'Home > Register > Trader and Company Registration'. The main heading is 'Register your company as a trader or carrier'. A note states: 'Please do not use this form if your company has already registered with the Trader Support Service. Instead use the [Register as an additional user form](#).' The 'Trader and Company Registration' form is displayed, with the 'Trader Details' section highlighted. This section contains the following fields:

- * First Name (Mandatory)
- * Last Name (Mandatory)
- * Email (Mandatory)
- * Contact Number (Mandatory)
- Job Title (Optional)

- Add your [First Name](#), [Last Name](#), in addition to your business [Email](#) address and [Contact Number](#) on the registration form.

Note: If your browser pre-populates data into the fields on the form, please make sure these are updated and there is no blue highlight on any field before submitting the form. This example shows prepopulated text in the last name field.



This close-up shows the 'Trader Details' section with the 'First Name' field containing 'First Name' and the 'Last Name' field containing 'Example'. The 'Last Name' field has a blue highlight, indicating it is prepopulated.

1.3 Add your company information

On navigating down the page, the 'Company Details' section is presented with the data required for initial registration, denoted with red stars. You can also use the [field information guide](#) which opens in a new browser window, to help complete the form.

This section also includes information required for generating declarations, which can be added either during the initial registration or amended following registration, within the 'Company Profile' page.

The screenshot shows the 'Company Details' section of the Trader Support Service registration form. At the top, there is a navigation bar with the 'Trader Support Service' logo and links for 'Login' and 'Register'. Below the navigation bar, a breadcrumb trail reads 'Home > Register > Trader and Company Registration'. The main content area is titled 'Company Details' and includes a link to a 'field information guide'. The form contains four input fields: 'Name' (marked with a red asterisk), 'EORI Number', 'XI EORI Number', and another 'EORI Number' field.

- Add the [Name](#) for your business, using the same details that you use in correspondence with HMRC.
- The [EORI Number](#) is a unique customs ID for businesses who undertake goods movements.

If you do not yet have an EORI (Economic Operator Registration Identification) number, you may leave this field blank. However, a valid EORI number must be entered before you are able to submit declarations through Trader Support Services (TSS), as the service will use this to identify your business, in declarations made to HMRC.

If you have not yet applied for an EORI number, you can apply on the [gov.uk website](https://www.gov.uk).

As of 1 January 2021 you will need an EORI to move goods between Great Britain (England, Scotland and Wales) and the EU. You may also need one if you move goods to or from Northern Ireland. Provided you have the required information to hand, using the service in the application link above, it will only take 5 to 10 minutes to apply. The EORI Number will either arrive straight away or within 5 working days, depending on HMRC checks.

- Add address details for your business including the [Street](#), [City](#) and [Postcode](#).
- Use the selection list to select the [Country Code](#) for your business, such as United Kingdom (GB).

The screenshot shows the address details section of the form. It contains four input fields: 'Street', 'City', 'Post Code', and 'Country Code' (marked with a red asterisk). The 'Country Code' field is a dropdown menu currently showing '-- Select --'.

- Add the [Company Email](#) address and [Company Phone](#) number, for your business.

Company Email	<input type="text" value="Company Email"/>
Company Phone	<input type="text" value="Company Phone"/>

- Select the **Type** of business from the selection presented.

*Type	<div> -- Select -- <div> -- Select -- Fast Parcel Operator Intermediary Haulier Trader Freight Forwarders </div> </div>
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- Select 'Yes' on the **CFSP** selection if your Business has been authorised by HMRC to use Customs Freight Simplified Procedures (CFSP) and may be able to make a simplified declaration when your goods arrive at a UK port or airport.

* Are you authorised to use Customs Freight Simplified Procedures (CFSP)	<div> Yes </div>
* CFSP Number	<input type="text" value="CFSP Number"/>

When 'Yes' is selected, add your CFSP authorisation number, into the **CFSP Number** field. TSS will submit any simplified declarations from using your CFSP licence.

If you do not have a CFSP authorisation number, select "No" for the **CFSP** field and TSS will then process your declarations using its own CFSP licence.

More information on CFSP authorisation can be found on the [gov.uk website](https://www.gov.uk)

- If your business has a **Deferment Approval Number** (DAN), add the number.

A Deferment Approval Number (DAN) is the unique reference number issued to a trader to identify the trader's deferment account. A Duty Deferment Account enables an authorised trader to settle customs duties, excise duties and any import VAT associated with the movement of goods through direct debit (instead of paying for individual consignments).

Duty or VAT charges payable following the movement of goods will be charged against your Duty Deferment Account.

If your business does not have a DAN, then leave this blank. The TSS Duty Deferment Account will be used and you will need to pay duty and VAT to TSS.

More information on applying for your own DAN can be found on the [gov.uk website](https://www.gov.uk).

Deferment Approval Number	<input type="text" value="Deferment Approval Number"/>
VAT Registration Number	<input type="text" value="VAT Registration Number"/>

- Where your business is VAT-registered, then add the [VAT Registration Number](#).
- If you know the [Commodity Codes](#) for the goods your company commonly moves, input them here (comma separated). These can be added or appended on the Company profile following registration.

Commodity Codes (please add comma separated list)	<input type="text" value="Commodity Codes (please add comma separated list)"/>
--	--

Commodity codes classify goods for import and export so that traders can fill in declarations and other paperwork, check if there is duty or VAT to pay on goods and find out about duty reliefs. Before you start using TSS for your customs declarations, you will need to know the commodity codes that apply to the goods you intend to move.

To successfully prepare, you should begin to consider what commodity codes will apply and declare them in your profile. TSS will then use these to help you understand the declaration process you are required to follow.

More information on how to find out your commodity codes can be found on the [gov.uk website](https://www.gov.uk).

Where required, TSS can also provide direct guidance on how to determine which codes could apply.

- If your company commonly uses specific [Customs Procedure Codes](#) (CPCs), please input them here (comma separated).

Customs Procedure Codes (CPC) (please add comma separated list)	<input type="text" value="Customs Procedure Codes (CPC) (please add comma separated list)"/>
---	--

Customs Procedure Codes identify the customs and/or excise regimes which goods are being entered into and removed from. Before you start using TSS for your customs declarations, you will need to know the CPCs that apply to the goods you intend to move.

To successfully prepare, you should begin to consider what Customs Procedure Codes will apply and declare them in your Company Profile. TSS will then use these to help you understand the declaration process you are required to follow.

More information on Customs Procedure Codes can be found on the [gov.uk website](https://www.gov.uk):

Where required, TSS can also provide direct guidance on how to determine which codes could apply.

- Respond with either **Yes** / **No** to whether you have registered for UK Trader Scheme (UKTS) Authorisation.

The screenshot shows a web form for UKTS Authorisation. It includes a dropdown menu for 'Have you applied for UK Trader Scheme authorisation?' with options '-- Select --', 'Yes', and 'No'. Below this is a section with three fields: 'Have you applied for UK Trader Scheme authorisation?' (with a 'Yes' dropdown), 'What date was your application for the UK Trader Scheme submitted?' (with a date picker icon), and 'Once received, please enter your UK Trader Scheme authorisation number' (with a text input field).

UKTS is a scheme that allows traders to declare their goods 'not at risk'. In order to obtain authorisation, you must meet the following criteria:

- Meet establishment criteria which requires a trader to be established in NI or are established in the UK with a fixed place of business in NI where records are available and where goods are sold to for final use by end consumers, and have an indirect customs representative in NI, such as the TSS
 - No history of serious customs or tax infringements, or other similar criminal offences
 - Keep records that enable trader to declare and evidence not 'at risk'
 - Possess an XI EORI number
 - For full details and in order to apply, please refer to guidance available on the [gov.uk website](https://www.gov.uk).
- Respond with either **Yes** / **No** to whether you move goods into NI that are subject to commercial processing.

* Do you move goods into NI that are subject to commercial processing?

The screenshot shows a dropdown menu with options '-- Select --', 'Yes', and 'No'. The 'Yes' option is highlighted in blue.

- If you select Yes, you will be asked [if you are eligible for exemptions related to commercial processing](#).

* Do you move goods into NI that are subject to commercial processing?

* Are you eligible for any of these exemptions related to commercial processing? (Select all that apply by holding CTRL and clicking)

Yes

-- Select --

Yes

No

Turnover exemption

Approved processing sector exemption

Not applicable

If you meet these exemption, you will be able to declare your goods are not 'at risk':

- Turnover exemption: Your turnover is less than £500,000
- Approved processing sector: If your business operates within the approved list of sectors
- More details can be found here on the [gov.uk website](#).
- Identify [whether you operate in one of the sectors with restricted de-minimis aid limits](#).

* Do you operate in one of these sectors with restricted de-minimis aid limits?

-- Select --

-- Select --

Fishery and aquaculture sector

Primary production of agricultural products

Road freight transport sector

Not applicable

In general, traders can claim a waiver for duty on 'at risk' goods brought into Northern Ireland – limit of €200,000 of aid over the previous 3 tax years on a rolling basis i.e. you need to consider how much aid you have used this year, and the previous 2 –, but lower limits apply for certain sectors:

- Road Freight Transport for hire or reward - the maximum allowance is €100,000 over 3 years
- Fisheries and aquaculture - the maximum allowance will be €30,000 over 3 years, but you cannot currently claim any waiver
- Agricultural primary production - the maximum allowance will be €15,000 over 3 years, but you cannot currently claim any waiver
- For further details on waivers and state aid rules, please refer guidance on the [gov.uk website](#).

- Enter your company's [Experience of importing and exporting](#).

Experience of importing and exporting	<div>-- Select --</div> <div>-- Select --</div> <div>None</div> <div>Import</div> <div>Export</div> <div>Both Import & Export</div>
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- Enter [How many shipments do you make monthly](#) using the options provided.

How many shipments do you make monthly	<div>-- Select --</div> <div>-- Select --</div> <div>1 to 10</div> <div>11 to 25</div> <div>26 to 50</div> <div>51 to 100</div> <div>More than 100</div>
--	--

- Respond with either [Yes](#) / [No](#) to the fields relating to your business' trading relationships between countries and regions.

Do you move goods between GB & NI	-- Select --
Do you move goods between Republic of Ireland & NI	-- Select --
Do you move goods between Rest of EU & NI	-- Select --
Do you move goods between Rest of World & NI	-- Select --

- If your company [moves goods under duty suspension](#), select 'Yes'.

Do goods move under duty suspension (for example under Transit or Warehousing)	-- Select --
--	--------------

Duty suspension is defined as a temporary exclusion from paying excise duties allowed by a taxing authority, under certain conditions, when goods arrive from a foreign shipping point. Further information regarding duty suspensions can be found on the [gov.uk website](https://gov.uk).

- Respond to [How often you use the services of a fast parcel operator](#) using the selection provided.

How often you use the services of a fast parcel operator weekly	<div>-- Select --</div> <div>-- Select --</div> <div>0 to 50</div> <div>51 to 100</div> <div>More than 100</div>
---	--

- When Trader is selected as the [Type](#) of business above, then an additional field is presented for [Traders - Do you use a broker or intermediary](#). Select from the list presented.

Traders - do you use a broker or intermediary	<div>-- Select --</div> <div>-- Select --</div> <div>No</div> <div>Yes for some</div> <div>Yes for all</div>
---	--

- Confirm the [Number of product lines](#) for your business by adding the number.

Number of product lines	<input type="text" value="Number of product lines"/>
-------------------------	--

- For your business, select one of the options for [What industry or sector do you operation in](#).

What industry or sector do you operate in	<div>-- Select --</div> <div>-- Select --</div> <div>Agriculture, forestry & fishing</div> <div>Automotive & aviation</div> <div>Computers & electronics</div> <div>Construction & materials</div> <div>Fast parcel operator</div> <div>Health & biotech</div> <div>Manufacturing & production</div> <div>Military equipment</div> <div>Retail: food & drink</div> <div>Retail: other</div> <div>Telecommunications</div> <div>Transport & logistics</div> <div>Wholesale distribution</div> <div>Other (not listed)</div>
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- Where one of the following scenarios apply to your business, then select Yes for the [Will your business be required to make full declarations through TSS](#).

Am I a trader intending to:

- Move controlled goods, i.e. excise goods or those requiring a licence to import.
- Use any customs procedures other than the release of goods into free circulation/home usage, where goods have been subject to no previous customs procedure (e.g., entering goods into a special customs warehouse). If you are unsure if this applies to you, please follow the gov.uk [link](#) for more information.
- Use any additional procedure codes, e.g. to request/apply for duty relief. If you are unsure if this applies to you, please follow the gov.uk [link](#) for more information.
- Use of part removal from a bulk consignment procedure.
- Make quota claims on declarations.

Will your business be
required to make full
declarations through
TSS

-- Select --



A full frontier declaration means all customs declaration information must be provided in advance of goods arriving at a UK port or airport, moving into a different customs territory.

This is in contrast with the simplified declaration process, where a reduced set of information is required prior to goods movement and the remaining information to complete the customs declaration is submitted after the goods have moved (post movement) through a supplementary declaration.

- Once all the details have been added to the form, you will need to agree to the [Privacy Policy](#) and [Terms and Conditions](#), then validate that you are not a Robot, before selecting the [Submit](#) button, at the bottom of the form.

☐ I agree to the [Privacy Policy](#) and [Terms and Conditions](#)

Security Code



I'm not a robot



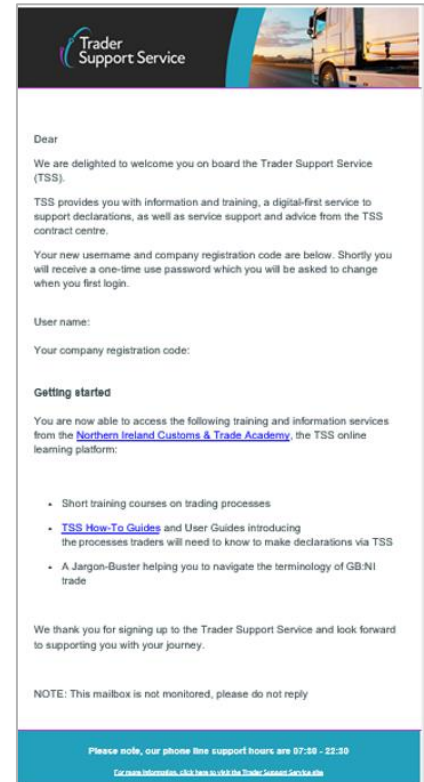
reCAPTCHA
Privacy - Terms

Submit

1.4 Notifications following registration

Once the initial registration steps have been completed, you will receive two notifications containing the unique TSS registration number, which can then be used by other colleagues to request access to the TSS registration for your company. The other notification will contain details to complete the registration and login. Note: All other colleagues added after the initial company registration is complete, will require verification. This is an example email notification.

Once you have logged in using information from the notifications you receive, you will be able to add and update the information for your company registration and complete missing data, prior to progressing declarations for your business. You will also be able to verify colleagues who have requested a trader registration, as well as add additional addresses, for your business.



1.5 I need to know more...

Fear not, help is at hand. The NI Customs & Trade Academy (NICTA) is now providing traders that have registered with TSS with short courses on all aspects of new trading processes that began on 1 January 2021.

In case you have not registered for TSS, you can do so [here](#).

The courses provided by the TSS online training portal NICTA are free of charge and can be accessed [here](#).

For more TSS How-To Guides please see [here](#).