C&E Economic Operators Registration Identification (EORI) Number

Registration on ROS

Document reviewed January 2023



The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

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Introduction

The manual explains the online registration process using <u>Revenue's Online Service</u> (<u>ROS</u>) for Customers or their Agents who require a Customs and Excise (C&E) or an Economic Operators Registration Identification (EORI) registration number in connection with Import/Export activity.

If you trade with a non-EU country, you will need a unique Economic Operators Registration and Identification (**EORI**) number.

To use the service, you will need:

- Revenue Online Service (<u>ROS Log In</u>) login details and a valid ROS digital certificate
 - A Registration for Customs & Excise in ROS.

If you have previously been registered for Customs and Excise (C&E), you may already have been allocated an EORI number and you should check the following weblink to ascertain if you already have an EORI number before you proceed further in this document. The default option will be "IE" followed by your VAT/Tax Registration number.

EORI number validation

Retrieve EORI	umber validation	
EORI number	Enter valid EORI number.	Validate
Figure 1: EORI num	er validation	

1 Customer not having a ROS Cert or Agent and the goods have arrived in Ireland

If you do not have an active ROS Digital Certificate or Agent or if the goods have arrived in the Country and an EORI is required, send an email to the eCustoms Helpdesk (<u>eCustoms@revenue.ie</u>) to request an EORI. The following information is required:

Tax Registration No. and

3

- Company/Individual Name and
- Company/Individual Address.

2 If you are registered for myAccount

If you are registered for myAccount, you should make a request for an EORI registration through MyEnquiries. Sign in to myAccount and send the request via My Enquiries.

If you have an active ROS Digital Certificate and are registered for My Enquiries

If you are accessing through ROS – MyEnquiries, you must register for customs and excise if not already registered. (If you are already registered for C&E, follow the instructions as at Number 1 above to ensure you do not already have an EORI number.) You can register using the following steps:

3.1 Step1: Access ROS using the Customer Digital Certificate and password.



3.3 Step 3: In the resulting screen you should see an option for "Customs and Excise and Status "Not Registered." Select "Register".

after completing each request form. Items in the 'Your	Number: 02782636PA Remove Agent Link > Agent AGENT REVP 7	
Requests' area will not be processed until the 'Submit' process is	Relevant Contracts Tax - RCT Register >	
completed.	Environmental Levy - ELEV Register > Status: Not Registered	
	Diesel Rebate Scheme - DRs Register > Status: Not Registered	Once you add a registration to your
	Charitable Donations Scheme - CDS Status: Not Registered	requests you will be able to submit.
	Customs & Excise - C&E Register >	
	Employer (PAYE/PRSI) - PREM Register Additional > Status: Not Registered	
	VAT MOSS - VAT Mini One Stop Shop Menage WAT MOSS > If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSS registration.	

Figure 4: ROS Tax Registrations screen

3.4 Step 4 – Option 1: Register for C&E without registering for an EORI number

The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box. Do not tick the box if you just want to register for C&E taxhead. Click "Add to Your Requests".

ENVICE3	REVENUE RECORD PROFILE WORK IN PROGRES	SS ADMIN SERVICES	
	eRegistration		
	C&E Registration		
	* Denotes a required field		
	Registration Date (DD/MM/YYYY)	11/07/2019	
	Will you be importing/exporting goods to/from the E	EU?	
	X Cancel		Add To Your Requests 🖒

Figure 5: ROS C&E Registration screen

The screen hereunder is presented and you must click submit if details are correct.

	Registration				
		Registration Options			Your Requests (1)
2	Manage Your Tax Registrations and Agent Links Notes: You may add multiple	Income Tax -IT Status: Active Number: 01804820K Agent: IVa		Genne Registration 🕽	Register CNE Edit Cancel
	requests to 'Your Requests' area. You will be brought back to	Value Added Tax - var Status: Not Registered		Hegenter 🔪	
1	this screen after completing each request form. Items in the 'Your Requests' area will not be processed until the 'Submit' process is	Employer (PAYE/PRSI) Status: Active Number: 01504520K Agent: n/s		Corec Raphhalan 🕽	
1	completed.	Relevant Contracts Tax Status: Not Registered	(-RCT	Register 🔪	
		Environmental Levy - En	EV	Register 🕽	
		Pay As You Earn - PAYE Status: Not Registered		Register 🔪	You need to submit this request in order for the transaction to be processed
		Diesel Rebate Scheme Status: Not Registered	- DR\$	Register 🔪	* 54
		Charitable Donations S Status: Not Registered	cheme - cos		
5		Customs & Excise - car Status: In Regiests			
Figure 6: R	OS Requests	screen			
On the sc	reen prese	ented, you mu	ist then sign and	submit the re	quest per the
summary	screen.				
Revenu Giin agus Custain i Irish Tax and Custo	e fa aa héliwaan	MY SERVICES REV		WORK IN PROGRESS	ADMIN SERVICES

 eRegistration

 Summary

 registration

 Registration

 1007/2019

 Is EOR enabled?

 No

G						0
MY SERVICES	REVENUE RECORD	PROFILE WOR	K IN PROGRESS	ADMIN SERVICES		
1 6	Return					
	isformation If your first of the second seco	our transaction is ready ou wish to review the det ce your transaction has b tsaction. Please keep a n	to be transmitted, pl alls of this transactio een successfully tra ote of this number f	ease sign and submit n click on the button n nsmitted you will be pr or your records.	by entering your password below. narked Back. rovided with a notice number for t	he
🧪 ĭ		Certificate			O Help	Ĭ
1		Enter Password	Password	Sign & Submit	Back	
				0%		J
<u>)</u>						0

Figure 8: ROS Sign & Submit

Enter your password and select "Sign & Submit". You will be registered for C&E but you will not yet be registered for an EORI number as per screens hereunder;

Y SERVICES	REVENUE RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICES					
	ROS Acknowledgement								
	You have just transmitte	d an Online Regis	stration Return which has bee	n received by ROS.					
	You can access a copy A Receipt will be sent to To file another Return cl	You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.							
	Please use the Notice N	lumber below in a	any future correspondence or	inquiry relating to this transaction.					
			Notice Number	54966710551					
	eRegistration summary:	eRegistration summary:							
		Action	Stat	is Comments					
	Register Cust	oms & Excise	Succ	ess					
	To return to My Services	s page click the O	K button OK						

Figure 9: ROS Acknowledgement screen

If you select the Revenue Record tab from the top of the screen, you will see the notice in your ROS inbox.

By selecting the notice number, you can view the details of the Registration.

	9				Ò	- 18	LANGUAGE: 1	UNGLISH 👻 ROSHEL	, O
	ERV	ICES REVENUE RECORD	PROFILE W	ORK IN PROGRESS	ADMIN SERVICES		1	EX	п
	SK	I - Inbox Messages 🕚							
		Some documents open in a populo	window. Click here	for instructions to enable	popups for ROS. Please note th	at documents cannot b	e opened if you are	using Revenue's	
		mobile app RevApp or the Microso	ft Edge browser.				o openso n jeo ure		
		Rems are archived periodically. To vision Bearch by: Search using Document 1	new all items, tick 'ir	Cancel Search	arch By' option.				
	0	Tax Type/Duty/Rep. Oblig. : * Selec	t [Document Typ	e: • 🔽 🗹 Include Archive	Q, Search			0
-	F	*denotes a required field.	/					Refresh Inbax 🚯	
	-	Notice No. 4 Criston	er Name A	Reco. Trader No. Doc ID	Tax Type/Tub/Rep. Oblig. 4	Document Type A	Period Benin A	Issued Date A	
				1304920K		Tax Registration	N/A	11/07/2019	
	-								
	-	🖺 Archive 🕞 Export 👼 P	rint					H	
				200	~				
	0								-0
	Figu	ire 10: ROS Inbox m	lessages						
	9								0
2				(
				3	par				
			This is a notice	of the Registration Sul	omitted to Revenue Commis	sioners on 11/07/201	9		
C		otice Number:					Date	Submitted: 11/07/20	019
	Ľ	Registration							
	0	Customs and Excise R	egistration (N	lew)					0
		Registration Date			11/07/2019	_			
		Is EORI enabled?			No				
	-	50003							
		Ple	ase use ROS Notic	e Number for any furth	er correspondence or inqui	ry related to this tran	saction		
	0-				-0				-0

Figure 11: ROS eRegistration notice

Once you are registered for Customs & Excise (C&E) you are automatically assigned a C&E Trader Account Number (C&E TAN) under the same number as your C&E registration number.

3.5 Step 4 - Option 2: Register for C&E Taxhead and an EORI number

The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box.

MY SERV	CES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES	
	eRegistration	
7		
0		
<i></i>	Registration Date (DD/MM/YYYY) 11/07/2019	
	Will you be importing/exporting goods to/from the EU?	
1		
	X Cancel Add To Your Regs	enta >
· · · · ·	0	
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI	numbe
Figure 12 Tick the	EROS EORI Registration check box and you will be given the option to register for an EORI REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI ces REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI ces REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration	numbe
Figure 12 Tick the	ROS EORI Registration check box and you will be given the option to register for an EORI ces revenue RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI ces REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI ces REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration C&E Registration Case Registration Case Registration Contended a required field Registration Date (DDIMMYYYY) 1107/2019	numbe
Figure 12 Tick the	ERCORE REGISTRATION Check box and you will be given the option to register for an EORI CES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration C&E Registration C&E Registration University of the content of	numbe
Figure 12 Tick the	ERCOR ECORD PROFILE WORK IN PROGRESS ADMIN SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES REGISTRATION C&E Registration C&E Registration C &E Re	numbe
Figure 12 Tick the	ERCOR ECORD PROFILE WORK IN PROGRESS ADMIN SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES REVENUE RECORD PROFILE UNDER SERVICES REVENUE RECORD PROFILE REVENUE RECORD PROFILE REVENUE RECORD P	numbe
Figure 12 Tick the	ERCOR EORI Registration check box and you will be given the option to register for an EORI REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration C&E Registration C&E Registration Call Denotes a required field Control to the EU? EORI Do you already have an EORI number from another EU Member State, other than the United Kingdom?	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI ces Revenue RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration C&E Re	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI	numbe
Figure 12 Tick the	: ROS EORI Registration check box and you will be given the option to register for an EORI revenue record PROFILE WORK IN PROGRESS ADMIN SERVICES eRegistration C&E Registration C&E Registration C&E Registration Will you be importing/exporting goods to/from the EU? EORI EORI Do you already have an EORI number from another EU Member State, other than the United Riggion? Please select an EORI number: Please Select	numbe

Figure 13: ROS EORI screen options

By selecting the option "Do you already have an EORI number from another EU Member State, other than the United Kingdom?" the following screen will be presented;

Registration		
C&E Registration		/
Denotes a required field Peopletration Pate (DDNMANYYY)	11/07/2010	
Registration Date (DD/MM/TTTT)	11/0//2019	/
Will you be importing/exporting goods to/from the EU?		
500		*
EORI		
Do you already have an EORI number from another EU Mer State, other than the United Kingdom?	mber 🗹	- YNW BACKSONIG IS EVELAND EVEL PUBLICADA
EORI cannot be registered. Please contact the eCustoms HelpDo to" - "Customs", then "and more specifically" - "(Economic Operators I	esk at <u>ecustoms@revenue.ie</u> o Registration (EORI)*	n MyEnquiries by identifying "My Query relates
X Cancel		Add To Your Requests 🔉

Figure 14: ROS EORI Registration information

You can gain access to the following links by selecting "View Background to EORI and EORI Publication"

Register for an Economic Operators Registration and Identification (EORI) number

If you do not select "Do you already have an EORI number from another EU Member State, other than the United Kingdom?" you must select the EORI number from the drop down field as per the following screen;

*Please note if you are already registered for VAT then the default value will be "IE" followed by your VAT number. If you are not registered for VAT then your Tax Registration number will be provided.

There is an option to "Consent to publish". By selecting this option, you consent to publish your Name and Address together with the EORI number on the Central European EORI number validation site. If you do not select this option, only your EORI number will be displayed as valid on the website.

eRegistration		
C&E Registration		
Devoles a required field		
Registration Date (DD/MM/YYYY)	11/07/2019	
Will you be importing/exporting goods to/from the EU?	V	
EORI		
		Usew Background to EORI and EORI Publication
Do you already have an EORI number from another EU M State, other than the United Kingdom?	ember 🗌	
Please select an EORI number: *		v
Consent to publish?	≁ ⊻	
M Cancel		Add To Your Requests

Figure 15: ROS EORI Registration Consent to publish

Select "Add To Your Requests". You are presented with a screen showing your requests. Here you can "Edit" or "Cancel" your requests. If no change is required, you can select "Submit".

IES REVENUE	E RECORD PRO	FLE WORK IN PRODRESS ADMIN SERVICES		
eRegistral	tion			
		Registration Options		Your Requests (1)
Manape Y Registrati Links Notes: You may	Your Tax ions and Agent add multiple	Income Tax .m Status: Active Namber: 01004020K Agent: No	County Englishment	Register CAE Edit Cancel
requests (area, You will b	to 'Your Requests'	Value Added Tax - var Status: Not Registered	Register 🕽	
each requirements in the screet of the scree	wat form. he 'Your Requests' not be processed Submit' process is	Employer (PAYE/PRSI) Biblio: Adree Handler: D100000K Agent: Inia	Cease Rejotation 🕽	
Cimpleter	0.	Relevant Contracts Tax - RCT Status: Not Registered	Register 🕽	\
		Environmental Levy - ELEV Status: Not Registered	Register 🕽	
		Pay As You Earn - PAYE Status: Not Registered	Register 🕽	You need to submit this request in order for this transaction to be processed.
		Diesel Rebate Scheme - DKS Status: Not Registered	Register 🕽	Sabrat 3
		Charitable Donations Scheme - CDS Status: Not Registered		
		Customs & Excise - car		

201

12

Figure 16: ROS Requests screen

You are presented with the following screen showing the details of your registration. Select "Sign and Submit" to complete your registration

Cáin agus Custaim na hÉireann	MY SERVICES	REVENUE RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICES
Irish Tax and Customs					
eRegistration					
Summary					
Customs and	d Excise Registra	tion (New)			
Registration Da	ate		11/07/2019		
Registration Da Is EORI enable	ate d?		11/07/2019 Yes		、 、
Registration Da Is EORI enable EORI Number	ate d?	[11/07/2019 Yes		\backslash
Registration Da Is EORI enable EORI Number Consent to put	ate d? blish?	[11/07/2019 Yes Yes		$\overline{\ }$

Figure 17: ROS EORI eRegistration Summary screen

If your transaction is ready to be transmitted you must enter the digital certificate password and select "Sign and Submit".

ICES REVENUE	RECORD			
Return				
Informat i	in If your transact If you wish to r Once your tran transaction. Pl	tion is ready to be transmitte eview the details of this trans isaction has been successfully ease keep a note of this numb	d, please sign and submit b ction click on the button m r transmitted you will be pro er for your records.	y entering your password below. arked Back. wided with a notice number for the
	Sign &	& Submit		O Help
	Enter	Password		
			Sign & Submit	Back
			0%	

Figure 18: ROS Sign & Submit

You will receive an acknowledgement message to say that your request has been successful. You are now registered for C&E and EORI. The EORI No is active for use immediately on any Declarations lodged in Ireland. However, it will take up to 48 hours for the information to appear on the Central European EORI database where the number can be verified by others. <u>EORI number validation</u>

	MY SERVICES	REVENUE RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICES	ROS Help Exit
ROS Acknowledgement						
You have just transmitted an On You can access a copy of this to A Receipt will be sent to your RC To file another Return close on th Please use the Notice Number O eRegistration summary:	Ine Registration Return w ansaction through your RC 30 Intoo as soon as this of My Dervices tab. Delow in any future compo Notice N	hich has been received by 15 inbox by clicking on the annaction has been proce pondence or inquiry relation umber	ROS. Revenue Record to sold by Revenue. Ing to this transaction	ab above.		c
Register Customs & E To return to My Services page cl	ick the OK button	Success K				

Figure 19: ROS Acknowledgement screen

If you select the Revenue Record tab from the top of the screen, you will see the notice in your ROS inbox.

By selecting the notice number, you can view the details of the Registration.

Some documents open in mobile app RevApp or the	a popup window. Click h Microsoft Edge browser.	re for instructions to enable po	pups for ROS. Please note that	documents cannot be	e opened if you are	using Revenue's
ems are archived periodi	cally. To view all items, tic	* 'Include Archive' in the 'Searc	h By' option.			
Search by: Search using D	ocument Type	Cancel Search				
fax Type/Duty/Rep. Oblig.	* Select	Document Type:	• 🔽 🗹 Include Archive	Q, Search		
denotes a required field.						Refresh Inbox 🚯
Notice No. ¢	Customer Name \$	Regn./Trader No./Doc ID ¢	Tax Type/Duty/Rep. Oblig. 🛊	Document Type 🛊	Period Begin ¢	Issued Date 🛊
				Tax Registration	N/A	11/07/2019

6,

Figure 20: ROS Inbox messages

(ф ()	(
		Notice Number:	This is a notice of the Registration Submitted to Revenue Commissioners on 11/07/2019	Date Submitted: 11/07/2019	
		eRegistration			
		Customs and Excise R	egistration (New)		
	þ	Registration Date	11/07/2019	(¢ .
		Is EORI enabled?	Yes		
		EORI Number			
		Consent to publish?	Yes		
		Status	Success		
-		Ple	se use ROS Notice Number for any further correspondence or inquiry related to this transaction		
			Print 🔉		
0	5-		0	(0

Figure 21: ROS eRegistration notice

3.6 Step 4 – Option 3: To Register for an EORI number once C&E Taxhead is previously Registered

Select the "My Services" tab and the following will be presented;

SERVICES REVENUE RECORD PR	OFILE WORK IN PROGRESS ADMIN SERVICES	
eRegistration		
	Registration Options	Your Requests (0)
Manage Your Tax Registrations and Agent Links Notes: You may add multiple	Income Tax . m Disku: Arline Number: 677958138 Agent: An	Сални Подафияли 🕽
requests to Your Requests' area. You will be brought back to this somen after completing each request form.	Value Added Tax - var Status Ceaned Number 07/950/38 Agent na	för Tepater 3
items in the 'Your Requests' area will not be processed until the 'Submit' process is consided	Employer (PAYE/PRSI) Status: Not Registered	Fepter 🕽
	Relevant Contracts Tax . nct Status: Not Registered	Reparer 3
	Environmental Levy - ELEV Status: Net Registered	fepter 3
	Pay As You Earn - PAYE Status: Net Registered	Register You need to submit this request in order for the tasksaction to be processed. Sam
	Diesel Rebate Scheme . DRS Status: Not Registered	Fispeter 🕽
	Charitable Donations Scheme - CDS Status: Not Registered	
	Customs & Excise - CAE Status: Active Number: 077952031	Hageler EDNI 🔊

Figure 22: ROS Tax Registrations screen

The C&E number will be displayed and "Register EORI" tab is available as per the above screen. Select "Register EORI" and proceed as instructed from **page 9**.

4 Agent Access

Search or Select a client under "Agent Services" and find the 4.1 client you want to register and or link.

<complex-block><complex-block><image/><image/><image/></complex-block></complex-block>		Revenue	
<image/> <image/> <image/> <image/>		Chin agus Castales na bÉireann Biele Tax and Castaces	ERVICES REVENUE RECORD PROFILE ADMIN SERVICES
<image/> <image/> <image/> <image/>		Revenue Record:	Clients
<image/> <image/> <image/> <image/>	\sim	Open Revenue Record	0 Find Cherts
<image/> <image/> <image/> <image/> <image/> <image/>		Services:	You can the returns, make payments and manage bank details for clients through Client Services. Select a client below to view their available Client Services.
<image/> <complex-block><image/><image/><image/><image/></complex-block>		Manage Financial Statements	Gent Search Search by registration number:
<image/> <complex-block><image/><image/><image/><image/><image/></complex-block>		Q P2C Search	Select a tax type *
<image/> <image/> <image/> <image/> <image/> <image/> <image/>	1	View Property History	Search by name:
<image/> <form><image/><image/><image/><image/><image/></form>			Enter sumare Search +
<image/> <form><image/><image/><image/><image/><image/></form>			You can access and export your full list of clients
<image/> <form><image/><image/><image/><image/><image/></form>			View Client List Export Client List
<image/> <caption><image/><image/><image/></caption>			Or you can display all new clients from a certain date. Enter date Display P
<caption><caption><image/><image/></caption></caption>		_	
<image/> <image/> <image/> <image/> <image/> <image/>	Fi	gure 23: ROS Agent Servic	es screen
<form><form><image/><image/></form></form>	C	-	169. ·
<image/> <image/> <complex-block><image/></complex-block>	-		View Client List Export Client List Or you can display all new clients from a certain date.
<form><complex-block><complex-block><complex-block><image/></complex-block></complex-block></complex-block></form>			Enter date Display P
<image/> <complex-block><image/><image/><image/><image/><image/></complex-block>			Last 10 Clients Accessed
<form><complex-block><image/><complex-block><image/><image/></complex-block></complex-block></form>			
<image/> <complex-block><complex-block><image/><image/><image/><image/></complex-block></complex-block>			
<form><complex-block><complex-block><complex-block><complex-block><image/></complex-block></complex-block></complex-block></complex-block></form>			FI Manage Tax Registrations
<form><form><complex-block><complex-block><image/><image/></complex-block></complex-block></form></form>			Manage Client Registrations Register New Revenue
<form><image/><image/><image/></form>			Enter existing Cleart's datals below to update, add or cancel registrations or Agent/Cleart links: You can now register new individuals,
<form></form>			Select tax type * Enter registration no. Revenue.
Futures It is the off office The state of the three			Enter name Manage I Register New Revenue Outsomer a
Image: Specific Control Image: Specific Control			Returns:
<text></text>			Upload Form(s) Completed Off-line
Figure 24: ROS Agent Services screen - Clients			Select the type of return from the drop-down list to upload a return completed of Hine. You can upload a P35L file and any of the Financial or Withholding taxes through Client Services.
	Fi	gure 24: ROS Agent Servic	es screen - Clients

4.2 Under "Client Services" select "Manage Tax Registrations"

Reve Galar ages C		CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS
Rever	ue Record:	MARY BLANC Returns and Payments No current tax clearance certificate.
	cen Client Bevenue Record	File a Return
There are	no new documents in Client Revenue	Complete a Form On-line
Record.		Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.
Servic	05.	Select a tax type *
🥟 🛄	anage Tax Registrations	Upload Form(s) Completed Off-line
🤷 e	ownload Pre-populated Returns 🛛 🕜	Select the type of return from the drop-down list to upload a return completed off-line.
A =	cure Upload Download Service 🕢	
	0	Payments & Refunds
U\$ *	anage Tax Clearance	Submit a Payment
	erify Tax Clearance 🛛 🔞	Tou can choose to make a payment or ouclaration against a registance tax by selecting a payment type from the below drop-down list.
		Select a payment type *
	-	Payment Details
Figure 25:	ROS Client Services scr	een
Bernis In Ter- Requests' an Ibe processes Subset's completed.	A sell not until the S5 is You are not linked to this ta Environmental Le You are not linked to this ta Diesel Rebate Sc Vou are not linked to this ta	Ets Tax - RCT Baket Attern > RVY - ELEV Baket Attern > No Baket Attern > No Croce you add a registration to your regulation to
,	You are not linked to this ta Charitable Donat You are not linked to this ta	Seterit >
	Customs & Excis You are not linked to this ta	● - C&E Belect Astion ▶
	VAT MOSS - VAT M If you have added requests managing your VAT MOSS	Ini One Stop Shop Manage VAT MOSS > to the 'Your Requests' area please ensure these are submitted before registration.
Figure 26:	ROS Tax Registrations s	screen
		17

4.4 Select "Add and link to a new registration"

be processed until the "Submit" process is completed.	Relevant Contracts Tax - RCT Select Action > You are not linked to this tax	
	Environmental Levy - ELEV Sistest Action > You are not linked to this tax	
	Diesel Rebate Scheme - DRS Select Action > Crock y You are not linked to this tax	you add a registration to your to you will be able to submit.
	Charitable Donations Scheme - Cos Select Adam >	
	Customs & Excise - cae	
	You are not anied to this tax	
	VAT MOSS - VAT Mini One Stop Shop Vareau VAT MODS > If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSB registration.	

Figure 27: ROS Tax Registrations Link Agent

You will be asked to "upload an 'Agent Link Notification' letter authorising this request before completion". Select "Confirm".

Revenue	AGENT SERVICES	CLIENT SERVICES	CLIENT REVENUE RECORD	WORK IN PROGRES	ROS Help Exit
eRegistration					
Request Confirmati	ion	ston' laffer sufficient this	namest halves completion		
Electronic copies of signed	letters must be in the imag	ge format and be less that	n 5Mb in size.		
Please confirm that the cus information will only be avail	tomer does not have an a lable to you online if you a	ctive or ceased registration are already linked to the c	n for this tax before proceeding. Thi ustomer for this tax.	8	
Confirming a customer's expected. Requests deem	eligibility for this reques and invalid will not be pro	t will help to ensure that ocessed.	t your request is processed as		
Sack			Con	ferm 🗲	

Figure 28: ROS Upload Agent Link Letter

You will be presented with an "Agent Link Attachment" screen where the Agent link notification letter must be uploaded. Once uploaded select "Add Attachment". You should ensure that the "Customs and Excise" option is selected and then click "Add to Requests". You are presented with a screen showing your requests. Here you can "Edit" or "Cancel" your requests. If no change is required, you can select "Submit".

Cills ages Costains no Minsons Itish Tax and Contents	AGENT SERVICES	CLIENT SERVICES	CLIENT REVENUE RECORD	WORK IN PROGRESS	^
eRegistration					-
Agent Link Attachn In order to safeguard the ir may result in a new agent- Nosification letter. Further information and av Electronic copies of signer	nent itegrity and security of Rev cleant link being created mu sample letter are available (f letters must be in the imag	enue client records, all on st be accompanied by an <u>here.</u> ge format and be less than	ine requests made by agents which uploaded signed Agent Link n5 megabytes in size. Please indica	ster	
File* Please indicate which tash	eads the attachment is rele	want to by checking the bo	58		
Once a suitable file has be area where it will be made	en identified click on 'Add t available for submission.	o Requests' to have this n	quest added to the 'Your Requests'		
				- 1000	-
Figure 29: ROS Age	nt Link Attachn "Sign and Sul	omit"			
	AGENT SERVICES	CLIENT SERVICES	CLIENT REVENUE RECORD	ROS HIM I	Seet

	INE THE ODE CERTIFIC					
	Senistration					
er	Agent Link Attachm	ent				
	Attached approval letter fil Customs and Excise	e(s): agent-link-notific	ation-form.pdf	Parnova Adachment		
				Back to Summary Sign and	Guterit	
Reve	mue Home ROS Help Exit	Accessibility		Eolas as Gaelige	Certification Practice Statement	Certificate Policy Statemer

Figure 30: ROS Agent Link Attachment Sign & Submit

Once linked, you then proceed using one of the following options as described.

Step 4 – Option 1: Register for C&E **without** registering for an EORI number

Step 4 - Option 2: Register for C&E Taxhead and an EORI number

Step 4 – Option 3: To Register for an EORI number once C&E Taxhead is previously Registered

If your client is already registered for C&E then you can register for an EORI number. Select "Link only to an existing Registration" and continue as in Step 4 -

An agent link can also be removed using the "Remove Agent link" once the client is registered.

7	be processed until the "Submit" process is completed.	You are not linked to this tax	Action 🕽	^
		Environmental Levy - ELEV Salest You are not linked to this tax	Action 🕽	
		Diesel Rebate Scheme - DRS Silvert You are not linked to this tax	Actorn > Conce you add a registration to your requests you will be able to submit . Submit >	
		Charitable Donations Scheme - cos You are not linked to this tax	Action >	ł
		Customs & Excise - cale Status: Active Nambar: 000421234A You are linked to this tax	rtim 🕽	
		VAT MOSS - VAT Mini One Stop Shop Market VAT If you have added requests to the "Your Requests' area please ensure these are submitte managing your VAT MOSS registration.	d before	

Figure 31: ROS Remove Agent Link