***[On Importer/Exporter Letterhead]***

**Authority for a Customs Clearance Agent to act as a Direct Representative**

I, …………………………………………………………………… (i)

Having authority to sign on behalf of

A (name)…………………………………………………………. (EORI no.) ……………………………..……. (ii)

Our Companies House Registration number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we confirm that we are a UK established Company.

Hereby appoint

B (name)……**RELAY PORT AGENCY LTD**… (EORI no.)..**GB347779206000**.. (iii)

to act on behalf of the entity named at A above in the capacity of a Direct Representative in accordance with Articles 18 and 19 of Regulation (EU) No. 952/2013. This authorisation is applicable to all consignments arriving or departing from the UK.

This Appointment applies with effect from the date of signature until revoked by the entity named at A above. The entity A named above authorises the customs agent named at B to delegate customs clearance to sub agents as a Direct Representative of the declarant in all dealings with HMRC where circumstances necessitate. The entity named in A authorises their representative, the customs agent named at B, to declare goods to HMRC using.

Deferment Approval Number: ……………………………… (WHERE REQUIRED)

VAT Number: ………………………………

This letter also gives authority to the Party at B to complete documentation on behalf of entity A on the iphaffs system (**I**mports of **P**roducts, **A**nimals, **F**ood and **F**eed **S**ystem).

Note: In accordance with the Union Customs Code, a Direct Representative acts in the name of and on behalf of another person. In relation to import/export declarations, the importer/exporter will be liable for any customs debt arising from the declaration

This authority also includes the completion of any Port Health related documentation that may be required on the IPAFFS system.

Signed: ……………………………………….. Position: ……………………………………..

Dated: ……………………………………….. Email: ………………………………………..

Notes:

(i) Name of person signing, who must have authority to sign on behalf of the importer or exporter.

(ii) Legal name & EORI Trader Identification No. of importer or exporter.

(iii) Legal name & EORI Trader Identification No. of representative or agent.