

7 Crucial Steps to Remain VAT-Compliant

Importing is just one piece of the puzzle. Follow these 7 crucial steps to remain VAT-compliant at all times when exporting to the EU. With no one-size-fits-all rule across the EU, however, it's always best to triple check that you're paying the right VAT rate.



CHECKLIST FOR EXPORTING

1

DETERMINE THE EXPORTER OF RECORD

- They will be responsible for handling the customs paperwork. This is usually the UK supplier

Clear this up well in advance and avoid last-minute form-filling.

2

APPLY FOR A UK AND EU EORI

- This unique identification number is used on all paperwork to help identify the exporter with customs authorities

If you don't yet have one, apply to HMRC at the earliest possible opportunity.

You'll also have to apply for an EU EORI. Simply apply by getting in touch with any member state's tax authority.

3

WORK OUT WHETHER OR NOT YOU NEED AN EXPORT LICENCE

- You'll need an export licence if you export certain goods: chemicals, livestock, foodstuffs, excise goods (alcohol, tobacco, mineral oil, etc.)

For more information, head, head to the dedicated [GOV.UK](https://www.gov.uk) support page.

4

DECIDE WHO'LL BE IN CHARGE OF COMPLETING EXPORT DECLARATIONS

- If you want to handle this yourself, you'll have to purchase commercial declarations software and register to be put on the National Exporter System (NES).
- Once this has been approved, you'll receive a special 'badge' allowing you to use HMRC's online custom systems

Alternatively, just hire a customs intermediary to do it on your behalf: freight forwarders, customs agents or brokers, or fast parcel operators can all operate as customs intermediaries.

5

COMPILE ALL MUST-HAVE INFORMATION

- You need to provide these 6 details:
 1. Commodity code: A code stating the good being exported, the materials it contains, and its production method
 2. Departure point and destination: Where the goods are coming from/ going to
 3. Consignee and consignor: The intended recipient and the company responsible for delivering the good(s) to them.
 4. The nature, amount, and packaging of the goods: What the goods are and how they've been packaged
 5. Certificates and licenses: If relevant/applicable
 6. Exporter statement of origin: This ensures that your importer isn't accidentally slapped with any additional (and unnecessary) tariffs

Once you've gathered all this information, keep it in an easily accessible place for the rest of your team going forward.

6

SUBMIT YOUR EU IMPORT CUSTOMS DECLARATIONS

- As well as handling all export paperwork, you also have to submit EU import customs declarations on your customers' behalf if you're operating under a DDP system

Note: if you fail to do this, your freight forwarder or transport provider will be unable to accept the shipment.

7

REMEMBER THAT INTRASTAT DOESN'T APPLY

- As of 1st January 2021, you no longer need to send monthly reports on exports from the UK into the EU

You'll still need to compile Intrastat reports on all imports.

8

HIRE A FISCAL REPRESENTATIVE

- Fiscal representatives are in charge of filling out all relevant paperwork
- If you're a non-EU-based company that conducts business in certain EU member states, you'll be required by law to appoint a fiscal representative to handle all tax obligations
- However, if you're trading via a local branch or entity in another country then you won't need to appoint one

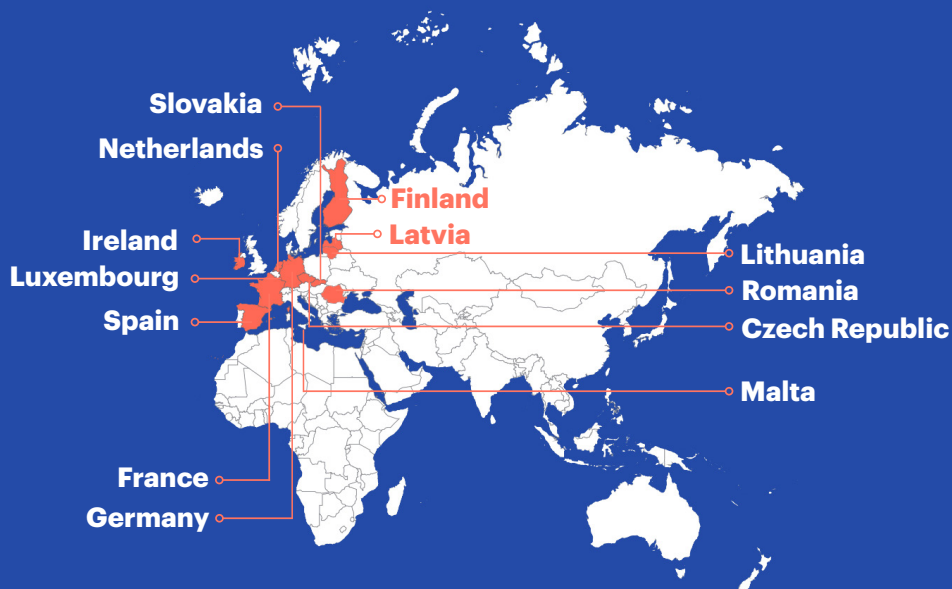
[List of countries that does / does not require you to have a fiscal representative.](#)
(Refer to next page)

Fiscal Representative

You need a fiscal representative when doing business here:



You don't need a fiscal representative when doing business here:



These countries have not decided if you need a fiscal representative:

