Department for Business Innovation & Skills

Standard licence ultimate end users

Applicant guidance

Overview

Applicants can now list ultimate end users for goods for SIEL and SITCL applications.

This guidance shows what is required from an exporter on the ultimate end user screens for SIEL and SITCL licence types.
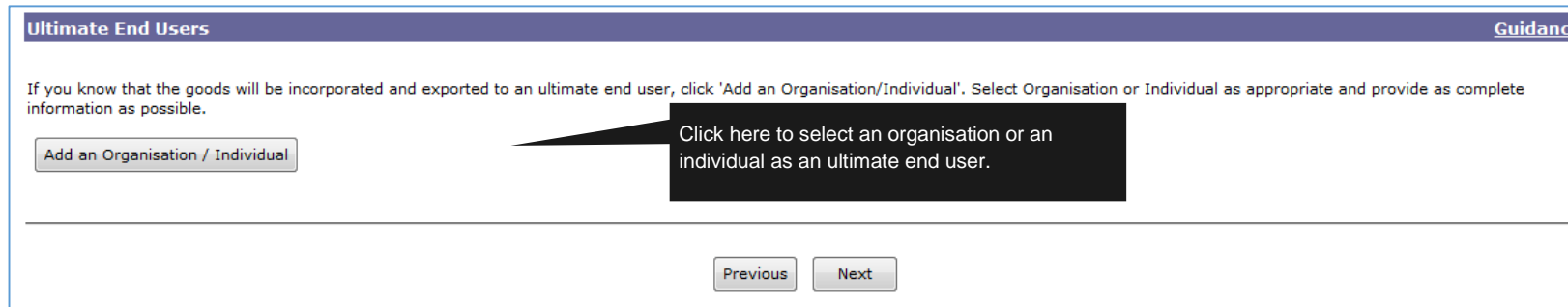
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Quick guide

The following lists an overview of how to enter ultimate end user details for SIEL and SITCL applications. The steps are explained in more detail in the following sections.

1. Click the 'Add an Organisation / Individual' button. Choose either an individual or an organisation as the ultimate end user.

2. Enter the details of the end user including an address. The destination for the address is selected by clicking 'Select Address' and choosing the destination from the drop down menu.

3. It is mandatory to enter a description of the nature of business of the end user.

4. Save the ultimate end user by clicking 'Save Details'.

5. Repeat steps 1 – 4 to add more ultimate end users.

Add an organisation / individual

It is possible to choose whether the ultimate end user will be either an organisation or an individual. To select an organisation click on the 'Add an Organisation / Individual' button on the Ultimate End User screen:

You will now be prompted to either select an individual or an organisation. Selecting organisation will bring up the organisation details that must be filled in. A number of fields will be mandatory including organisation name, address and nature of business. The address field will be greyed out as you must select a country and an address by clicking 'Select Address'. This will bring up the 'Choose Address' screen.

On the choose address screen a country must be selected using the drop down menu. Once a country has been selected it will be mandatory to enter the organisation's address within that country. Press 'Accept' to go back to the organisation details where the address will now be filled in.

It is also necessary to enter the 'nature of business' of the ultimate end user. This comes in the form of a free text box where a description of the type and sector of business must be entered.

Optionally, a website address may be entered as well as any other information which will help process the case faster.

After all details have been correctly entered click on 'Save Details' which will take you back to the ultimate end users screen containing a list of all end users entered.

It is possible to cancel entering an end user by clicking on 'Remove Details' which will take you back to the ultimate end users screen with no new details entered.

To add an individual as an ultimate end user select 'Individual' as the type. The process is the same for an organisation, but there are number of different fields which are mandatory. This includes the person's title, forename, surname, address, email address and telephone number. For email address and telephone number you must select it's type, e.g. home or work.

It is possible to remove an ultimate end user at any point by clicking the 'Remove' button against any end user in the list. Editing and viewing an end user is available by clicking the 'View' button.

Organisation Details Screen

Ultimate End Users

*Type ⚪ Individual 🔘 Organisation

Click here to select an organisation as an ultimate end user.

Search Previous

Organisation Details

*Organisation Name [_____]

*Address [_____] ⓘ

Click here to select a country and enter an address for the organisation.

Select Address

Country None Selected

*Nature of Business [_____] ⓘ

Nature of business is mandatory.

Website Address1 [_____] ⓘ

+

Other Details

Other Information [_____] ⓘ

Click here to save the ultimate end user or remove the details.

[Save Details] [Remove Details]

Individual Person Details Screen

Ultimate End Users

*Type ● Individual ○ Organisation

Click here to select an individual as an ultimate end user.

Search Previous

Person Details

*Title

*Forename

*Surname

*Address

Middle Initials

Click here to select a country and enter an address for the organisation.

Select Address

Country None Selected

*Email Address 1

None ▾

All fields are mandatory, other than middle initials.

*Telephone No 1

None ▾

+

Other Details

Other Information

Click here to save the ultimate end user or remove the details.
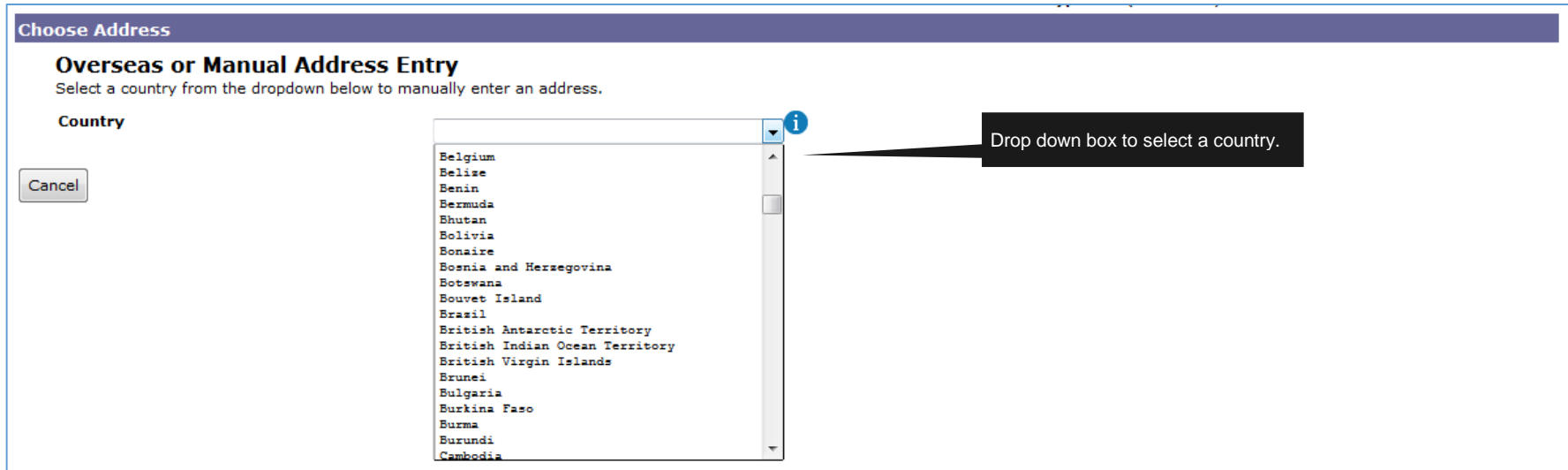
Save Details   Remove Details

Select Address Screen

Choose Address

Overseas or Manual Address Entry
Select a country from the dropdown below to manually enter an address.

Country

Drop down box to select a country.

Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bonaire
Bosnia and Herzegovina
Botswana
Bouvet Island
Brazil
British Antarctic Territory
British Indian Ocean Territory
British Virgin Islands
Brunei
Bulgaria
Burkina Faso
Burma
Burundi
Cambodia

Cancel

Edit Address

Country Antarctica

*Address SOMEWHERE
ANTARCTICA

Manually enter address here.

Accept   Cancel

Click accept to pass the address back into the details screen.

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Ultimate End Users Screen

Ultimate End Users   Guidance

If you know that the goods will be incorporated and exported to an ultimate end user, click 'Add an Organisation/Individual'. Select Organisation or Individual as appropriate and provide as complete information as possible.

Add an Organisation / Individual

Ultimate end user details listed here.

Antarctica

mr person smith

*Address	Email	
SOMEWHERE	gbdfgbdf@gdfgd.com	Work
ANTARCTICA		
	Telephone	
	+44 (0)208 123 4567	Work

View, edit or delete the end user by clicking these buttons.