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# Preparing to move to the Customs Declaration Service

The steps you need to take

# Agenda

1. Welcome
2. CHIEF Closure
3. Planning and the Core Journey
  - Pre-Requisites
  - Get Access to CDS
  - Understanding Requirements
  - Method of Payment
  - Testing & Go Live
4. Supporting your move





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# Poll

Using CDS

# The Customs Handling of Import and Export Freight (CHIEF) System is closing

HMRC will be closing the Customs Handling of Import and Export Freight (CHIEF) system.

The Customs Declaration Service (CDS) will be the single customs platform.

Services will be withdrawn in two stages:

- After **30 September 2022** import declarations close on CHIEF.
- After **31 March 2023** export declarations close on CHIEF and the National Exports System (NES).



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*CHIEF is closing -  
Declarants and any  
traders they  
represent should be  
preparing for  
their move to CDS  
now*



# Why CHIEF is Closing

CHIEF has served the UK well, but is nearly 30 years old.

Our IT systems need to be fit for the future.

CDS:

- Is more resilient, reliable, mobile, cost effective and adaptable.
- Is fully compliant with Union Customs Code (UCC) legislation and operates both the UK and EU Trade Tariffs.
- Has the flexibility to grow in line with the Government's ambitious trade plans to have the world's most efficient customs system by 2025.



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*CDS aligns with the  
Government's trade  
growth agenda and  
the 2025 Border  
Strategy*



# Planning your Move

The time it will take for you to migrate to CDS will depend on the scale/complexity of your business.

If you haven't already, **talk to your software provider now**. You should be discussing when you will have your CDS-ready software product to enable your move to CDS.

If you make declarations on behalf of others, you should also **be in contact with any traders you represent** to make sure they are preparing for CDS so you can continue representing them.

## Key things you need to build into your plans include:

- Timing
- Staged or 'big bang' approach
- Staff training
- Internal system changes
- The number of traders you represent and on what basis (direct/indirect)
- Communications



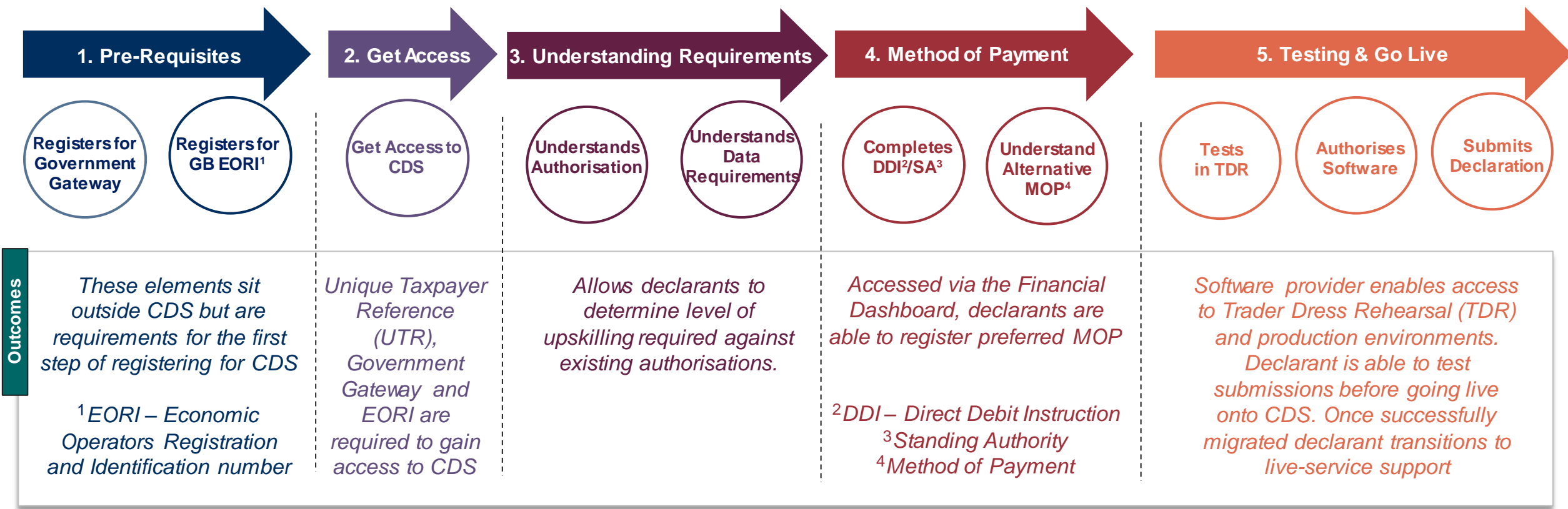
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*Declarants and any  
traders they  
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their move to CDS  
now*



# Migration Journey

There are 5 key stages a trader may need to take to prepare for CDS depending on their specific circumstances.



# Stage 1: Pre-Requisites





# Stage 1: Pre-Requisites

Register for a Government Gateway user ID via the GOV.UK 'Get access to the Customs Declaration Service' page.

Register for an EORI number that **starts with GB** if you don't have one already.

If you already have an EORI number and **it does not start with GB**, you must apply for a **GB** EORI number.



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## Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

### Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[I have forgotten my Government Gateway user ID and password](#)

*A Government Gateway account and a GB EORI are needed to register for CDS*



# Stage 2: Get Access to CDS



# Stage 2: Get Access to CDS

You will need to log into your Government Gateway account and provide:

- Your **EORI number** that starts with GB.
- Unique Taxpayer Reference (**UTR**).
- The **address for your business** that we hold on our customs records.
- **National Insurance number** (for individuals or sole traders only)
- The **date you started your business**.
- Your **email address**.

## Once registered:

- ✓ You will be able to access your Financial Dashboard.
- ✓ You will be able to access the Secure File Upload Service if you need to send HMRC supporting documents, like licences or certificates of origin.
- ✗ Registering doesn't provide access to submit a declaration.



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*Go to the 'Get Access to the Customs Declaration Service' GOV.UK page to register*



# Stage 3: Understanding Data Requirements



# Stage 3: Understanding Data Requirements

**Data elements** in CDS have replaced CHIEF 'Boxes'.

Within the Union Customs Code the declaration data elements are grouped into **8 sections**.

## **Data Elements Completion Rules** – Header or Item level

Information may only be entered at header level where it applies equally to every goods item, with the exception of: DE 3/39, 8/2 and 8/3.

Information must be entered at item level where:

- it differs for even a single goods item.
- it would result in an incorrect duty calculation if entered at header level, for example, a proportional reduction in air freight charges by gross weight.

**Field Format:** **a:** alphabetic **n:** numeric **an:** alphanumeric.

## **Specific Code Lists to Data Element**

If the Data Element requires a code, you will need to review [Combined Appendices](#) to identify which codes are accepted by the system within that Data Element.



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*CDS is built on the Union Customs Code which is fundamentally different from the Community Customs Code on which CHIEF is based*



# Stage 3: Navigating the CDS Tariff Declaration Completion Rules

You need to familiarise yourself with the “[Completing import customs declarations](#)” steps to successfully submit an import declaration.

The time involved with this will depend on the scale and complexity of your organisation and any importers you represent.

Step	Source
Identify Declaration Category	<a href="#">Appendix 21</a>
Identify Commodity Code	<a href="#">UK Integrated Online Tariff tool</a>
Identify the Procedure Code	<a href="#">Appendix 1</a>
Identify Additional Procedure Codes	<a href="#">Correlation Matrix</a> & <a href="#">Index List</a>
Identify the Additional Information (AI) Statement codes	<a href="#">Appendix 4</a>
Identify specific Document & References codes	<a href="#">Appendix 5</a>
Prioritising the Appendix 1 and 2 completion rules as having precedence over main DE guide instructions	<a href="#">Navigate the UK Trade Tariff, CDS Volume 3 for Imports</a>



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*Make sure you're  
using the correct  
Tariff Guidance on  
GOV.UK - UK Trade  
Tariff: Volume 3 for  
CDS*



# Stage 3: Grouping information on CDS

1. **Message Information** – including Procedure Codes
2. **References** – including message and document references, certificates and authorisations
3. **Parties** – who is involved in making the declaration
4. **Valuation Information and Taxes** – the value of the goods
5. **Dates, Times, Periods, Places, Countries and Regions**
6. **Goods Identification** – codes to identify specific goods
7. **Transport Information** – modes, means and equipment
8. **Other** – statistical and tariff related data and guarantees



*Make sure you're  
using the correct  
Tariff Guidance on  
GOV.UK - UK Trade  
Tariff: Volume 3 for  
CDS*



# Stage 3: Understanding Requirements

## Authorisations

The corresponding authorisation decision number must be **declared in DE 2/3** against the appropriate document code. (Rather than Box 44 used in CHIEF).

There are **54** [authorisation codes](#) covering a wide range of authorisations/approvals.

There are a number of authorisations you can use on CDS, please access GOV.UK for more information.

Any importers (and exporters) using an intermediary will need to be ready to provide CDS compliance clearance instructions once declarations are being made on CDS.



*If you're moving  
from CHIEF, your  
authorisation  
number is already  
set up on CDS*



# Stage 4: Understanding Methods of Payment



*All DDA holders must complete a new CDS Direct Debit Instruction for their DDA to be used on the service*



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# Stage 4: Understanding Methods of Payment



## Duty Deferment Account

CDS uses a separate HMRC bank account to CHIEF and a new CDS Direct Debit Instruction (DDI) is required. This should be set up as soon as possible.

CHIEF DDI should not be cancelled – this is to settle outstanding CHIEF payments.

## Cash Account

The Flexible Accounting System (FAS) is replaced with new Cash Accounts for CDS declarations.

Once registered for CDS **you'll automatically be issued with a cash account.**

Pay funds into your own cash account and authorise your agent to use the account on your behalf.

## Immediate payments

You can make a transfer from your bank account by Faster Payments, CHAPS or BACs. You can also use Card Payments or Individual Guarantee.

When you submit a declaration with an immediate payment type specified you will receive back a message with a payment reference (of the form “CDSInnnnnnnnnnnnn” where “n” = a numeric digit). This reference should be associated with the payment submitted and will be used to identify that the payment is to clear the specific declaration.

For all methods of payment, you need to use data element DE 4/8.



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*All DDA holders must complete a new CDS Direct Debit Instruction for their DDA to be used on the service*



# Stage 4: Access your Financial Dashboard

Standing authorities and all your Customs, Excise and Import VAT duty payments can be managed via the CDS financial dashboard



Home Messages 1

Apples & Pears Ltd - GB744638982001

Your customs financial accounts

Manage your account authorities

Cash account1

Account: 77658497001

£318,432.17 available

Updated just now

[View cash account](#) [Top up](#) [Withdraw funds](#)

Duty deferment account2

! Inaccurate duty deferment balances

If you still make some import declarations through CHIEF, the duty deferment balances shown below may not be up to date.

To get your latest accurate balance you should [contact the duty deferment office \(opens in new tab\)](#).

Account: 8329322

£65,000 available

Account limit: £200,000  
Guarantee limit: £150,000  
Guarantee limit remaining: £15,000

[View statements](#) [Account details](#) [Top up](#)

General guarantee account3

Account: 8475938

£63,500 available

Updated just now

[View general guarantee account](#)

Import VAT certificates (C79)

These are certificates of VAT you have paid on your imports to use as evidence on your VAT return.

[View import VAT certificates \(C79\)](#)

Postponed import VAT statements

These are statements of VAT you have postponed on your imports to use as evidence on your VAT return.

[View postponed import VAT statements](#)

Notification of adjustment statements

These are statements of duty charged on an import declaration taken as a security deposit.

Latest statement:  
20 to 26 January 2022 - [PDF \(1.1MB\)](#)

[View notification of adjustment statements](#)

# 1.Cash Accounts

## Cash account

£318,432.17 available

Updated just now

[Top up](#) [Withdraw funds](#)

[Can't see a top-up or withdrawal?](#)

Your payments and transactions for the last 6 months

Updated every 24 hours

[Download payments and transactions as CSV](#)

29 June 2021

Closing balance £318,4

Transactions

Withdrawal (to account

Transfer to another Cav

Top-up

28 June 2021

Closing balance £318,5

MRN

20GB990350TR804P

25 June 2020

Closing balance £318,307.54

MRN

UCR

Declarant EORI

Amount

20GB56985205359719

2529655942489913150

GB771189784846

-£10.00

20GB92VT1526241743

1433810356355092563

GB326037543470

-£148.00

Transactions

Amount

Top-up

+£10.00

24 June 2020

Closing balance £318,455.54

Transactions

Amount

Top-up

+£112.04

Top-up

+£112.58

Top-up

+£113.54

Top-up

+£1,100.00

Transfer to another account

-£1,100.00

Transfer to another account

-£112.04

## Cash account

Account: 77658497001

£318,432.17 available

Updated just now

[View cash account](#)

[Top up](#)

[Withdraw funds](#)

Your cash a/c no. to be used after Reference CDSC, e.g. CDSC77658497001

View/check your statements



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# 2.Duty Deferment Accounts

## Duty deferment account

### ! Inaccurate duty deferment balances

If you still make some import declarations through CHIEF, the duty deferment balances shown below may not be up to date.

To get your latest accurate balance you should [contact the duty deferment office \(opens in new tab\)](#).

Account: 8329322

Duty Deferment A/C No. to be used after Reference CDSD, e.g. CDSD8329322

£65,000 available

Account limit: £200,000  
Guarantee limit: £150,000  
Guarantee limit remaining: £15,000

[View statements](#) [Account details](#) [Top up](#)

View/check your statements

View details of your duty deferment account

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## Details for duty deferment account 8329322

We will only use these details to contact you if there is an issue with this deferment account.

Name	Helen Smith	<a href="#">Change</a>
Address	Green Street London Greater London SW19 7DH	<a href="#">Change</a>
Telephone	020 8273 3322	<a href="#">Change</a>
Fax		<a href="#">Change</a>
Email address	h.green@felt.com	<a href="#">Change</a>

### Direct Debit

You can [view your Direct Debit details](#).



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# 3.General Guarantee Accounts

General guarantee account

Account: 8475938

£63,500 available

Updated just now

[View general guarantee account](#)

Check the balance activity on your account for declarations you have made previously

Account: 8475938

General guarantee account

£63,500 available

Using £36,500 of £100,000

Updated just now

Your securities

Listed by date of import.

[Download open securities as CSV](#)

14 July 2021

MRN

20GB921526241SD4389

Expires

8 March 2022

Balance remaining

£9,000.00

13 July 2020

MRN

20GB47790426945962

Expires

17 December 2021

Click the MRN code link to view those security details





# 3.General Guarantee Accounts

Account: 8475938

Your security

MRN	20GB921526241SD4389
UCR	2529655942489913150
Date of import	14 July 2021
Expires	8 March 2022
Security reason / Tax code	T25
Consignee EORI	GB12345678900
Declarant EORI	GB98765432101
Original charge	£10,000.00
Discharged	£1,000.00
Balance remaining	£9,000.00
Interest charged	£0.00

Security reason / tax code breakdown T25

Tax type	Tax code	Amount
VAT	B00	£2000
Duty	A30	£8000
Excise		



# Stage 5: Trader Dress Rehearsal (TDR)



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# Stage 5: Trader Dress Rehearsal (TDR)

- A free to use service available to anyone planning to use CDS.
- Simulated environment with declaration scenarios behaving as they would in CDS.
- Enables declarants to practice using their software to make declarations, can be used for training.
- Supports submission of imports & export declaration types (except exports dual running), movement messages cancellations and amendments.
- Uses real account data e.g. EORIs and Duty Deferment Account numbers, authorisations and licences in partnership with your supply chain partners to perform end to end submissions.
- Supports submission and processing of additional declaration activities such as movement messages, cancellations and amendments to assure the full scope of declaration scenarios.



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*Support for you:  
a free to use service  
to help with practice  
and training before  
submitting  
declarations on CDS*



# Stage 5: Trader Dress Rehearsal (TDR)

- Not for performance testing, is only for validating and assuring declaration processing.
- TDR is not a live service:
  - No inward or outward connections to CDS, CHIEF or any other HMRC systems.
  - Doesn't create legal declarations and no payment is taken.
  - There may be performance difference between CDS and TDR.

*Support for you:  
a free to use service  
to help with practice  
and training before  
submitting  
declarations on CDS*



# Stage 5: Trader Dress Rehearsal (TDR)

- Is available 24/7 apart from planned downtime.
- No time limits are placed on usage and the service can continue to be used in parallel to submitting declarations to CDS.
- Support is available 09:00 to 17:00 for incident resolution and service comms.

*While not mandatory,  
we see significant  
value gained from  
declarants using TDR*



# Stage 5: Trader Dress Rehearsal (TDR)

To access TDR you will need access via your software provider who will get this from HMRC.

You will need:

- a GB EORI number for your business.
- authorisations, licences and duty deferment accounts required for CDS.
- knowledge of the UK Trade Tariff and how to make a customs declaration.

Once you are confident that you are ready to submit declarations to CDS you should agree access to the service with your software provider if you haven't already.

*While not mandatory,  
we see significant  
value gained from  
declarants using TDR*



# Supporting your move

The CDS [GOV.UK](#) Homepage is where you can find more information about CDS, with dedicated resources on importing, exporting, and finance processes, including:

- The key differences between CHIEF and CDS.
- [Example declarations](#), which provide guidance on how to correctly complete data elements.
- Guidance on using the correct commodity codes and related additional codes.
- Error code guidance, which provide descriptions for every CDS error code.

CDS GOV.UK Guidance is regularly reviewed. Improvements in progress include:

- Layout of the CDS GOV.UK Homepage and Making a Payment pages.
- Addressing gaps including declaration amendment and cancellation.

HMRC is also developing video content about the steps to take to move to CDS and the CDS Trade Tariff.



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*HMRC continues to listen to the border industry and has already acted on valuable feedback*



# Supporting your move

HMRC has listened to declarant feedback, streamlining completion of customs declarations:

- Waiver document code '999L' has been temporarily added into the [UK Tariff](#) for imports and exports movements between GB and RoW so that for controlled and restricted goods not subject to licensing measures, 999L can be applied to a declaration.
- The need to provide additional information where the buyer or seller differ from the importer or exporter has been temporarily removed for GB import declarations.

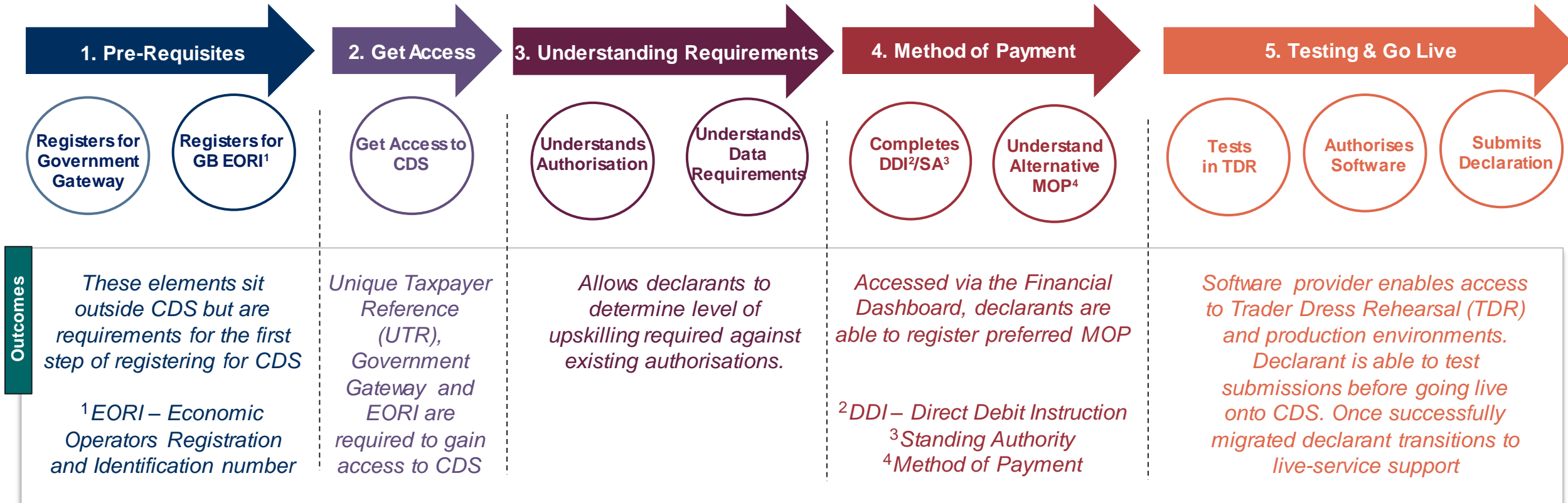


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*HMRC continues to listen to the border industry and has already acted on valuable feedback*



# Migration Journey Recap





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# Poll

Using CDS



# Next Steps

The time it will take for you to move to CDS will depend on the scale/complexity of your business. Prepare for your move now.

- If you haven't already, **talk to your software provider**. You should be discussing when you will have your CDS-ready software product to enable your move to CDS.
- If you make declarations on behalf of others, you should **be in contact with any traders you represent** to make sure they are preparing for CDS so you can continue representing them.
- If someone else makes declarations on your behalf, you should **be in contact with your customs broker(s)** to understand their plans.



*CHIEF is closing -  
Declarants and any  
traders they  
represent should be  
preparing for  
their move to CDS  
now*



# Thank you

# Appendices





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# Appendix 1

## Getting Access to CDS

# Sign in to your Government Gateway



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## Sign in

Enter your Government Gateway credentials to sign in. You received these when you created your HMRC online account.

User ID

Password

Sign in

### Problems signing in


[Trying to file Self Assessment using GOV.UK Verify?](#)


[Don't have a Government Gateway account](#)

[Forgotten user ID](#)

[Forgotten password](#)

[Get help from HMRC's automated assistant](#)

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Get access to CDS

BETA

This is a new service. Help us improve it - send your [feedback](#).

[Back](#)

## What is your email address?

We'll use this to send you:

- the result of your application to get access to CDS
- updates on changes to CDS declarations and services
- financial notifications, including new statements and direct debit advance notices
- exports notifications

Continue

The subsequent 3 screens allows you to confirm the email address you entered here.

# Select Location & Who you are applying as

 **GOV.UK**

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### Where are you based?

☐ UK

☐ Channel Islands or the Isle of Man

☐ Rest of the world

Continue

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### What do you want to apply as?

☐ a company

☐ a sole trader

☐ an individual


☐ a partnership

☐ a Limited Liability Partnership

☐ a charity, public body or not for profit organisation

Continue

# Provide your EORI & Business Details

 **GOV.UK**

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## What is your EORI number?

The number starts with GB and is then followed by 12 digits, For example, GB345834921000.

Continue

[Is this page not working properly?](#)

 **GOV.UK**

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## What are your business details?

### Registered company name

This is on your certificate of incorporation from Companies House.

### Corporation Tax Unique Taxpayer Reference (UTR) number


This is 10 numbers, for example 1234567890. It will be on tax returns and other letters about Corporation Tax. It may be called 'reference', 'UTR' or 'official use'. You can [find a lost UTR number \(opens in a new window or tab\)](#).

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# Provide your Business Address and Validate your Answers



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Enter your organisation address

Address line 1

Town or city

Postcode

Country

Save and review



Get access to CDS

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Check your answers

[Start again](#)

EORI number

[Change](#)

Company name

[Change](#)

Corporation Tax UTR Number

[Change](#)

Organisation address

United Kingdom

[Change](#)

Email address

By sending this application you confirm that the information you are providing is correct and complete.

Send



# Confirmation Screens

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Get access to CDS

Sign out

BETA

This is a new service. Help us improve it - send your [feedback](#).

We are processing the application for

Application received by HMRC on 7 October 2019

EORI number:

What happens next

We are processing your application to get access to CDS. This can take up to 3 working days. You will need to sign back in to see the result of your application.

Help and support

If you are having problems phone: 0300 322 7067.  
Open 8am to 6pm, Monday to Friday (closed bank holidays).

[What did you think of this service?](#)

The next 3 screens allows you to confirm the email address you entered here.

GOV.UK

Get access to CDS

Sign out

BETA

This is a new service. Help us improve it - send your [feedback](#).

Application received for

on 15 January 2020

EORI number:

What happens next

We will send you an email to confirm when you have access to CDS. This can take up to two hours.

[Download a PDF with your application details \(53kb\)](#)

[Download a text file with your application details \(12kb\)](#)

[What did you think of this service?](#)

If all of your information matches, you will be registered for CDS.



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# Appendix 2

## Methods of Payments

# Method of Payment

The table below denotes the types of accounts you can use in CDS and how they have changed from CHIEF:

Type of account	Description of change in CDS	Payment Reference	Example	MoP Codes
Duty Deferment Accounts	Direct Debit Instruction	CDSD + Deferment Account Number	CDSD1234567	<b>E:</b> Deferred payment (deferment account) <b>R:</b> Security deposit: deferred payment (deferment account deposit)
Cash Accounts	Cash Accounts will replace the Flexible Accounting System (FAS)	CDSC + Cash Account Number	CDSC12345678912	<b>P:</b> Immediate payment from CDS Cash Account <b>N:</b> Security deposit: immediate payment (CDS Cash Account deposit)
Immediate Payments	CDS Bank Account and Reference Number	CDSI + 12-character reference from the CDS submission	CDSI123456789123	<b>A:</b> Immediate payment in cash <b>B:</b> Immediate payment by corporate credit card <b>C:</b> Immediate payment by cheque <b>H:</b> Immediate payment by electronic credit transfer (faster payment, CHAPS, BACS) <b>M:</b> Security deposit: immediate payment (cash deposit)
General Guarantee Accounts	Can be used to secure deposits for potential liabilities			<b>S:</b> Security Importers general guarantee account ( self-representation) <b>T:</b> Security Agent's general guarantee account <b>U:</b> Security: Importers guarantee account – standing authority (direct/indirect representation) <b>V:</b> Security: Importers guarantee account – individual/specific authority (direct/indirect representation)
Individual Guarantee Accounts	Can be used to secure deposits for potential liabilities			<b>Z:</b> Security Importers individual guarantee (e.g., C&E 250)

