



GASTON SCHUL

## CDS - WHAT DO I NEED TO DO

The **CHIEF** system will close in 2 phases:

### PHASE ONE

After 30 September 2022, the ability to make import declarations will end.

### PHASE TWO

After 30 March 2024, the ability to make export declarations will end.

You'll then need to declare all goods you import into or export from the UK through the **Customs Declaration Service**.

**You must ensure that you take the following steps:**

### 1) REGISTER FOR CDS

Most business will already have a Government Gateway account to access their personal or business tax account. You should use this account to access the Customs Declaration Service. You will then need to register for the **Customs Declaration Service**.

You'll need your Government Gateway user ID and password for yourself or your business. You will also need:

- Your GB EORI number.
- Your 10-digit Unique Tax Reference (UTR) number – you can find this on any HMRC payment reminders, or in your personal tax account.
- The address for your business that we hold on our customs records – please tell us if your address has changed
- Your National Insurance number (if you're an individual or sole trader).
- The date you started your business.

**If you're already registered for CDS for imports then no further registration is required for exports.**

### 2) CHOOSE WHICH PAYMENT METHOD TO USE

You can choose the payment method which is best for your declaration.

You can view your balances and payments in the Customs Declaration Service **Financial Dashboard**, as well as grant and amend standing authorities for your payment accounts.

If you have a deferment account, it is important that you authorise your agent, Gaston Schul to use this using your financial dashboard. There is no 'specific' authorisation function within CDS. If you haven't authorised your agent to use your deferment account the entry will NOT be accepted by CDS.

You will also need to set up a new Direct Debit instruction as CDS uses a different bank account to CHIEF:

Set up a Direct Debit for a duty deferment account on the Customs Declaration Service - GOV.UK ([www.gov.uk](http://www.gov.uk))

You can also choose:

- Your Cash Account - this replace the Flexible Accounting System (FAS), and you'll be set up with one once you've registered for the Customs Declaration Service.
- Immediate payment by Bacs, CHAPS, online or by telephone banking – you can pay by debit, corporate credit card or cheque.

### 3) INSTRUCT YOUR CUSTOMS AGENT, GASTON SCHUL

You will also need to ensure you have given Gaston Schul authorisation to act as your broker within CDS (Customs Declaration Service.)

You may also need to:

- Use the Customs Declaration Service Finance Dashboard to set up, check or update which customs agents can use your accounts.
- Let them know about any changes to your preferred method of payment.
- Let them know about the incoterms, awareness for all values, the location information, and nature of transaction information.

**Contact us for support.**

[Email](#)

[Website](#)