



Department  
for Business  
Innovation & Skills

# Details Of Your Involvement Page

User guidance

# Overview

A new application page has been added for OITCL and SITCL applications. This page will allow the applicant to select their involvement in the trade taking place from a list.

This guidance shows how to choose an option for the applicant's involvement.

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# Quick guide

The following lists an overview of how to select the applicant's details of involvement. The steps are explained in more detail in the following sections.

1. Start a new SITCL or OITCL application.
2. Immediately following the End Use Details screen will be the Details of Your Involvement screen.
3. The applicant will be prompted to select their involvement from a list of options.
4. Select an option and continue the application.
5. If the 'None' option is selected then the applicant must manually enter their involvement in a text box.

# Details of your involvement selection

It is now mandatory for an applicant to state their involvement in the trade using the 'Details of your Involvement' screen. This screen now appears on OITCL and SITCL applications after the 'End Use Details' page.

On entry to the details of your involvement screen the applicant is prompted to select a statement to describe their involvement in the trade. The selections are mutually exclusive so that only one option can be selected.

The selections include transportation, finance, insurance, advertising, or none listed. If 'None' is selected then the user will have to manually enter their involvement details into a text box. This will be mandatory for the 'None' option.

The screenshot shows the 'Details Of Your Involvement' screen. At the top, it displays 'ECO Ref Not Yet Assigned' and 'Your Ref'. On the right, it shows 'Status Draft' and 'Licence Type OITCL'. A navigation menu on the left lists various application steps, with 'Details Of Your Involvement' highlighted. The main content area has a header 'Details Of Your Involvement' and a 'Guidance' link. Below the header, it asks the user to select a statement describing their involvement. There are four radio button options: 'provision of transportations services', 'provision of financing or financial services', 'provision of insurance of reinsurance services', and 'provision of general advertising or promotion services'. The third option is selected. A callout box points to this list, stating: 'List of possible involvements in the trade. Only one option can be selected.' Below the options, there is a text box for details, with a callout box stating: 'If 'none' is selected then the applicant must enter details of involvement here.'

Reference  
Licensee  
Contact  
Goods List  
Nature Of Goods  
End Use Details  
Details Of Your Involvement  
Goods Location  
Goods Recipient  
Ultimate End Users  
Item Location  
Other Third Parties  
Documents  
Validation Error  
Summary  
Submit  
Copy This  
Application

ECO Ref Not Yet Assigned  
Your Ref

Status Draft  
Licence Type OITCL

**Details Of Your Involvement** [Guidance](#)

Please select one of the statements that describe your involvement in this trade.

**\*My only involvement is**

- provision of transportations services
- provision of financing or financial services
- provision of insurance of reinsurance services
- provision of general advertising or promotion services
- none

**If none of the above statements describes your involvement please provide details of your role in this trade**

If 'none' is selected then the applicant must enter details of involvement here.