Department for Business Innovation & Skills

How to register and de-register to use Open General Licences (OGLs)
(including for the Community General Export Authorisation or CGEA)

CONTENTS

----

1. Intro

SPIRE is the Export Control Organisation (ECO) export licensing database. You should use this online system to register for Open General Licences or apply for export or trade licences issued by the ECO. 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 registering to use OGLs on SPIRE.

Please read through this document in full before starting to register for OGLs as there may be aspects of the process that you have not considered. For example, if you have set up a SPIRE registration for your company, you should wait until this has been approved before you try to register for an OGL. Additionally, if you haven't set up a SPIRE registration for your company you should do so first.

2. More about OGLs

OGLs are at the heart of export controls. They are designed to control items and activities that are less restricted but still subject to controls. If you can use OGLs you should do so. All OGL holders should however bear in mind their responsibilities in understanding the licences they hold and exporting as per

the terms and conditions specified. OGLs can be registered for by companies or by individuals.

The procedure for registering is straight-forward. However, before registering for OGLs you should consider and be aware of the following:

- **Which OGLs can I register for?**

The ECO issues over 40 different OGLs. You should read and understand each licence carefully. The title alone is only a guide and does not definitely indicate if you are able to use the licence. When considering if you might be able to use an OGL, you need to ask yourself the following 4 questions:
    o Can I meet all the terms and conditions of the licence?
    o Are the goods specified on the licence?
    o Are the export destinations permitted by the licence?
    o Can I fulfil all the record keeping requirements of the licence?

You should also bear in mind that many companies are registered for OGLs that they do not use, and will probably never use. You should consider what OGLs are relevant for the licensable activities of your company, and only register for those licences. Some companies believe themselves to be registered for OGLs that no longer exist and others are registered for OGLs which have subsequently changed in goods or destination coverage and which may not be applicable now.

All OGLs are publically available and downloadable from the [export control pages of the Businesslink website](#).

You might also find it helpful to use the ECO's OGEL Checker Tool website (http://www.ecochecker.co.uk/OGELchecker). By entering the proposed export destination and control entry or "rating" of your products (as listed in the UK Strategic Export Control Lists), the Checker database will display a list of OGLs which you might be able to use for your export activities.

- **Keep up to date with the latest OGL versions**

OGLs are subject to periodic updates (due to the addition or removal of export destinations or goods from the licence as a result of changing export control concerns).

To keep up to date with the latest changes you are recommended to sign up to the ECO's "Notices to Exporters". This is an email newsletter update service. To subscribe, see the [export control pages on the Department for Business website](#).

- **Be prepared for Compliance visits**

All OGL holders are subject to Compliance audits conducted by the ECO. To find out more about Compliance and Enforcement of export controls you

should see the guidance available on the [export control pages of the Businesslink website](#).

3. Registering for OGLs

- First you need to logon to SPIRE. Full details are provided in another guidance note entitled **'Creating a SPIRE logon account and company registration'**. The process is briefly summarised below:
    - Go to https://www.spire.bis.gov.uk and select "Account Registration".
    - Enter relevant details in fields (all mandatory).
    - Once all fields are completed, enter the security image code and select "Register".
    - You will be sent an email containing an automatically generated password
    - Once you have received the email, go back to SPIRE and enter your email address in the username field, the password issued to you and click on "Go".
    - You will then be prompted to enter this password again and then choose a new password (it should be at least 8 characters long and needs to include at least 1 number). You will need to re-enter your chosen password and then answer your security question.
    - Click on "Login". Provided all the details entered are accurate you should see your home "workbasket" and a welcome message. This information contains information about the layout of SPIRE and common processes which should be helpful. If you delete this message, you can access the same information through the "Help" link in the left hand navigation side banner.

NOTE: If you intend to create a company registration, you should wait until this is activated before registering for any OGLs, as it will make the process much easier.
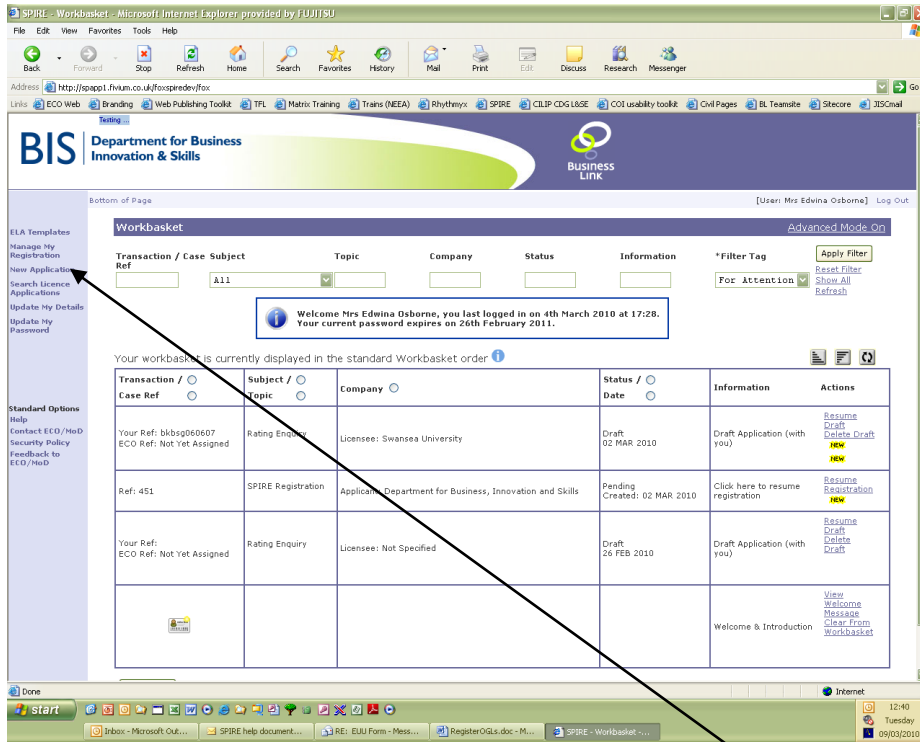
- Once you have logged onto SPIRE, click on **'New Application'** in the left hand banner.
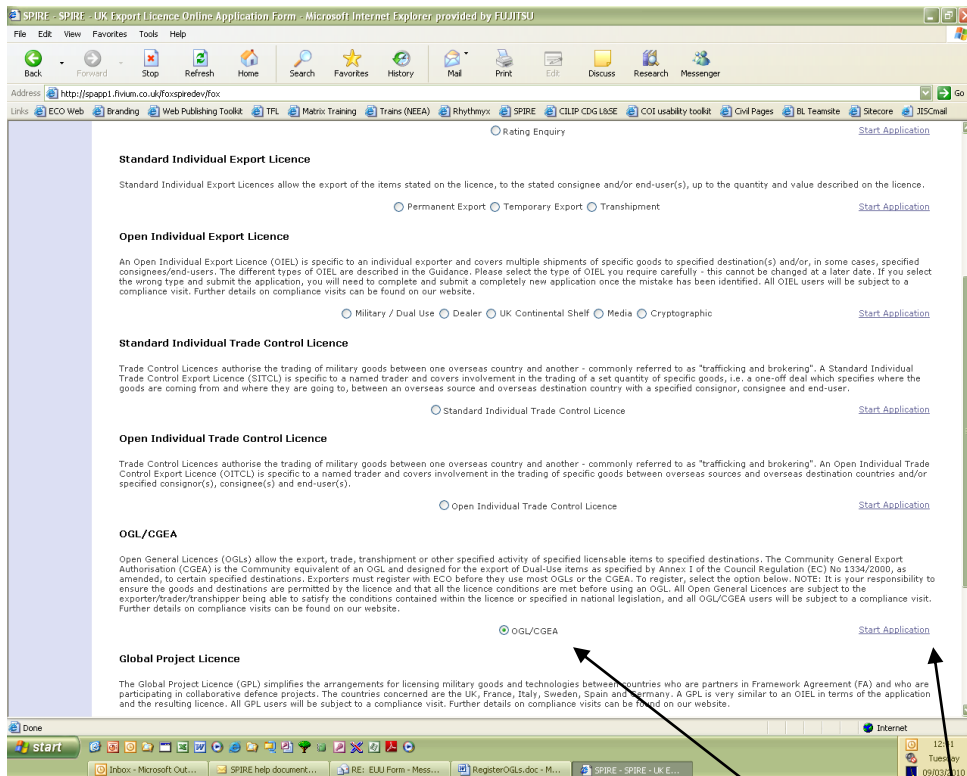
- Scroll down to the bottom of the screen and click on **'OGL/CGEA'**. A green radio button will appear and you should then select **'Start Application'** on the right hand side.
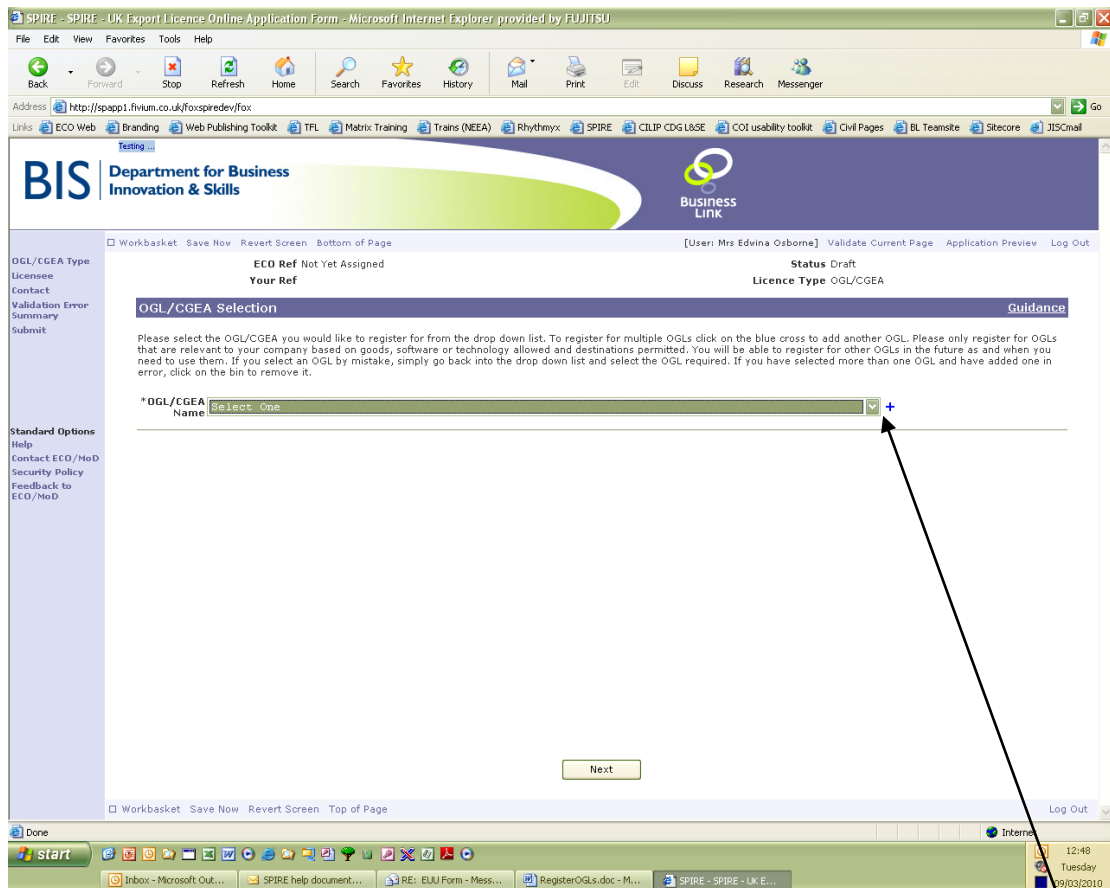
- This screen is where you select the OGLs that you wish to register for. You click on the drop down arrow at the end of the **'OGL/CGEA Name'** field. This will pull up a list of all available OGLs. Click on the one you want. It will then appear in the field. If you have selected the wrong one, go back into the drop down and select the correct one.

- If you want to register for more than one OGL, click on the blue cross to the right of the screen and another OGL/CGEA Name field will appear. Again, use the drop down arrow and select the OGL you want. This can be repeated as many times as required.


- If you add an OGL by mistake, you can remove it by selecting the recycle bin that appears near the blue cross.
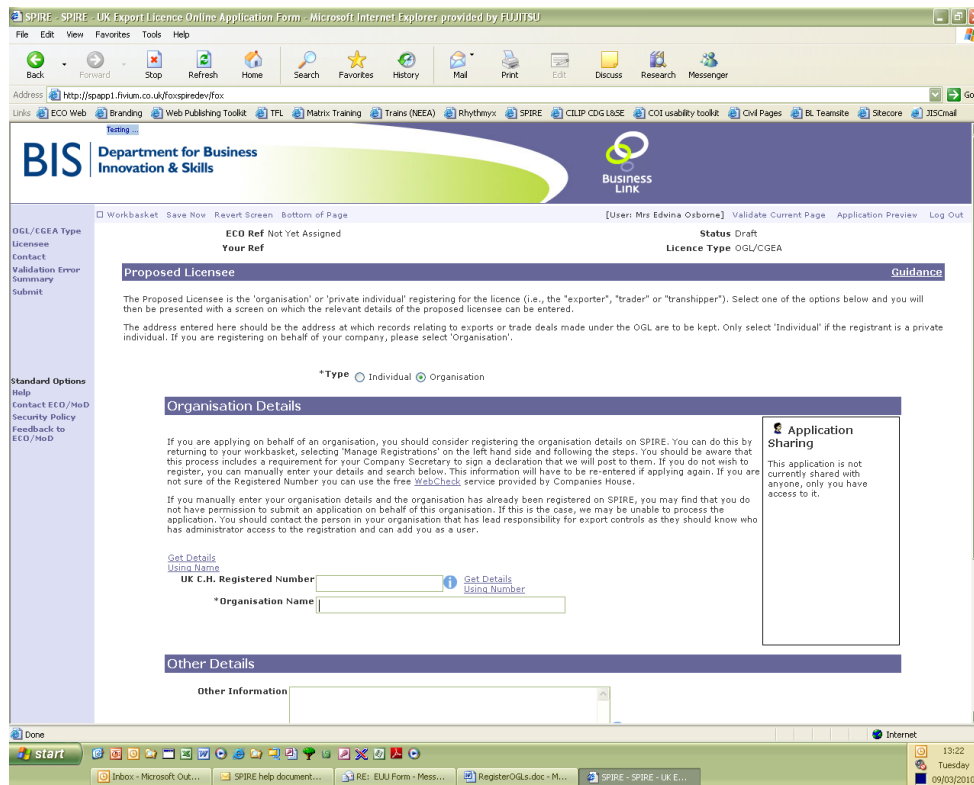
- The next screen asks for details about the licensee – the individual or company who will hold this licence. Basic information about the licensee is asked for in both options.

  If you are a applying on behalf of a company, you should select **'organisation'**. If you have created a company registration on SPIRE, you will be able to select the relevant details from a dropdown that appears.

- Complete all the relevant fields.
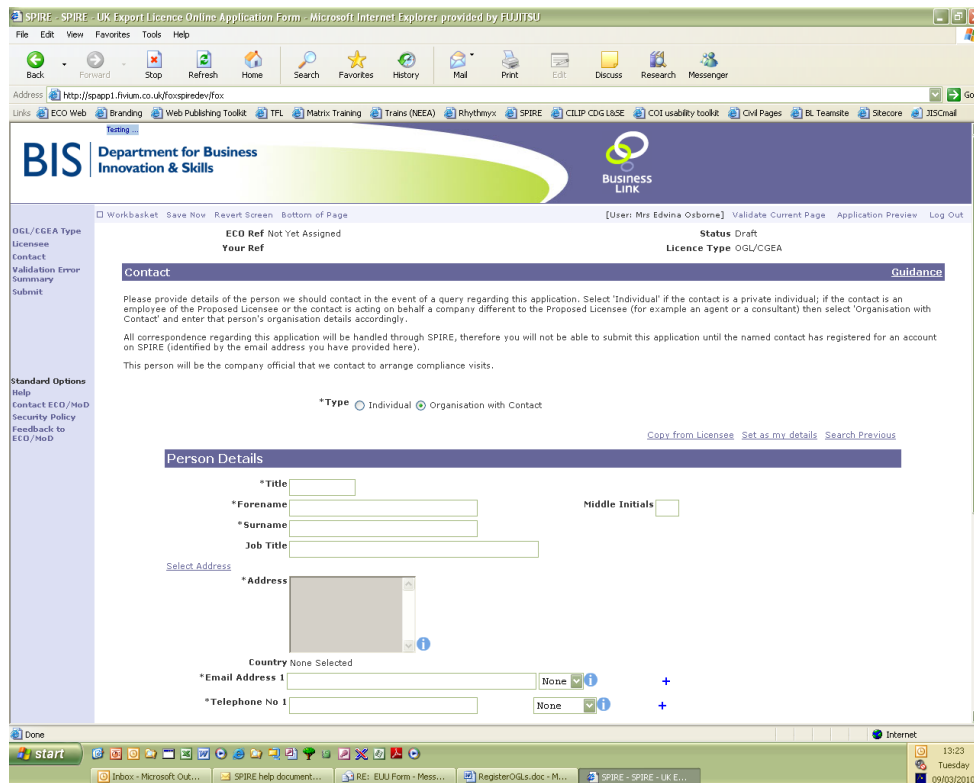
- The next screen asks for contact details. Here we are asking for details of the person that we should contact to arrange a Compliance Audit. For further details, see guidance about Compliance and Enforcement on the [export control pages of the Businesslink website](#).

- You should also be given options to pre-load some of these details (using the **'copy from licensee'**, **'set as my details'** and **'search previous'** options).

- If your company has set up a company registration on SPIRE, you will need to make sure that you are set up as a user as you may not be permitted to submit the registration unless you are.

- Once you have completed these details, you will go to a validation screen where any omitted details are highlighted. You can click on the hyperlink in each case and you will be taken back to the relevant section.

  Omitted details will be highlighted with a ❌ symbol to indicate the error. Once all errors have been removed, you will be able to go to the submit screen.
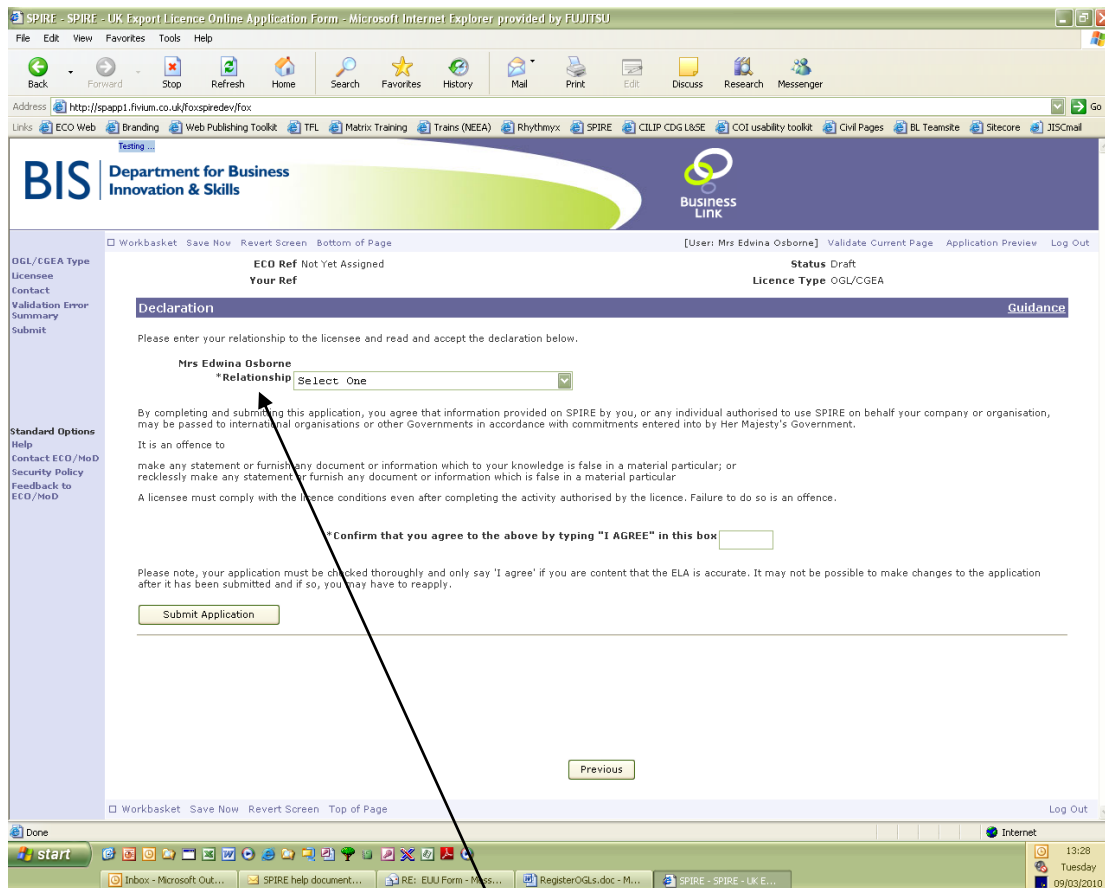
- You will need to select a **'relationship'** from the drop down. Most users will indicate that they are an 'Authorised User registered on SPIRE' in this field.

- Then type **'I AGREE'** where indicated and click on **'Submit Application'**.

- Your application will then be checked by the ECO and, providing there are no concerns, you will be sent an acknowledgement notifying that you have been registered for the OGLs as per the application. This notification will **appear in your workbasket** and the final part of the process is that you have to **acknowledge the notification**.

NOTE: If you are a company and have multiple sites and will be keeping records at each site, you will need to complete this process for each site.

If you are going to be exporting/trading/etc from multiple sites but will be keeping all the records at one site, you should provide this information in the application (in the proposed licensee screen as 'Other Details'). In this instance, one application may be sufficient.

4. De-Registering from OGLs

It is also possible for companies or individuals to de-register from using an OGL if you no longer need to use it.

This might, for example, be because:
- you are no longer exporting to a destination specified on the OGL
- you registered in error
- you registered twice for the same OGL
- your company has changed name

The process is as follows, depending on your user registration status on the SPIRE system:

How to de-register if you have the status of "Registered" on SPIRE

- From your SPIRE workbasket, click on "Manage my Registration" from the left hand menu

- You will see a new tab "Summary" this shows all the licences you have applied or registered for

- From there, click on the licence you want to de-register from

- Then click on "Surrender Licence"

How to de-register if you have the status "Unregistered" on SPIRE

- From your SPIRE workbasket, click on "Search Licence Applications" from the left hand menu

- Search for the relevant application

- Then, click on the licence you want to de-register from

- Then click on "Surrender Licence"

- Enter "I AGREE" in the new field

- Click on "Confirm Surrender"

Export Control Organisation
Last Updated: March 2010