

## **NOTICE TO EXPORTERS: TEMPORARY PROCEDURE FOR ISSUING EXPORT LICENCES**

The Export Licensing Unit (ELU) has put in place a temporary procedure to issue export licences until the new business system is ready.

To use this temporary procedure, please follow the steps below:

1. Download and save a blank digital version of the UK or EU export licence application form from our website and then open it again to create a new form for each application you wish to submit. Do not try to complete it online as you will not be able to save your edits.
2. You must complete the form digitally using a basic PDF editor such as Adobe Reader (freely available to download) and sign the declaration by pasting an image of your signature into the box. It is not acceptable to print out the blank form and complete it by hand.
3. You should save copies of all applications you send to us and give each one a reference number so that we can use it if we need to contact you in case of a query. This number can be in any format you wish but must be unique for each application. Each application should be sent to the ELU in a separate email. Please note that you won't be able to print application forms that have been edited.
4. The completed form should be attached to an email along with any supporting documentation and sent to [elu@artscouncil.org.uk](mailto:elu@artscouncil.org.uk) with the word "Application" followed by the name of your organisation and your Reference Number in the Subject header box, e.g. **Subject: Application Freight Forwarding Ltd Ref. 12345/FW**
5. Any additional information about your application should be provided in a cover letter attached to your email, not in the body of the email text.
6. It would also be helpful if you could complete and return an Export Licence Advice Sheet with each application, a blank copy of which is available to download from our website.

7. Please provide images as separate high-resolution digital files in .jpg format attached to your email. In the case of an EU export licence application, please also upload the image into box 24 of the form.
8. Once the licence has been granted, we will print it out and return it to you by first class post.
9. The ELU has notified HMRC, UK Border Force and the export licensing authorities in the EU of the temporary change to our procedures. If you encounter any difficulties at the border, please ask the staff there to contact the ELU for clarification at [elu@artscouncil.org.uk](mailto:elu@artscouncil.org.uk)

**Export Licensing Unit**  
**17 October 2022**