



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.

Contents

Overview.....	2
Contents	3
Quick guide.....	4
Add an organisation / individual	5
Organisation Details Screen.....	6
Individual Person Details Screen	7
Select Address Screen	8
Ultimate End Users Screen	9

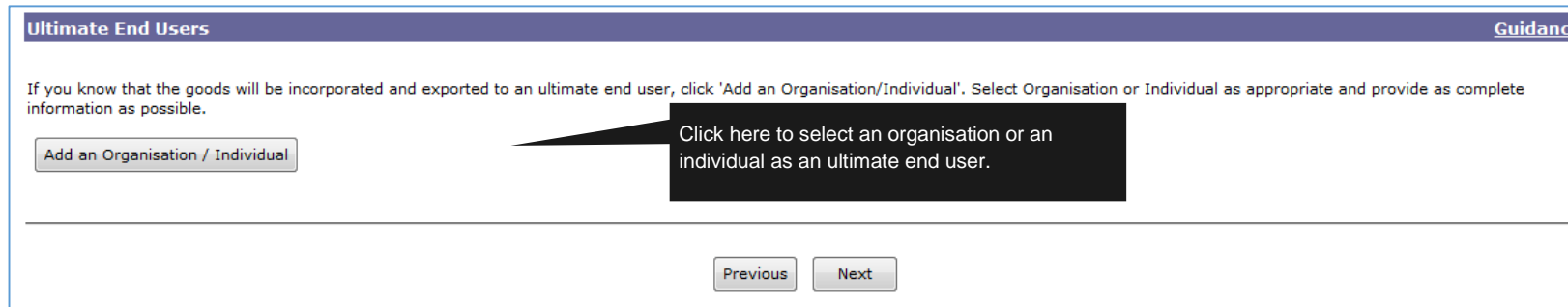
Quick guide

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:



The screenshot shows a web interface titled "Ultimate End Users" with a "Guidance" link in the top right. Below the title is a paragraph of instructions: "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." A button labeled "Add an Organisation / Individual" is positioned below this text. A black callout box with a white arrow points to this button, containing the text: "Click here to select an organisation or an individual as an ultimate end user." At the bottom of the screen are two buttons: "Previous" and "Next".

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

The screenshot displays the 'Organisation Details' section of a web application. It is divided into three main sections: 'Ultimate End Users', 'Organisation Details', and 'Other Details'.
1. **Ultimate End Users:** Features a radio button group for '*Type' with 'Individual' and 'Organisation' options. A callout points to the 'Organisation' option, stating 'Click here to select an organisation as an ultimate end user.' A 'Search Previous' link is located to the right.
2. **Organisation Details:** Contains several fields: '*Organisation Name' (text input), '*Address' (a large area with a 'Select Address' link and a callout 'Click here to select a country and enter an address for the organisation.'), 'Country' (dropdown menu, currently 'None Selected'), '*Nature of Business' (text input with a callout 'Nature of business is mandatory.'), and 'Website Address1' (text input). A '+' sign is positioned below the 'Website Address1' field.
3. **Other Details:** Includes an 'Other Information' text area with a callout 'Click here to save the ultimate end user or remove the details.' pointing to the 'Save Details' button.
At the bottom left, there are two buttons: 'Save Details' and '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

[Select Address](#) [Click here to select a country and enter an address for the organisation.](#)

Country None Selected [All fields are mandatory, other than middle initials.](#)

*Email Address 1

*Telephone No 1

Middle Initials

None

None

+

Other Details

Other Information

[Click here to save the ultimate end user or remove the details.](#)

Select Address Screen

Choose Address

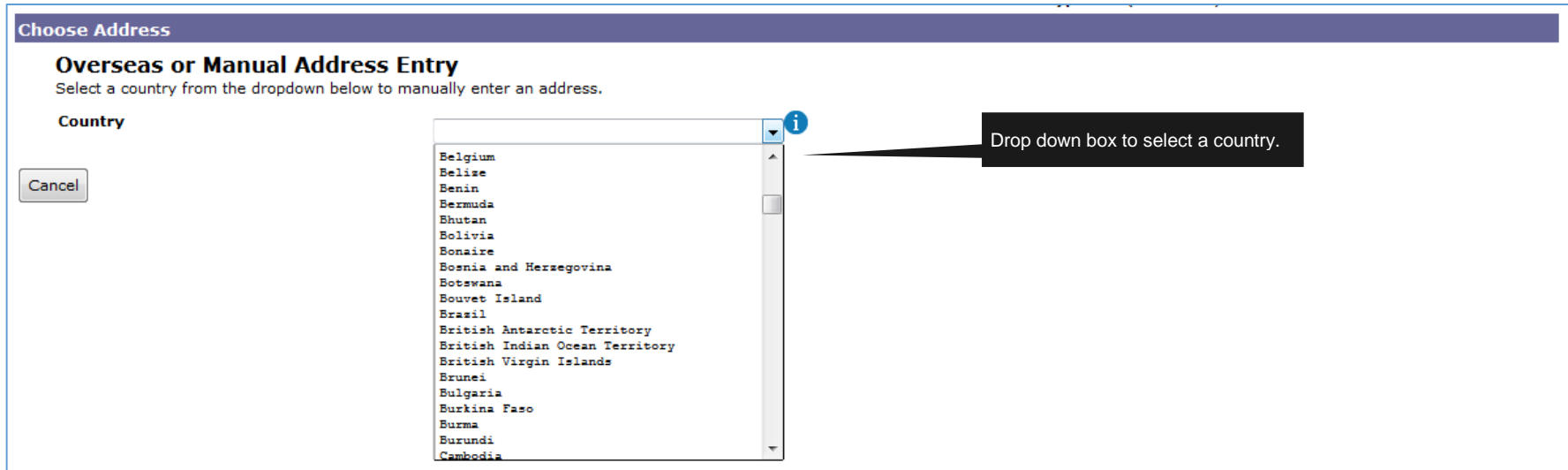
Overseas or Manual Address Entry
Select a country from the dropdown below to manually enter an address.

Country

Cancel

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

Drop down box to select a country.

The screenshot shows a dialog box titled "Choose Address" with a sub-header "Overseas or Manual Address Entry". Below the sub-header is a text prompt: "Select a country from the dropdown below to manually enter an address." There is a "Country" label and a "Cancel" button. A dropdown menu is open, displaying a list of countries including 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, and Cambodia. An information icon (i) is located at the top right of the dropdown menu. A callout box points to the dropdown menu with the text "Drop down box to select a country."

Edit Address

Country Antarctica *i*

*Address SOMEWHERE
ANTARCTICA

Accept Cancel

Manually enter address here.

The screenshot shows a dialog box titled "Edit Address". It has a "Country" field with "Antarctica" selected and an information icon (i). Below it is a text area labeled "*Address" containing the text "SOMEWHERE" and "ANTARCTICA" on separate lines. At the bottom are "Accept" and "Cancel" buttons. A callout box points to the text area with the text "Manually enter address here."

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



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.

Ultimate end user details listed here.

Antarctica

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

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