Creating an MOD F680 Application

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1. Intro

SPIRE is the Export Control Organisation (ECO) export licensing database. It is also the system that is used to apply for the Ministry of Defence (MOD) F680.

SPIRE is accessible at https://www.spire.bis.gov.uk and also via the Businesslink website at http://www.businesslink.gov.uk

This document is intended to guide users through the process of creating an MOD F680 application.

Please read through this document in full before starting to create an account or a registration as there may be aspects of the process that you have not considered.


2. What are F680s?

The MoD Form 680 is designed for the Release of Defence Information Overseas or the Export of Defence Equipment Overseas. If exporters plan to sell, demonstrate, promote or export certain equipment, goods or information which is classified, they will need Ministry of Defence (MOD) clearance to do so. To obtain this clearance they should complete an application. The main purpose is to help prevent unauthorised disclosure of classified goods or equipment. This process also applies to MOD Agencies and other parts of the MOD. Getting clearance will also help speed up the assessment of any eventual export licence application made through the Export Control Organisation/Department for Business, Innovation and Skills. Further guidance about the F680 is available on the export control pages on the Businesslink website.
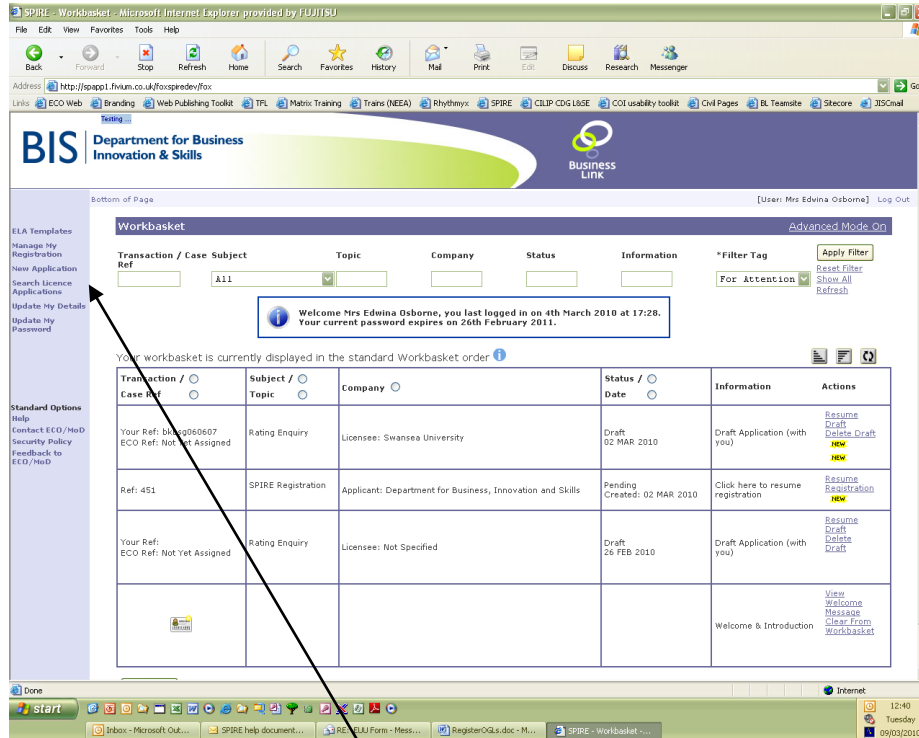
2. How to make an application?

- Click on the **'New Application'** link in the left hand banner to create an application.
- You will go to a screen entitled 'SPIRE – UK Export Licence Online Application Form'. All the options for applications that can be submitted on SPIRE are listed on this screen. Scroll down to the bottom of the page to locate the F680 Application.
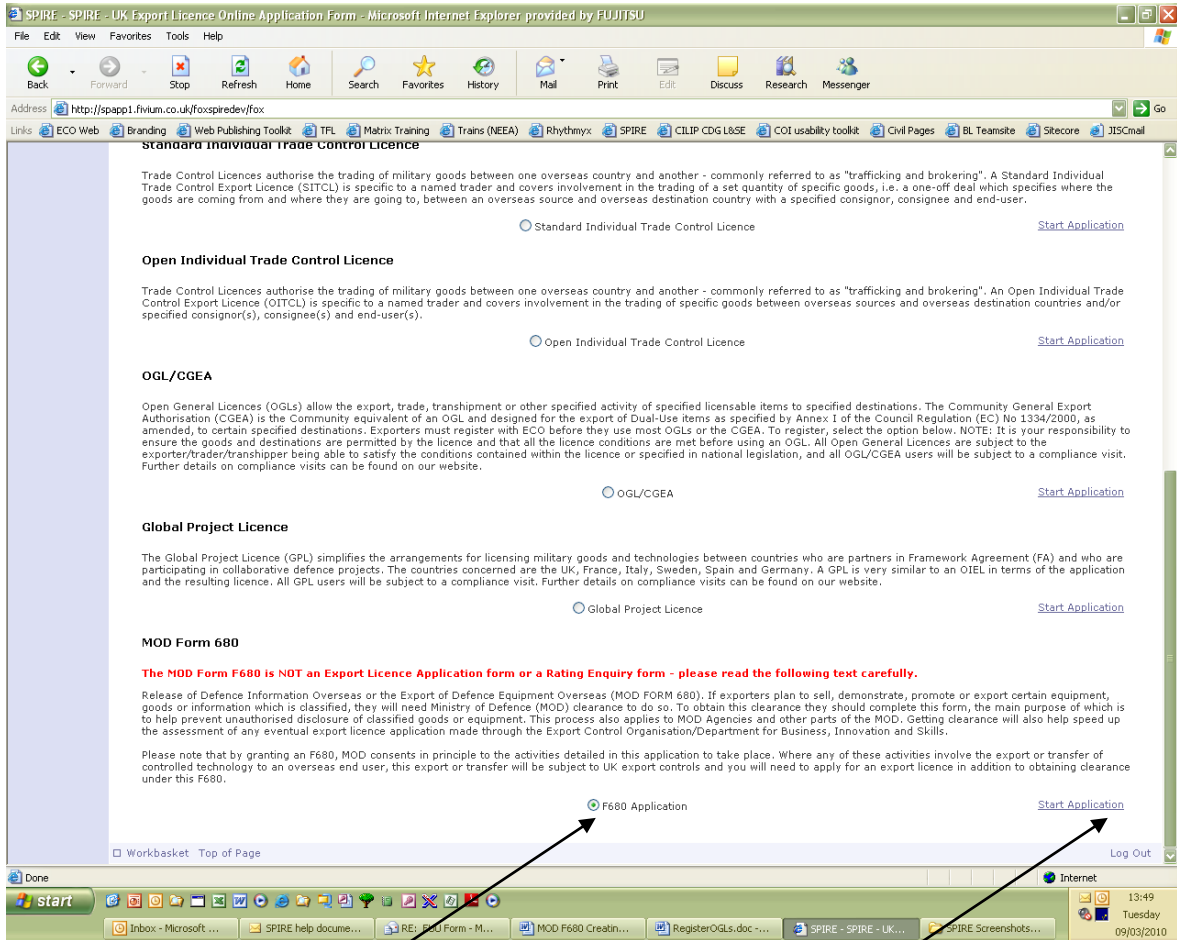
- Select **'F680 Application'** radio button, then click **'Start Application'**.

- You will then be taken a sequence of application screens as follows:
  - Organisation Details
  - Contact
  - Details and Reason for Application
  - Export Equipment / Information List
  - Customer
  - Supporting Documents
  - Validation Error Summary
  - Submit
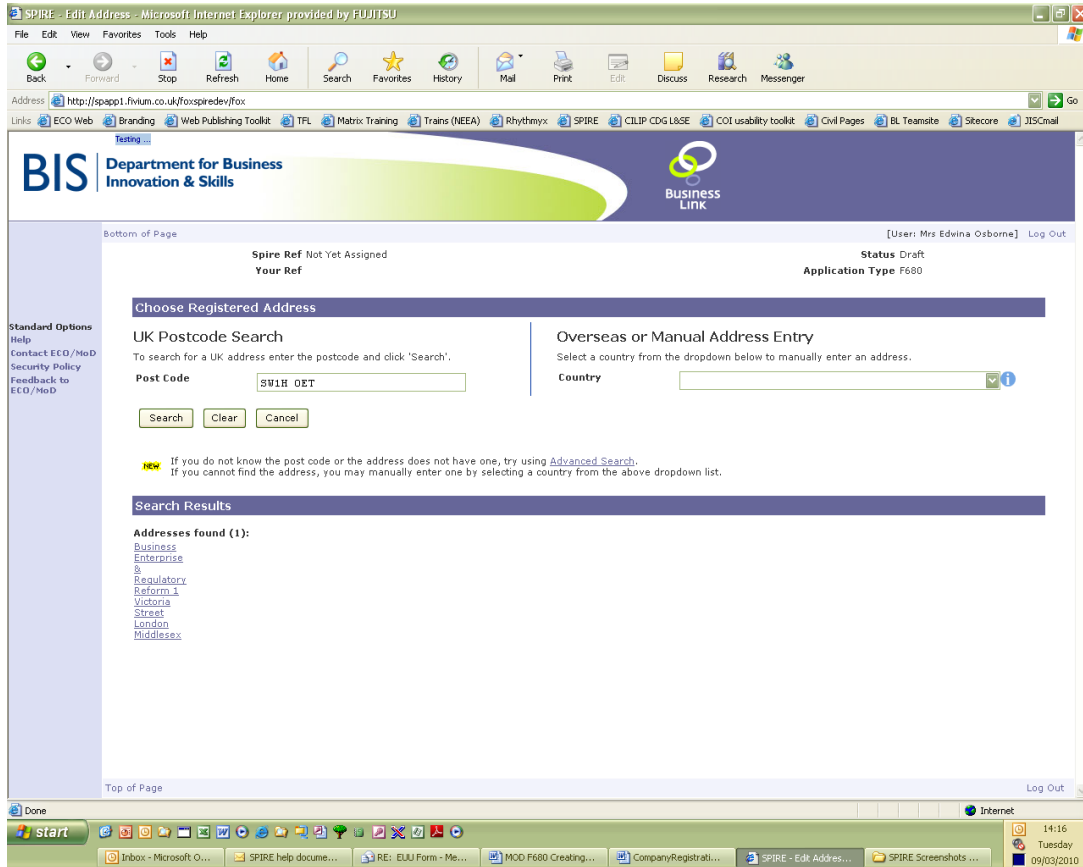- You can navigate through the application by using the left hand banner menu.
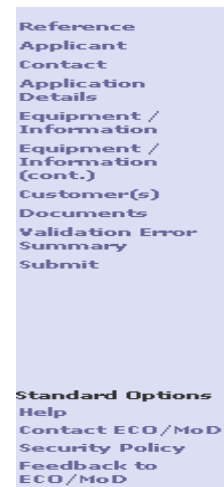
NOTE:
- Any questions with * are mandatory fields that require completing.

- There is a link to the **Guidance Notes** at the top of the page.
- At the end of each page, click **'Next'** to move to the next page, alternatively, you can navigate through the pages using the links in the blue banner on the left hand side of the screen.
- There is an option at the top of each page to **'Validate Current page'**. Any details that are missing or not in the expected format, a red cross will be displayed and the text should be updated before moving to the next screen as the application cannot be submitted whilst validation errors are present.
- You can click on the symbol 🛈 where indicated for further info on completing fields.

- **Organisation Details**
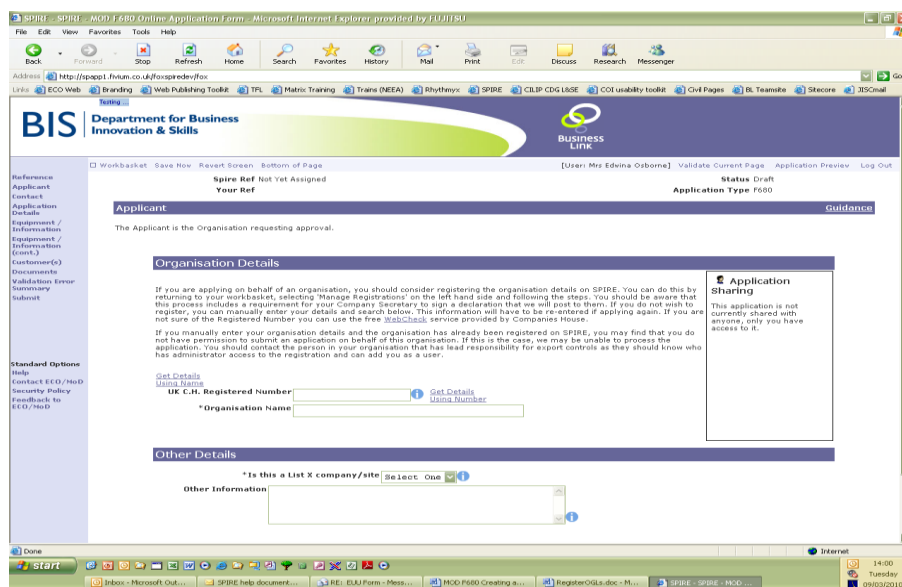
- Firstly, you will be asked to enter your organisation details. If you have already registered your company on SPIRE, you will be able to select these details by using the link to **'Get Details Using Name'**. If you have not registered your company, we strongly suggest that you do so. Full details of this process can be found in the **'Creating a SPIRE logon'** document on the SPIRE homepage. Below is the screen with all fields you need to complete:

- **Select Address / Choose Registered Address**

- If you need to enter your company details manually, you can enter your organisation name or UK Companies House registered number, and obtain full company details using the links at the right. If this does not return the appropriate details, you can enter the information manually.
- When clicking on the **'Select Address'** you will be taken a screen prompting you to search for an organisation by postcode or manually and this is seen throughout the application. You should enter the relevant postcode in the left hand side of the screen and then click the **'Search'** button. The results will be shown at the bottom of the screen, and the correct option should be selected.

- If the results do not give the address you are looking for, there is an advanced search facility and finally an option to enter the address manually.
- When using this screen, it is important to make sure that the right country is displayed. When using the left hand side of the screen, the UK is automatically added. The right hand side of the screen should be used for overseas addresses.

- Once you have selected the address, you will be taken back to the organisation details screen. The other requested details should be entered.

- **Contact**

- The next stage of the application is to nominate a contact for the application. This is the person who will be contacted for any additional information or clarification about the application that may be needed during the processing and assessment of it. These fields are mandatory.
- There are quick links to add your own details or to search for other contacts that may have been used in previous applications, or the details can be added manually for a new contact.
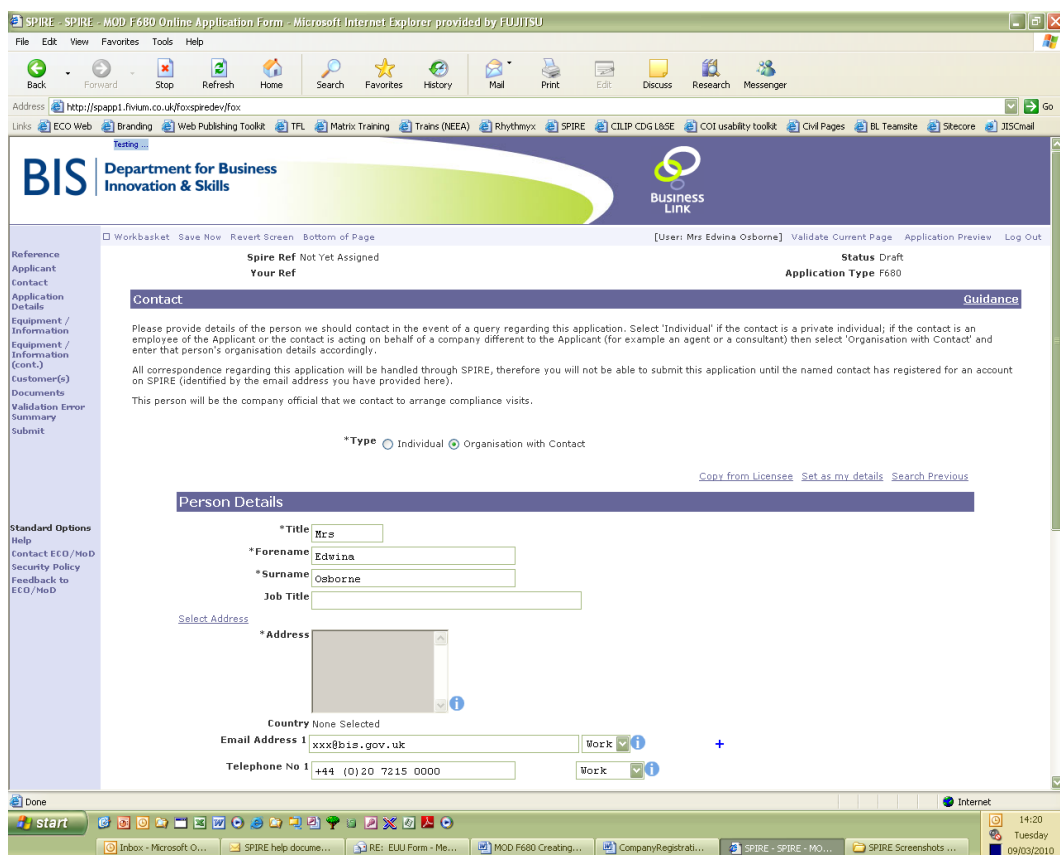

- **Details and Reason for Application**

- The next screen asks for details of the application – please provide any details you think necessary to help with the processing of your application.
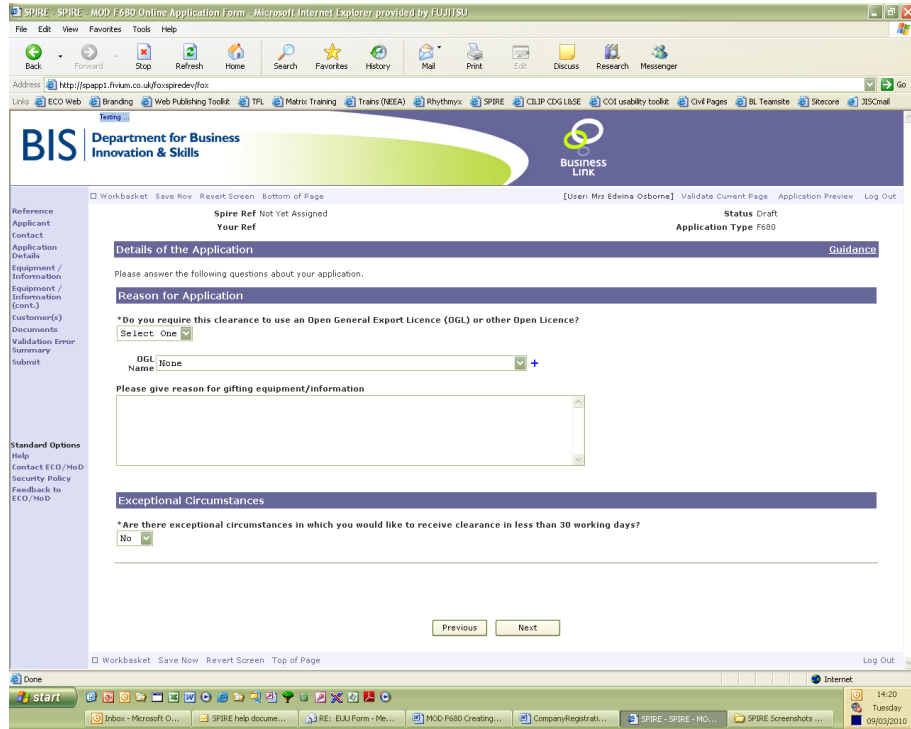
- **Export Equipment / Information List**

- The next 2 screens are very important. Please ensure you include an adequate description of your goods so that an appropriate assessment of the application can be made.
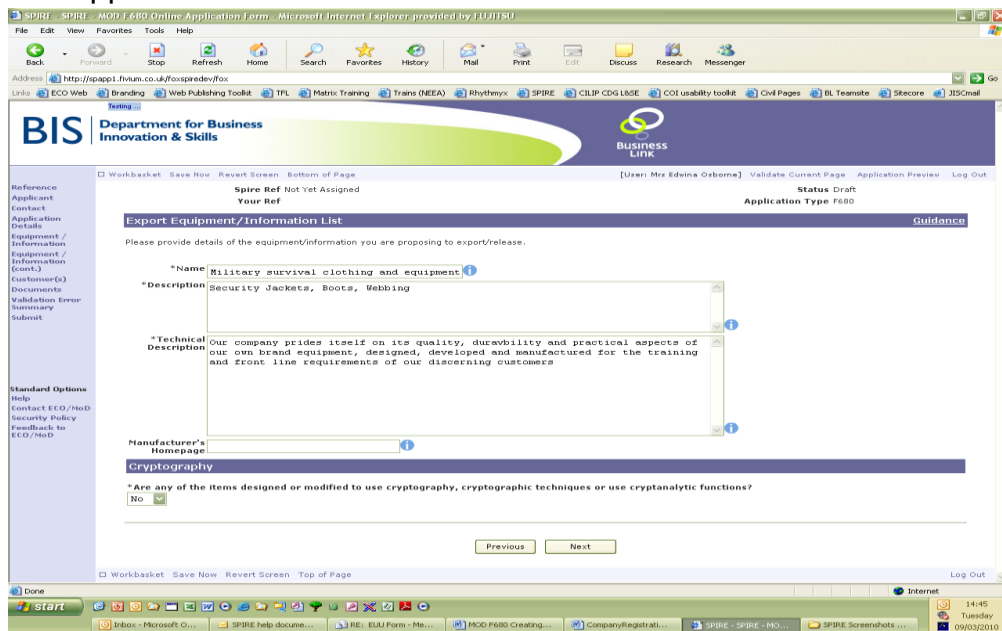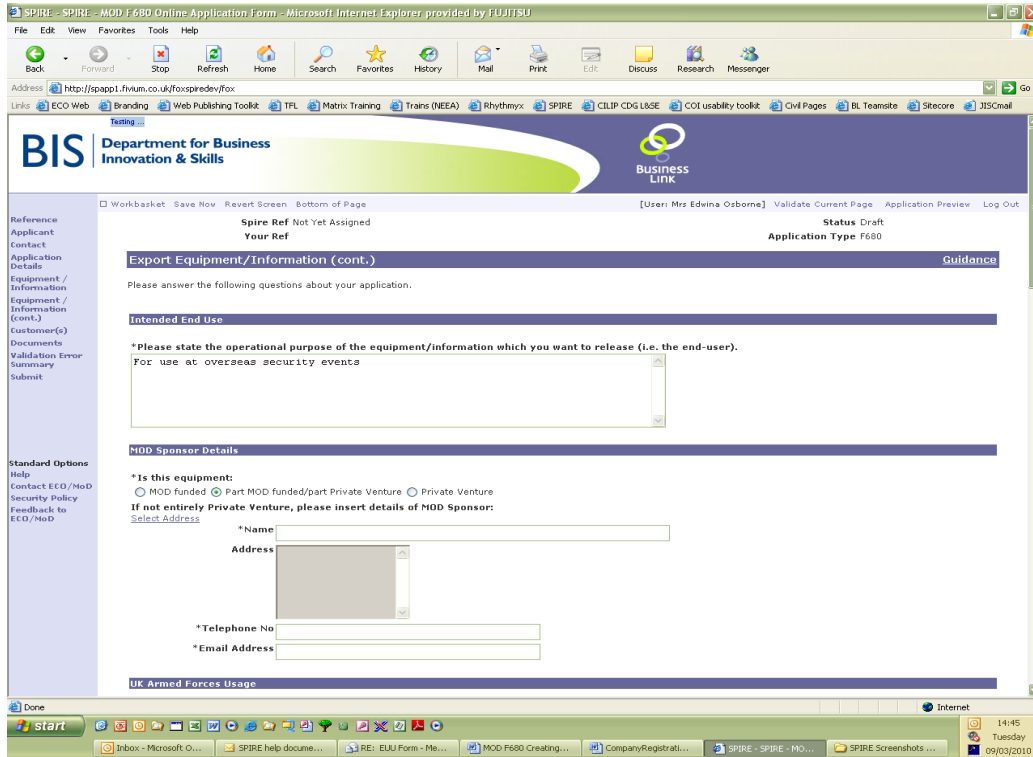
- The 'Export Equipment/Information List' screens asks for details of the intended end use, that MOD sponsor details, security grading, proposed release details, proposed security classification, value of prospect and other details. All these fields must be completed with the relevant details.

- **Customer Details**

- Details of the customer are then required. Click on the **'Add an Organisation/Individual'** button and then select whether your customer is an organisation or individual.
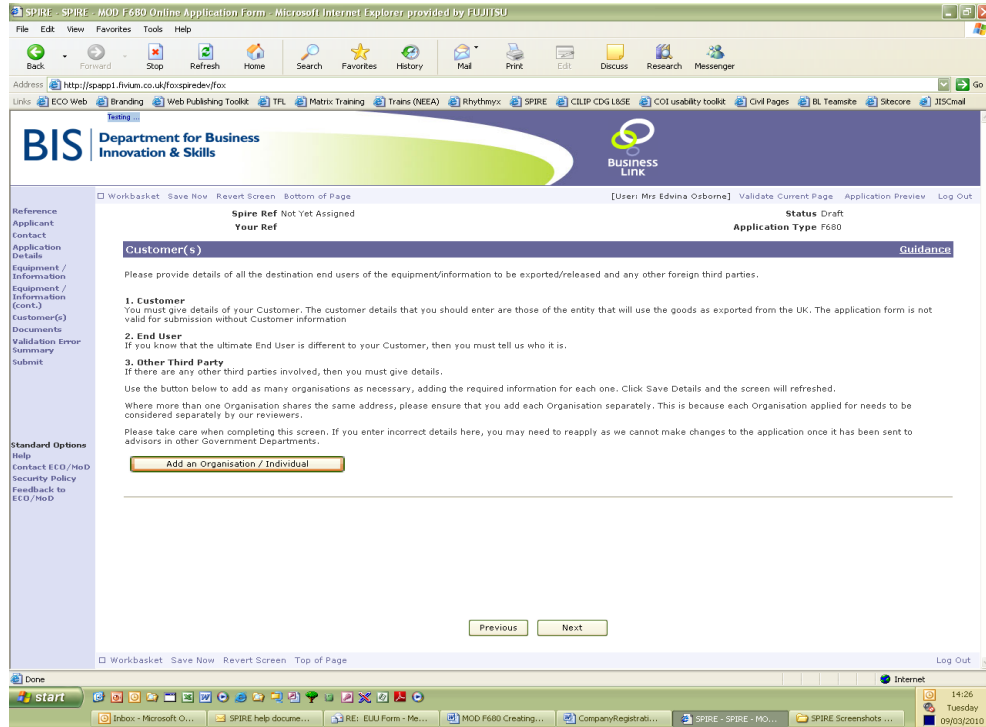
- Enter all the relevant details and when selecting the address, remember to use the country drop down on the right hand side if the customer is outside the UK.
- Stating the type of recipient is very important.
- If you need to add more than one organisation/individual, you can click on the button again to add additional details. If you discover that the information you have entered is incorrect or needs amending, click on the recycle bin (to delete) or the edit icon (to amend) in the top right hand corner of the relevant customer detail box.

- **Supporting Documentation**

- You can attach any relevant supporting documentation. You can add as many documents as you like by clicking on the 'Add Supporting Documents' link.
- To attach a document, click on the 'Choose File' button and browse for the document.

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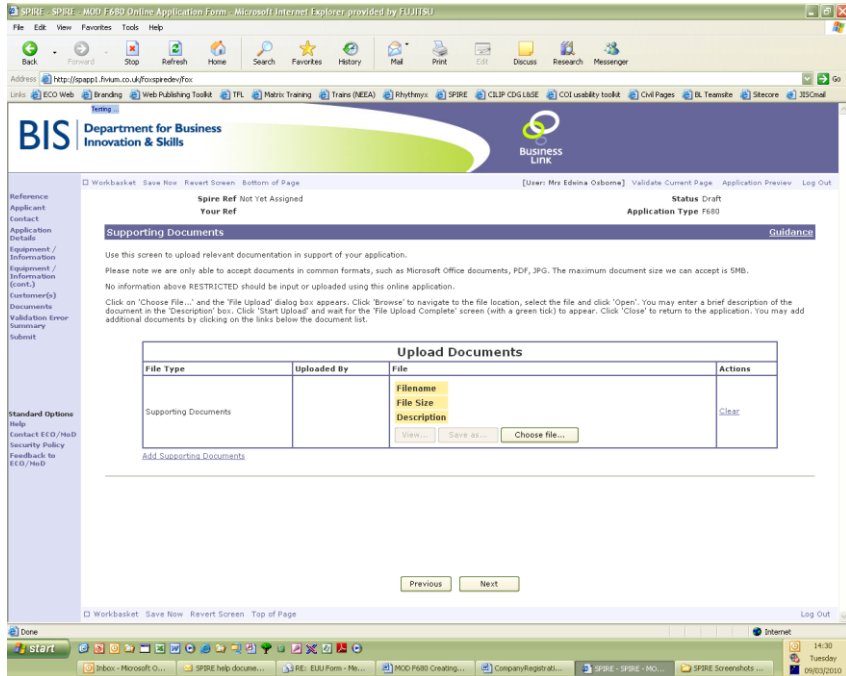
- **Validation Errors**

- The next screen will show a list of the validation errors in the application (if any). To navigate to these errors, click on the item and you will be taken to the relevant screen. The error will be highlighted by a red cross beside it. Enter the correct information and return to the validation error summary screen by clicking the link in the left hand blue banner.

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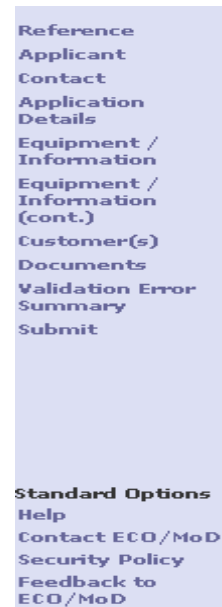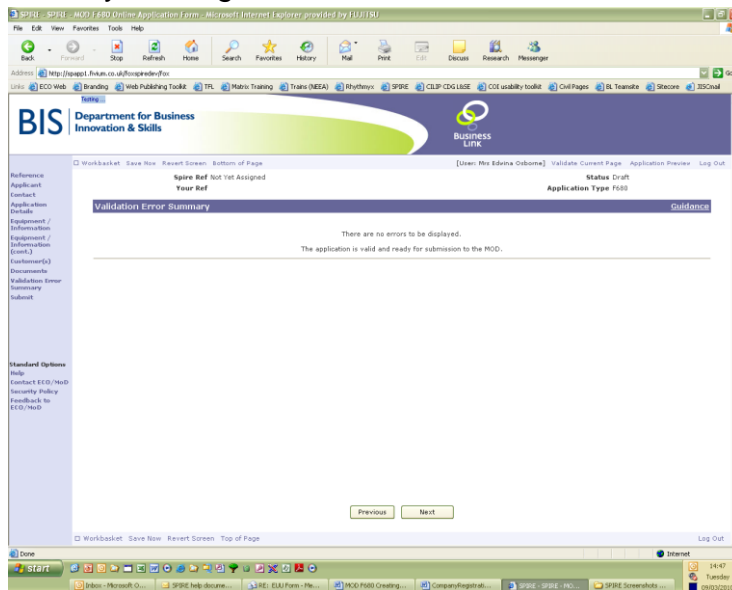
- Once all the errors have been amended, you will see a screen confirming that there are no errors.

- **Statement**

- The final screen asks you to agree to a statement about the accuracy of the application. Type **'I AGREE'** in the box as requested and click **'Submit Application'**.
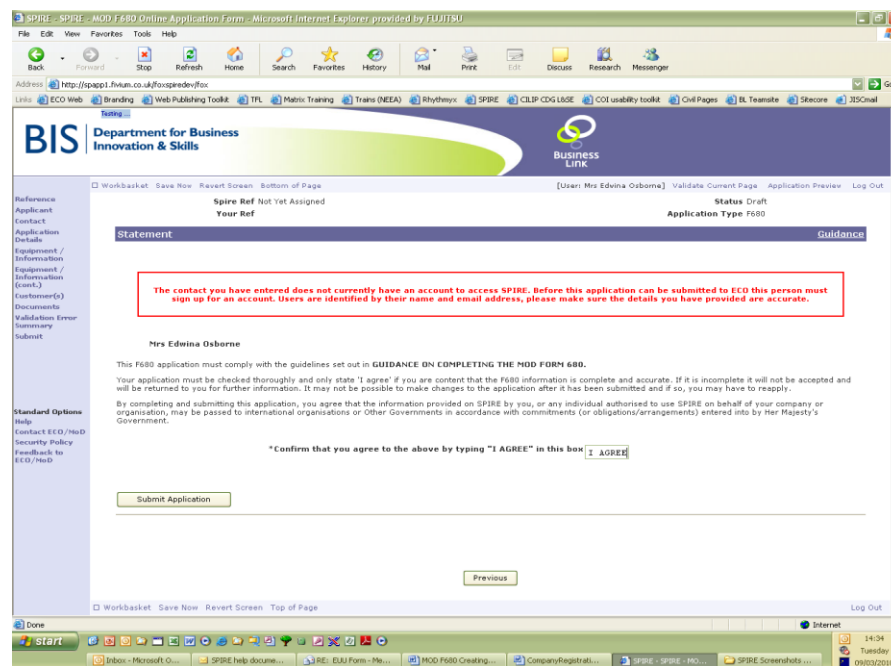
- **Application reference and your workbasket**

- Once the application has been submitted, you will automatically receive a **SPIRE Reference** which is confirmation that the application has been received and that processing will start.
- You should keep a record of the reference numbers for your records.
- Once you return to your workbasket, the application can be reviewed and the current status is also provided as it is processed.

- You can also use your workbasket to resume the draft of an application.

Ministry of Defence / Export Control Organisation
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