Document Code Updates for CERTEX Alignment

The Appendix 5A entries for a number of document codes are being amended to ensure alignment with validation of Northern Ireland declarations by the EU CERTEX system. Due to the extent of the changes, this additional guidance is being issued to assist declarants in understanding the changes.

CERTEX is an EU system outside of HMRC control. It is important that document identifiers sent to CERTEX are an exact match for the records held on CERTEX, otherwise this will lead to a rejection by CERTEX.

For documents which require quantity validation, e.g. licences and CHEDs, CERTEX is unable to accept more than one occurrence of a single document code on an item. For instance, if importing 10000 kgs of tomatoes covered by two CHEDs, one for 3000 kgs and one for 7000 kgs, the goods would have to be declared as two separate items, each with a single declaration of document code C085, one for 3000 kgs and the other for 7000 kgs.

For documents which do not require quantity validation, these must all be declared individually with one document identifier against each instance of the document code. It would therefore not be acceptable to declare a series of document identifiers as a sequence e.g. 0054037-0054047 would not be acceptable.

For document code Y138, which is defined as 'Exemption from the presentation of the documents required for the importation of cultural goods.' the EU treat it as the licence being optional. A number of changes are required to CDS in order to operate this correctly, so the amended guidance for this document code includes workarounds that will be addressed by a future CDS release. Note the following in relation to document code Y138 –

- If declaring a licence ID, then it should be declared in both the document ID and document reason fields. A future release will remove the need to repeat the document ID in the document reason field.
- If declaring a licence ID, then an appropriate document status should be declared.
- If not declaring a licence ID, then the document ID field must not be completed. If the licence ID field contains anything other than a recognised licence ID, then it will lead to a CERTEX rejection.
- If claiming an exemption instead of declaring a licence ID, then the document reason should be completed and the document ID omitted.
- If claiming an exemption rather than declaring a licence ID, the document status code is not required. A future release will add use of status code XW when claiming the exemption, which should reduce the risk of a CERTEX rejection.