

## CDS Migration Checklist

**What we need from you please (please fill in electronically):**

Your DACHSER customer number: (if unknown, please leave blank)	
Your registered Business Address (country included):	
Your GB VAT:	
Your GB EORI:	
Your contact email address:	
Have you already migrated to CDS for your imports to the UK?	Yes/No
Have you set up a new direct debit for CDS? If not please follow Step 4 here below:	Yes/No

**All the steps you need to follow (once the task has been completed, please put a X in the box):**

	Completed?
<p>Step 1: Register for a Government Gateway Account  <a href="#">You can register for a Government Gateway account if you don't have one already.</a></p>	
<p>Step 2: Apply for an Economic Operator Registration and Identification number:            You need an Economic Operator Registration and Identification (EORI) number that starts with GB. Most businesses moving goods in and out of the UK already have one.</p>	
<p>Step 3: Register for the Customs Declaration Service  <a href="#">You'll then need to register for the Customs Declaration Service. This can take up to 5 working days.</a></p>	
<p>Step 4: Choose which payment method to use:  <a href="#">duty deferment account – the Customs Declaration Service uses a separate HMRC bank account to CHIEF, so you'll need to set up a new direct debit</a></p>	
<p>Step 5: Instruct your customs broker or agent:            You need to give your broker or agent customs clearance instructions, which are compliant with the Customs Declaration Service.</p>	

If you need to set us up as your customs' agent or to provide us Standing Authority to use your Deferment Account, please contact us.

Please return this form once fully completed to [CDS.Northampton@dachser.com](mailto:CDS.Northampton@dachser.com)

This email address should also be used for any CDS related question you may have.

Please can we ask that you put in the subject of your email 'CDS + your company's name' when you contact us.

Please note that would any of the above steps have not been completed, we may not be able to do your import clearances.

Many thanks for your support.

CDS Project Team – DACHSER UK (Regional Office)