

**Instructions**

For Completing The Form  
Registration As An Export Customer Of Customs

Using this form, a customer can register as an export customer (export to countries outside the EU) For getting registered as export customer, providing security is not required. Registration means that company data are added to the customer register of Customs. A registered export customer receives a code extension that is unique to the company office and that will be used in export clearances as an extension to the Business ID.

If the address or the name of the company changes or if the export activities terminate, the new data (or in the latter case a notification of the termination) is sent by e-mail to [edi-luvat@tulli.fi](mailto:edi-luvat@tulli.fi) . If the Business ID changes, a new form for registering as an export customer of Customs shall be completed.

**A. Name Of The Company – Head Office**

Enter the name and the address of the company head office. In addition to the Business ID, enter also any import customer code extension(s) (with addresses), which can also be used for the export customer status.

**B. Company Office**

Enter the data on the office in the same way as on the head office. If the company has more than one office, enter the specified names and addresses (e.g. “Factories in Vaasa”, “Warehouse in Lahti”). In this case, a separate form for each office, with only point B filled in, has to be enclosed to the main form.

**C. Form Of Representation Used**

The form of representation that a company acting as a representative wants to use with its export companies is entered. The forms of representation are:

- **Direct representation:** The representative acts in the name and on behalf of another
- **Indirect representation:** The representative acts in his own name but on behalf of another. A company can also act as a direct representative although it has the right to use indirect representation.

If the representative wants to use both forms of representation, both alternatives shall be selected in the form.

**D. More Information**

Please indicate here in which way you want to receive the confirmation that you have been entered in the export customer register of Customs. The confirmation can be sent by mail, by fax or as an e-mail enclosure. Please also enter the name and contact information of the contact person on export clearance at your company.

For more information, please e-mail to [edi-luvat@tulli.fi](mailto:edi-luvat@tulli.fi)