

On company headed paper..... **Delete this before printing to sign**

Date [Insert Date here]

To whom it may concern at HM Revenue & Customs

We are [Insert full name of Company]. Our EORI number is [Insert EORI number here]. Our VAT Registration number is [Insert VAT number here].

We hereby authorise and empower J. Heebink Manchester Limited to act as our “Customs Representative” in a Direct capacity for the completion and submission of our import and/or export declarations.

We further authorise and empower J. Heebink Manchester Limited to delegate customs clearance, both import and export to sub agents as direct representatives of J. Heebink Manchester Limited, in all dealings with HMRC where circumstances necessitate.

We also authorise J. Heebink Manchester Limited., or their direct representatives, to use our Deferment Account Number [Insert Deferment number here] for the payment of duties and taxes on our imports. [Please delete this sentence if not applicable]

Contact details for invoicing VAT and Import Duty on UK imports: (Can be deleted by export.)

Contactperson: [Insert name here]

Email address: [Insert mail address here]

phone number: [Insert phone number here]

We need authority from the importer to use the deferment account for this company before we are able to clear shipments on the new UK Customs Declaration Service system.

You will need to authorise the following companies to use your deferment account in your Customs CDS Dashboard.

J Heebink EORI GB674500244000

J Heebink EORI GB674500244001

ChannelPorts EORI GB683470514000

Until such times as this authority is put in place the goods will not be able to ship to the UK.

I confirm that I have authority to sign this document on behalf of the Company

Yours faithfully

[Please sign here]

Name: [Insert name here]

Job Title: [Insert Job Title here]