

**Participant master data**

**Address recording and correction**

(for completion instructions see page 3 and 4)

IWM Zoll  
 Postfach 10 07 61  
 01077 Dresden

1  New addition      2  Change  
 3  Termination      4  Correction

**Part 1 General information (\*obligatory)**

Customs registration number* (obligatory, if issued)		Valid from / date of change	
5	<input type="text"/>	day	month year
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name, company name*			
7	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
District			
8	<input type="text"/>		
Nationality*		Street, square, number*	
9	<input type="text"/>	10	<input type="text"/>
Post code (Street address)		Place (Street address)*	
11	<input type="text"/>	12	<input type="text"/>
Post box number		<input type="text"/>	
13	<input type="text"/>		
Post code (Postbox)		Place (Postbox)	
14	<input type="text"/>	15	<input type="text"/>
Carriercode		<input type="text"/>	
3-digit      2-digit		legal form*	
16	<input type="text"/>	17	<input type="text"/>
18	<input type="text"/>		
Type of business*			
19	<input type="text"/>		
Place of business accounting*			
20	<input type="text"/>		
Tax number for turnover tax purposes* (obligatory, if issued)			
21	<input type="text"/>		
Turnover tax ID* (obligatory, if issued)		Reference customs registration number	
22	<input type="text"/>	23	<input type="text"/>
Seat of district court (court of register)			
24	<input type="text"/>		
Register of companies no.			
25	<input type="text"/>		

In charge of the participant's registered office:		code		Main customs office		code	
Federal finance office		26	<input type="text"/>			27	<input type="text"/>
Tax office		number					
		28	<input type="text"/>				



## About this form

This form serves to **record participant addresses** and additional data as well as for the **assignment of customs numbers** required in the IT procedure **ATLAS** and in other IT procedures, for example.

- IT procedure PRÜF (purpose of company audits)
- IT procedure ZEUS (conferring customs tariff information)
- IT procedure AIDA (export refund)

at customs offices and the Federal Offices for the fulfilment of their duties.

Moreover data according to Annex 38d of Regulation (EEC) No. 2454/93 in connection with the Economic Operators' Registration and Identification System – EORI – is collected for issuing an **EORI number** .

Detailed information about the customs number you will find on the website <http://www.zoll.de>.

## Completion instructions

The fields marked with \* are obligatory (only completely filled out requests can be worked on).

## Part 1 General information

- Field 1** Check this field if the participant does yet have a customs number or EORI number.
- Field 2** Check this field if the data of the participants changes on a specific date (this is not the correction of wrong data, see field 4). Please fill in only the fields, which are affected by the change.
- Field 3** Check this field if all participant data stored for a customs number is to be terminated (no entry in the fields 7 - 45 required).
- Field 4** Check this field if the participant data is to be corrected (e.g. in case of spelling mistakes). Please fill in only the fields, which are affected by the correction.
- Field 5** Enter the customs number if this concerns a change, correction or termination.
- Field 6** Fill in the date from which an addition, a change or a termination is to become effective. For revision there is no date specification necessary.
- Field 7** Enter the company in acc. with your trade register entry.  
For companies, which are not registered in the trade register, first name and surname of the company owner have to be indicated.
- Field 8** Enter the name of the district, if applicable, in which the participant has his/her company's registered office.
- Field 9** For participants with company's registered office abroad, enter the nationality code (left-aligned).
- Fields 10 to 12** Enter the full street address.
- Field 11** Enter the post code (left-aligned).
- Field 12** Enter the name of the place.
- Fields 13 to 15** Enter the post box address, if applicable.
- Field 13** If available enter the post box number.
- Field 14** Enter the post code for the post box or the major customer post code (left-aligned).
- Field 15** Enter the place name for the post box.
- Fields 16 to 17** Complete this field if the participant has been assigned carrier codes by the IATA (e.g. German Lufthansa).
- Field 16** Enter the three digit carrier code in aviation according to IATA standard, e.g. DHL, if applicable.
- Field 17** Enter the two-digit carrier code in aviation according to IATA standard, e.g. LH, if applicable.
- Field 18** Enter the participants legal form (e.g. Ltd., Inc., Corp.), if applicable with a suffix like i.L. (i.e. in insolvency procedure).
- Field 19** Enter the business activity in short form, e.g. import/export, transport, trade.
- Field 20** Enter the street and place where an audit of the business accountancy can take place.
- Field 21** Enter the tax number for the participant's turnover tax purposes, if applicable.
- Field 22** Enter the turnover tax ID for the inter-communal deliveries and procurements. **The tax number for turnover tax ID ist absolutely necessary for the voucherless proof of the VAT deduction in the IT procedure ATLAS.**
- Field 23** Enter the customs number of the participant's company's registered office, if deviating from field 5. This field is specially to be filled in by legally dependent branch offices and permanent establishments, which have their own customs registration number.
- Field 24** Enter the name of the place of the district court in charge of the Register of Companies entry.
- Field 25** State the number by which the company is registered in the Register of Companies.
- Fields 26 to 28** If known, enter the departments in charge of the company.  
The German customs office list may be found on <http://www.zoll.de/dienststverz/index.html>.  
The numbers of tax offices may be found in the data base of the FCTO on [www.bzst.de](http://www.bzst.de).

## Part 2 Information in connection with the Economic Operators' Registration and Identification System – EORI –

**Fields 29 to 45 are only to be filled, if the place of business or residence is in Germany or outside the customs territory of the European Union.**

According to the rules in Regulation (EEC) No. 2454/93 Economic Operators, which are situated in the customs territory of the European Union, will be registered with an EORI number by the competent authorities of the member state, in which they are situated. Economic Operators, which are situated outside the customs territory of the European Union, receive a German EORI number, if they have customs activities in Germany.

- Field 29** Check the relevant field. Please note that without your consent customs activities may not be possible anymore in the near future.
- Field 30** If you consent to publication of your data, third persons may see your EORI number, your company and the street address of your place of business on the internet. A negative answer does not lead to consequences concerning customs.
- Field 31** Enter the date of establishment or in case of natural persons the date of birth. For registered companies the date of first register may be entered.
- Field 32** Enter the following codes:  
1 - natural person  
2 - legal person (e.g. Ltd.)  
3 - association of individuals (e.g. limited partnership)
- Field 33** The code list is not available, yet. Therefore the field has not to be filled in.

**Fields 34 to 36 are only to be filled, if the place of business or residence is outside the customs territory of the European Union and if the competent authorities of your country have issued an identification number for customs purposes**

- Field 34** Enter the 2-digit country code (e.g. RU, US)
- Field 35** Enter the identification number, which has been issued for customs procedures by the competent authorities of your country
- Field 36** If field 34 has not been filled in, enter the full name of the country

### Contact person

**(if you mention a contact person, at least fields 37, 41, 42, 43, 44 or 45 and at least one of the fields 38 to 40 have to be filled in)**

- Field 37** Enter the full name of the contact person (first name and surname).
- Field 38** Enter the phone number in international standard:  
+[country code] [area code] [company number] [direct connection] e.g. +49 351 44834 520
- Field 39** Enter the fax number in international standard.
- Field 40** Enter the e-mail address in international standard: e.g. firstname.surname@company.de
- Field 41** Enter street name and number.
- Field 42** Enter the post code (left-aligned).
- Field 43** Enter the place.
- Field 44** Enter the 2-digit country code.
- Field 45** If field 44 has not been filled in, enter the full name of the country

**The form has to be signed legally binding, the telephone extension is required for enquiries. If applicable, always enclose a copy of the Register of Companies excerpt or the business registration.**