



ODS licensing System

How do I apply for a licence ?



1. Introduction

This quick guide provides a step by step description on how to apply for a licence to import or export:

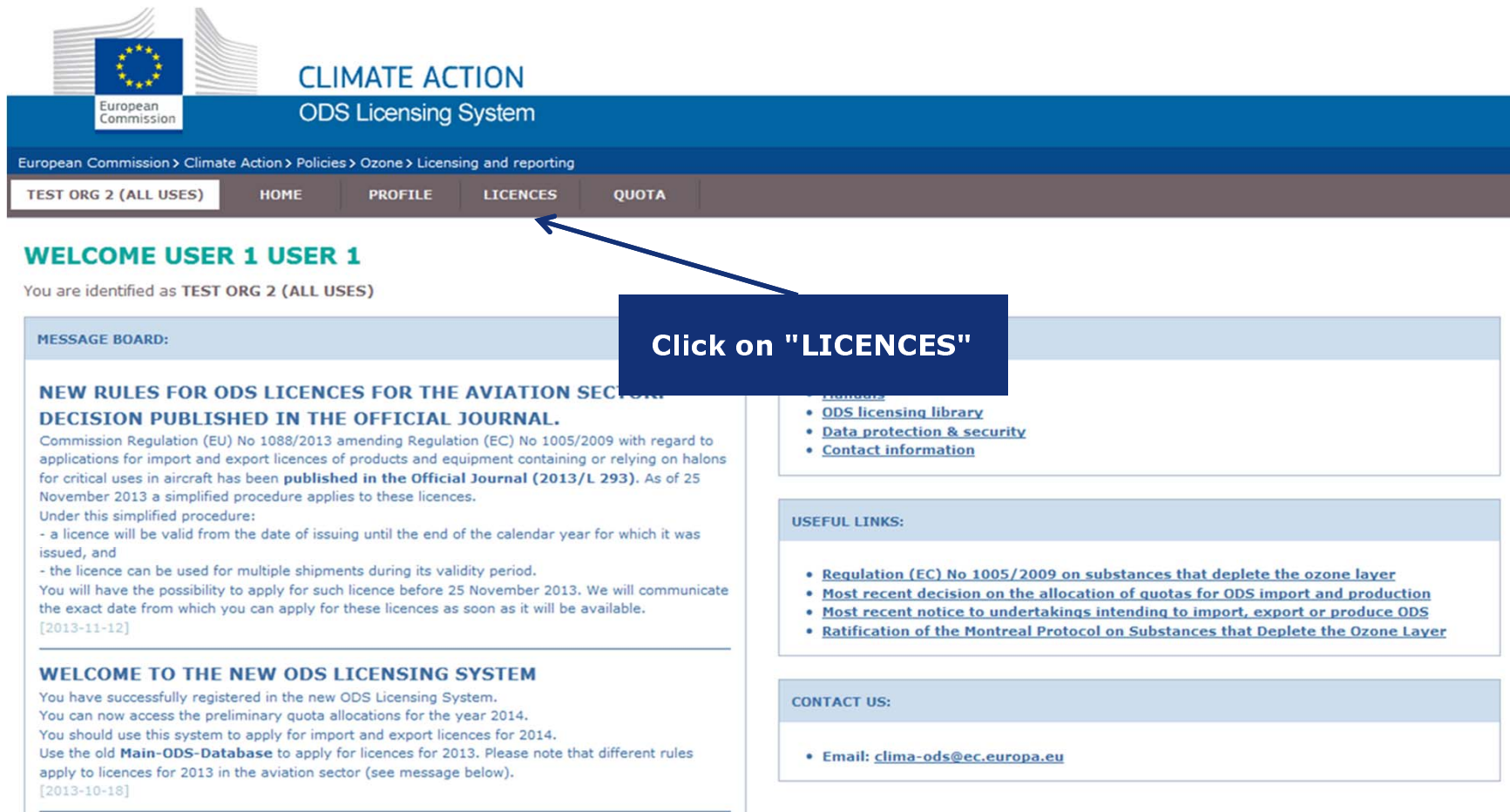
- *substances and mixtures*
- *products & equipment other than in the aviation sector*

If you wish to apply for a bulk licence in the aviation sector please consult the specific quick guide.

For the purpose of this guide an import licence has been chosen as example. Export and import forms are very similar.

In some application forms you may not see all the fields depending on the licence type you have chosen.

2. Get started



The screenshot shows the ODS Licensing System interface. At the top, there is a blue header with the European Commission logo and the text "CLIMATE ACTION ODS Licensing System". Below this is a navigation bar with the following menu items: "TEST ORG 2 (ALL USES)", "HOME", "PROFILE", "LICENCES", and "QUOTA". A blue arrow points from a dark blue callout box containing the text "Click on 'LICENCES'" to the "LICENCES" menu item. Below the navigation bar, the user is greeted with "WELCOME USER 1 USER 1" and "You are identified as TEST ORG 2 (ALL USES)". The main content area is divided into two columns. The left column contains a "MESSAGE BOARD" section with two messages. The first message is titled "NEW RULES FOR ODS LICENCES FOR THE AVIATION SECTOR" and "DECISION PUBLISHED IN THE OFFICIAL JOURNAL.", discussing Commission Regulation (EU) No 1088/2013. The second message is titled "WELCOME TO THE NEW ODS LICENSING SYSTEM" and informs users about the new system and preliminary quota allocations for 2014. The right column contains a "USEFUL LINKS" section with three links: "ODS licensing library", "Data protection & security", and "Contact information". Below this is a "CONTACT US:" section with an email address: "Email: clima-ods@ec.europa.eu".

European Commission

CLIMATE ACTION
ODS Licensing System

European Commission > Climate Action > Policies > Ozone > Licensing and reporting

TEST ORG 2 (ALL USES) HOME PROFILE LICENCES QUOTA

WELCOME USER 1 USER 1
You are identified as TEST ORG 2 (ALL USES)

MESSAGE BOARD:

NEW RULES FOR ODS LICENCES FOR THE AVIATION SECTOR
DECISION PUBLISHED IN THE OFFICIAL JOURNAL.
Commission Regulation (EU) No 1088/2013 amending Regulation (EC) No 1005/2009 with regard to applications for import and export licences of products and equipment containing or relying on halons for critical uses in aircraft has been **published in the Official Journal (2013/L 293)**. As of 25 November 2013 a simplified procedure applies to these licences.
Under this simplified procedure:
- a licence will be valid from the date of issuing until the end of the calendar year for which it was issued, and
- the licence can be used for multiple shipments during its validity period.
You will have the possibility to apply for such licence before 25 November 2013. We will communicate the exact date from which you can apply for these licences as soon as it will be available.
[2013-11-12]

WELCOME TO THE NEW ODS LICENSING SYSTEM
You have successfully registered in the new ODS Licensing System.
You can now access the preliminary quota allocations for the year 2014.
You should use this system to apply for import and export licences for 2014.
Use the old **Main-ODS-Database** to apply for licences for 2013. Please note that different rules apply to licences for 2013 in the aviation sector (see message below).
[2013-10-18]

USEFUL LINKS:

- [ODS licensing library](#)
- [Data protection & security](#)
- [Contact information](#)

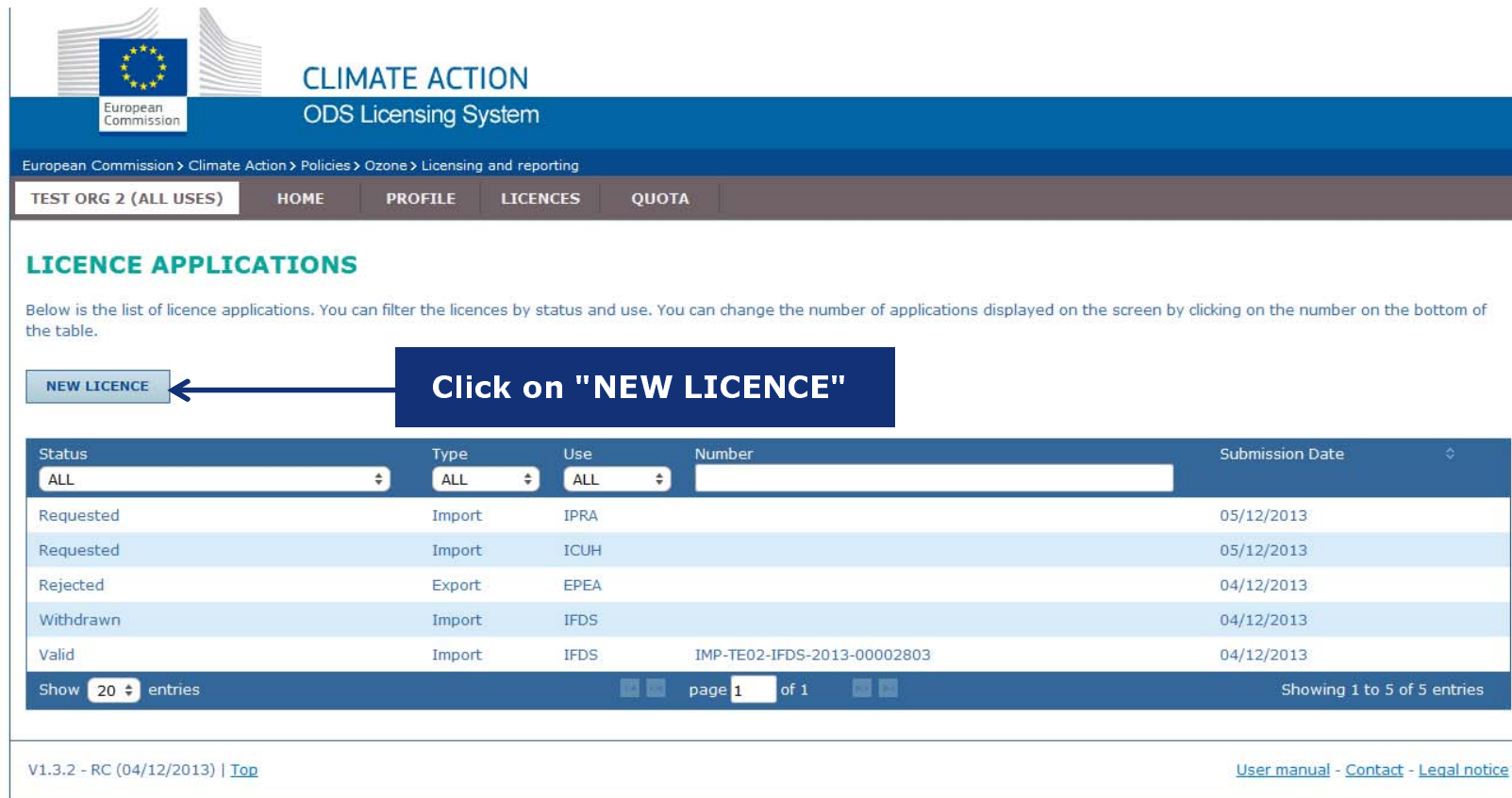
CONTACT US:

- Email: clima-ods@ec.europa.eu

Click on "LICENCES"

Climate Action

3. Licence overview page



The screenshot shows the 'CLIMATE ACTION ODS Licensing System' interface. At the top, there is a navigation bar with the European Commission logo and the text 'CLIMATE ACTION ODS Licensing System'. Below this is a breadcrumb trail: 'European Commission > Climate Action > Policies > Ozone > Licensing and reporting'. A secondary navigation bar contains tabs for 'TEST ORG 2 (ALL USES)', 'HOME', 'PROFILE', 'LICENCES', and 'QUOTA'. The main content area is titled 'LICENCE APPLICATIONS' and includes a descriptive paragraph: 'Below is the list of licence applications. You can filter the licences by status and use. You can change the number of applications displayed on the screen by clicking on the number on the bottom of the table.' A blue callout box with the text 'Click on "NEW LICENCE"' has an arrow pointing to a 'NEW LICENCE' button. Below the text is a table with columns for Status, Type, Use, Number, and Submission Date. The table contains five rows of data. At the bottom of the table, there is a pagination control showing 'Show 20 entries', 'page 1 of 1', and 'Showing 1 to 5 of 5 entries'. The footer of the page contains the version information 'V1.3.2 - RC (04/12/2013) | Top' and links for 'User manual - Contact - Legal notice'.

European Commission

CLIMATE ACTION
ODS Licensing System

European Commission > Climate Action > Policies > Ozone > Licensing and reporting

TEST ORG 2 (ALL USES) HOME PROFILE LICENCES QUOTA

LICENCE APPLICATIONS

Below is the list of licence applications. You can filter the licences by status and use. You can change the number of applications displayed on the screen by clicking on the number on the bottom of the table.

NEW LICENCE ← **Click on "NEW LICENCE"**

Status	Type	Use	Number	Submission Date
Requested	Import	IPRA		05/12/2013
Requested	Import	ICUH		05/12/2013
Rejected	Export	EPEA		04/12/2013
Withdrawn	Import	IFDS		04/12/2013
Valid	Import	IFDS	IMP-TE02-IFDS-2013-00002803	04/12/2013

Show 20 entries page 1 of 1 Showing 1 to 5 of 5 entries

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4. Licence type

Choices of licence types are listed below according to the information provided in your profile. If you do not find the licence type you need, go to your profile and modify your business specification.

APPLY FOR A LICENCE

YEAR FOR WHICH THE LICENCE IS REQUESTED

2013 (current year) 2014 (next year)

LICENCE TYPE:

If a licence type you need is not on the list change your profile information or contact us.

IMPORT

Import of methyl bromide for repackaging and re-export (IQPS) Import

EXPORT

Export of substance for feedstock use (EFDS) Export of methyl bromide for quarantine and pre-shipment use (EQPS)

1. Choose the year for which the licence is requested (only visible towards the end of every year)

2. Choose the licence type you need

3. Click on "CONTINUE"

[CONTINUE](#)

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5. Licence form – Choose your trade partner

First choose your trade partner.



The screenshot shows a web form titled "CONSIGNOR/EXPORTER". It contains several dropdown menus and a button. The first row of dropdowns is labeled "COUNTRY OF EXPORT *", "ADDRESS TYPE *", "CITY", and "EXPORTER NAME *". The values selected are "Brazil", "Standard", "Rio", and "TEST first EXP" respectively. A "SELECT EXPORTER" button is to the right. Below this row, there is a section for adding a new exporter, with a dropdown labeled "ADDRESS TYPE *" and a "SELECT" button. Two dark blue callout boxes with white text and arrows point to the form. The first box, labeled "1. Choose a country of export, an address type, a city and an exporter name", has arrows pointing to the four dropdown menus. The second box, labeled "2. Click on select exporter", has an arrow pointing to the "SELECT EXPORTER" button.

1. Choose a country of export, an address type, a city and an exporter name

2. Click on select exporter

Address type: Select "ship" if the ODS is to be used on-board of a non-EU-ship currently in an EU port (only HCFC for refrigeration)

If you cannot find the company in the list, you will need to introduce the information manually (see next slide).

6. Licence form – Add an exporter

Only If you did not find the exporter in the list, you need to add one.

CONSIGNOR/EXPORTER

Please select an exporter by using the following list. If the country, city or exporter you need is not included in the lists, then please enter the details of the exporter you want to add.

COUNTRY OF EXPORT * ADDRESS TYPE * CITY EXPORTER NAME *
Afghanistan Please choose... Please choose... Please choose... SELECT EXPORTER

Or, if you do not find the exporter in the list, add a new one:

ADDRESS TYPE *
Please choose... SELECT

1. If There is no exporter to choose from the list.

2. Add an exporter. Choose address type and click select.

DELIVERY TO *
Standard address SELECT

EXPORTER NAME *
exporter1

STREET * **NUMBER** **POSTAL CODE *** **CITY *** **COUNTRY ***
street 2 80000 export city Anguilla


ADD THE EXPORTER

3. Add the exporter's name and address

4. Click here to add the exporter

7. Licence form – Information for customs

INFORMATION FOR CUSTOMS:

EXPECTED DATE OF IMPORT *
12/12/2013  **1. Select the expected date of import**

CUSTOMS OFFICE OF ENTRY

Please select a customs office of entry by using the following:

COUNTRY * Netherlands **CITY** Please choose... **CUSTOMS OFFICE OF ENTRY * i** Please choose... **SELECT CUSTOMS OFFICE**

2. Select the office of entry and import from the list.

3. Click on "Select customs office to confirm the choice."

Please select a customs office of import by using the following:

COUNTRY * Germany **CITY** Please choose... **CUSTOMS OFFICE OF IMPORT * i** Please choose... **SELECT CUSTOMS OFFICE**

If you cannot find the customs office you need please contact us.

8. Licence form – Customs procedure

The information provided must be identical to field 37 of your customs declaration.

CUSTOMS PROCEDURE

SELECT THE CODE FOR YOUR CUSTOMS PROCEDURE (FROM FIELD 37 OF THE SINGLE ADMINISTRATIVE DOCUMENT) * ⓘ

PROCEDURE REQUESTED	PREVIOUS PROCEDURE	SELECT PROCEDURE
Please choose...	Please choose...	←

1. Choose requested and previous customs procedures and then click on "select procedure".

CUSTOMS PROCEDURE

SELECTED CUSTOMS PROCEDURE (FOR ODS PURPOSES)

Release for free circulation (1040)

← SELECT ANOTHER CUSTOMS PROCEDURE

2. The selected customs procedure will appear

If the selected procedure does not appear after clicking on "select procedure" the combination is not possible. If you believe the combination used is correct please contact us.

9. Licence form – Commercial description

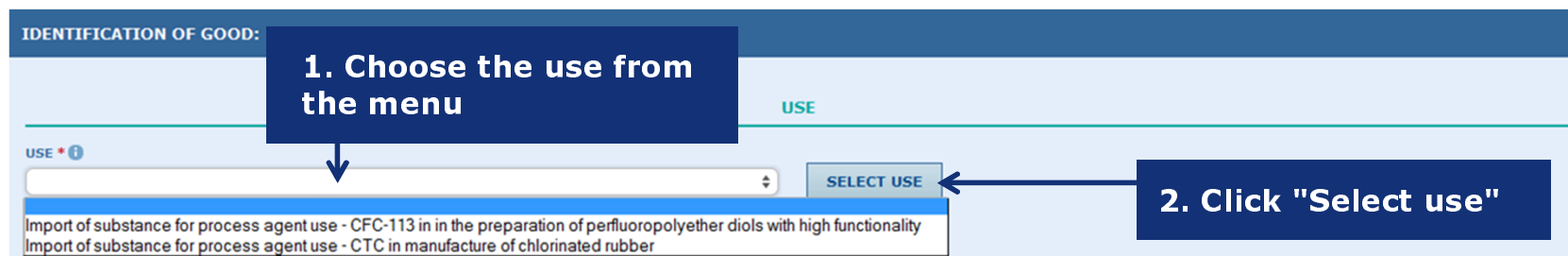
This field is compulsory to be able to submit the form.

COMMERCIAL DESCRIPTION

COMMERCIAL DESCRIPTION * ⓘ

**For a substance enter its name as it appears on the label and accompanying documents.
For products and equipment provide a brief description which allows the good to be identified.
Don't introduce any other information such as order or article numbers.**

10. Licence form – Identification of good



IDENTIFICATION OF GOOD:

USE

USE ⓘ

1. Choose the use from the menu

2. Click "Select use"

SELECT USE

Import of substance for process agent use - CFC-113 in in the preparation of perfluoropolyether diols with high functionality

Import of substance for process agent use - CTC in manufacture of chlorinated rubber

If you cannot find the use required make sure you are using the correct licence type.

If you are using the correct licence type and still cannot find proper use make sure you have entered the right information in the "business specification" field of your profile.

11. Licence form - Substance details

Substance

IS THE SUBSTANCE PART OF A MIXTURE ?*

No Yes

Select if your substance is part of a mixture or not

If the substance is not part of a mixture:

IS THE SUBSTANCE PART OF A MIXTURE ?*

No

SUBSTANCE* ⓘ

SUBSTANCE

CN CODE(S)

CAS NUMBER

GROSS MASS * ⓘ Kg g

NET MASS * ⓘ Kg g

TOTAL ODP MASS Kg

SELECT SUBSTANCE

1. Choose the substance from the menu

2. Click on "Select substance"

3. Provide the gross mass and the net mass requested in kg. Except for laboratory uses always round up to the next kilogram.

The CN Code, CAS number, and Total ODP mass fields will be filled automatically.

12. Licence form – Mixture details

If the substance is part of a mixture:

1. Choose the substance from the menu

2. Provide the percentage of the ODS in the mixture.

**3. Click on "Add".
Repeat steps 1-3 for each ODS component**

IS THE SUBSTANCE PART OF A MIXTURE ?*

No Yes


SUBSTANCE* ⓘ

Halon-2402

PERCENT* ⓘ

20

ADD

Substance	Percent	Action
Halon-2402		
Methyl bromide	100	
Halon-2402	20	

CN CODE(S)* ⓘ

3824 73 00 00

GROSS MASS* ⓘ

10 Kg

NET MASS* ⓘ

10 Kg

TOTAL ODP MASS

5. Choose the CN code and provide the gross mass and the net mass requested in kg (total for the mixture). Except for laboratory chemicals always round up to the next kilogram.

4. If needed you can delete entries from the list

13. Licence form – Nature of the substance

1- Choose from the menu

2- Click on "Select nature"

NATURE OF SUBSTANCE

NATURE OF SUBSTANCE *

Please choose... ▾

- Please choose...
- Virgin
- Recovered
- Recycled
- Reclaimed
- Waste

SELECT NATURE

CERTIFICATE

Not applicable

DESTRUCTION FACILITY

Not applicable

14. Licence form – Certificate

If the nature of the substance is "reclaimed" you will be asked to submit a certificate.

NATURE OF SUBSTANCE

NATURE OF SUBSTANCE *
Reclaimed

Please upload a certificate attesting the nature of the substance. You can download a template (not obligatory) indicating the required information. The certificate must be printed on the business paper and signed by the reclamation facility.

CERTIFICATE FORM

UPLOAD CERTIFICATE *
No file selected

1. You can download a template here. This template is not compulsory.

2. Click here to select the file with the certificate that you want to upload.

3. To upload the certificate click here.

15. Licence form – Submit the licence

Finally you have the option to add a comment. Only add important relevant information concerning the licence.

COMMENTS FROM UNDERTAKING

Any comment you put in this field will appear on the licence. Do not use this field for communication with the Commission. If you include non-licence relevant information the application will be rejected. Please note that the licence will not be issued automatically if you put a comment.

UNDO

Click here to submit the form.

SUBMIT

SAVE

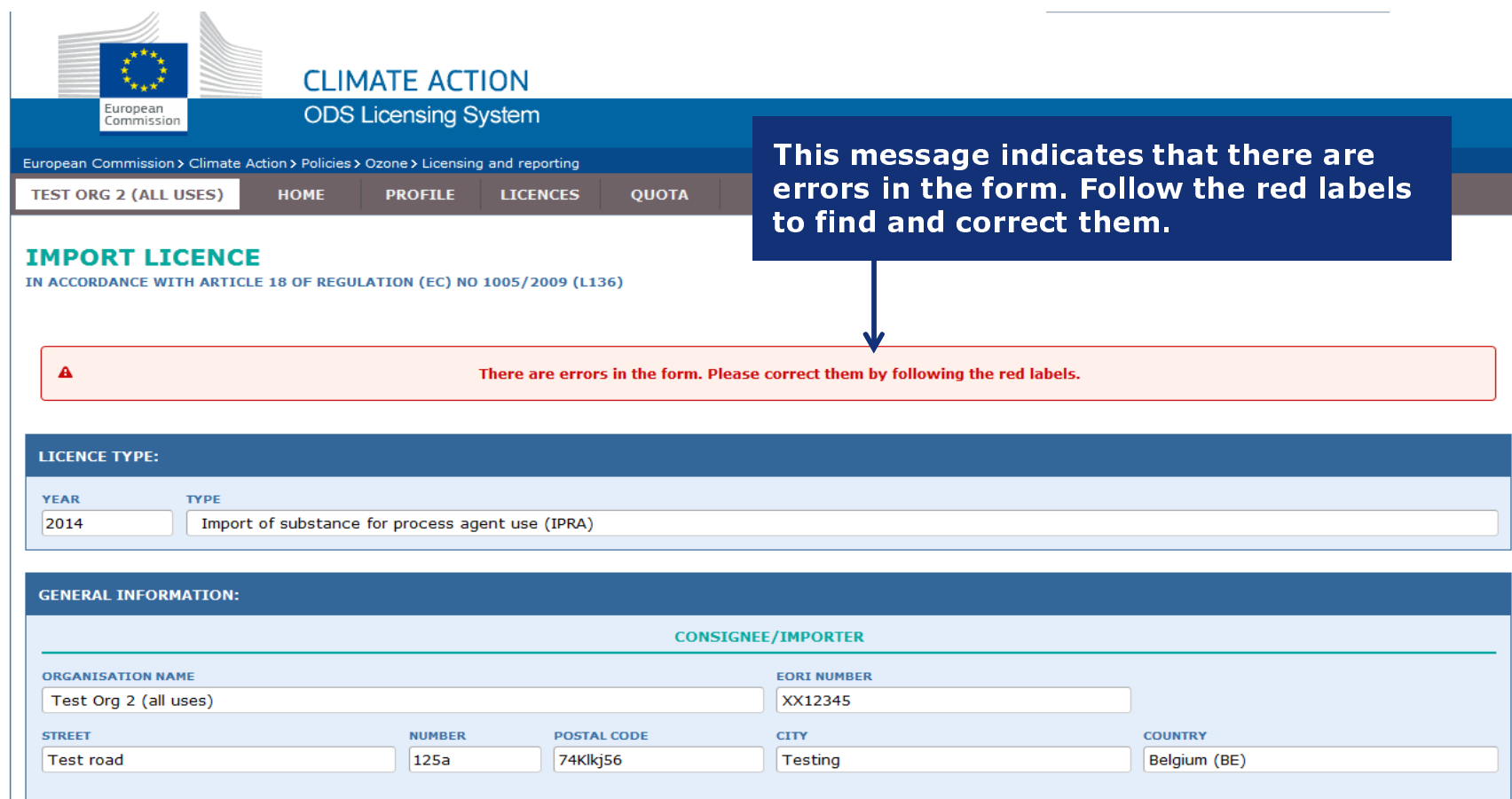
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Undo will erase all information in the form.

Click here to save the form (no submission!).

16. Licence form - In case of errors



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European Commission

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ODS Licensing System

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TEST ORG 2 (ALL USES) HOME PROFILE LICENCES QUOTA

IMPORT LICENCE
IN ACCORDANCE WITH ARTICLE 18 OF REGULATION (EC) NO 1005/2009 (L136)

This message indicates that there are errors in the form. Follow the red labels to find and correct them.

There are errors in the form. Please correct them by following the red labels.

LICENCE TYPE:

YEAR: 2014
TYPE: Import of substance for process agent use (IPRA)

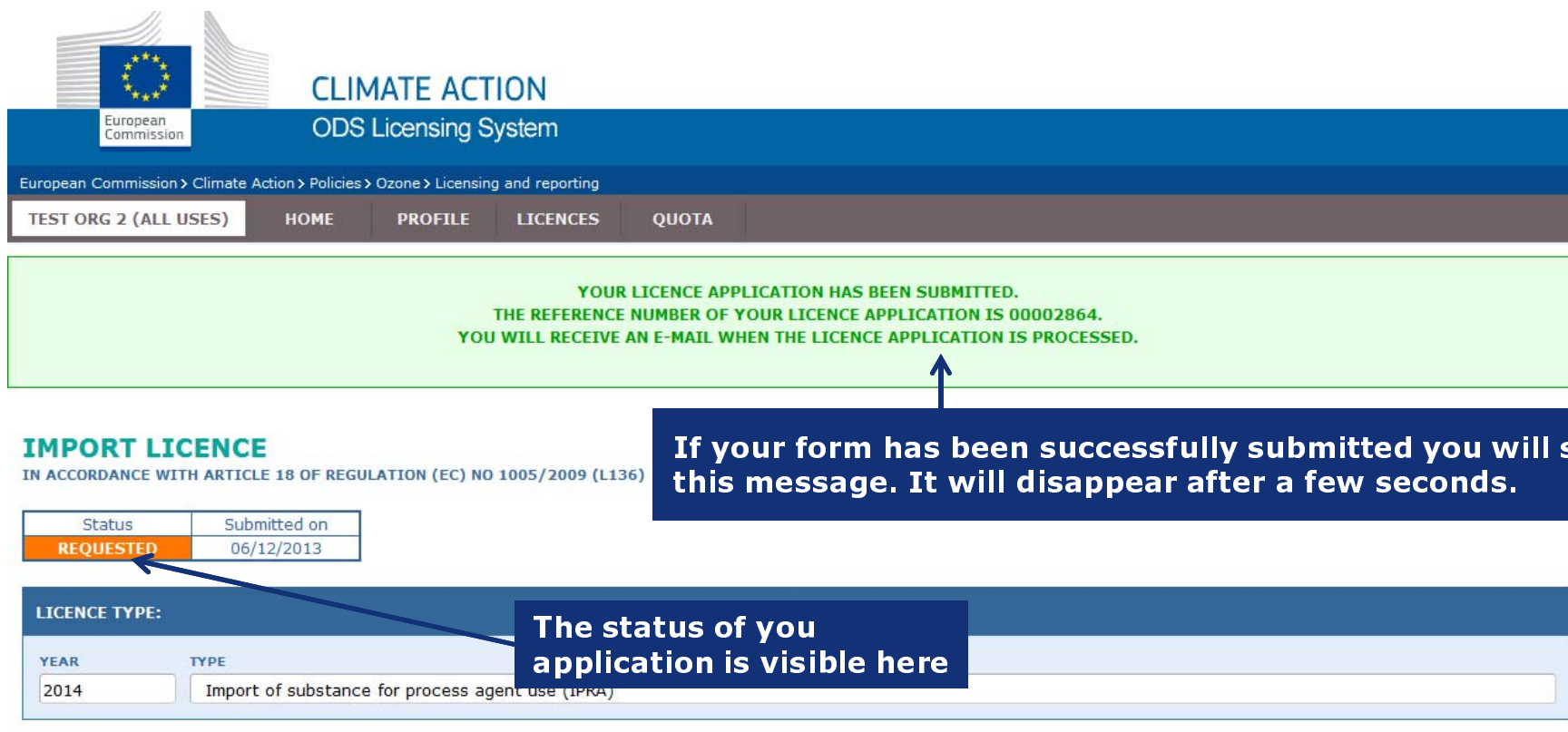
GENERAL INFORMATION:

CONSIGNEE/IMPORTER

ORGANISATION NAME: Test Org 2 (all uses)
EORI NUMBER: XX12345

STREET: Test road
NUMBER: 125a
POSTAL CODE: 74Klkj56
CITY: Testing
COUNTRY: Belgium (BE)

17. Licence form – status information



CLIMATE ACTION
ODS Licensing System

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TEST ORG 2 (ALL USES) HOME PROFILE LICENCES QUOTA

**YOUR LICENCE APPLICATION HAS BEEN SUBMITTED.
THE REFERENCE NUMBER OF YOUR LICENCE APPLICATION IS 00002864.
YOU WILL RECEIVE AN E-MAIL WHEN THE LICENCE APPLICATION IS PROCESSED.**

IMPORT LICENCE
IN ACCORDANCE WITH ARTICLE 18 OF REGULATION (EC) NO 1005/2009 (L136)

Status	Submitted on
REQUESTED	06/12/2013

LICENCE TYPE:

YEAR	TYPE
2014	Import of substance for process agent use (IPKA)

If your form has been successfully submitted you will see this message. It will disappear after a few seconds.

The status of you application is visible here



18. Questions?

Consult the information available in our online forum CIRCABC which includes more manuals and contact information:

<https://circabc.europa.eu/w/browse/772132eb-0071-4e96-8058-e29592766a18>