

**Applying for, changing and ending  
the EORI number  
for a Company located outside of  
the European Union**

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# 1. Applying for the EORI number

In order to get the EORI number, an electronic application should be filed at the e-MTA. The form of the application is pre-populated.



An E-resident from the European Union, who has been issued a personal identification number, should apply for an EORI number from his home country.



One single person can only have one (valid) EORI number, and this unique number should be used in all customs related activities on the territory of the European Union and in other operations related to customs.

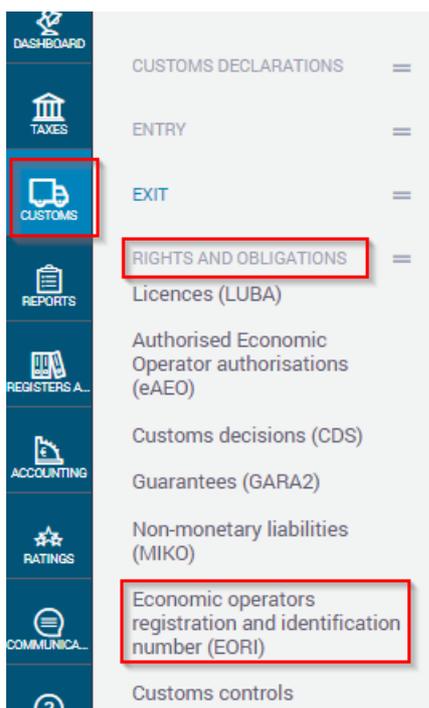
Application forms submitted electronically are pre-populated with known data. If you need to make changes in the pre-populated data, you should make changes in them before applying for the EORI number.

In order to change pre-populated data, you should change the data registered at the Register of Taxable Persons.

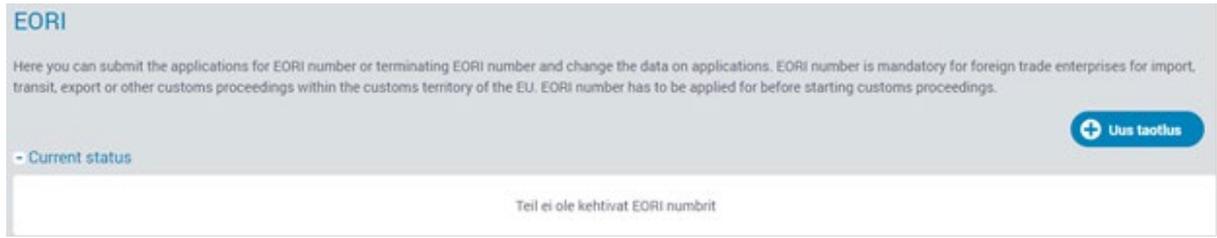
Contact details are general contact details submitted to the Estonian Tax and Customs Board by a person via the e-MTA.

In order to change contact details, enter e-MTA and choose "Settings" > "Contact details". Whenever required, you can send an e-mail via the e-MTA communication module. In order to do that, enter e-MTA and choose from the menu "Communication" > "Correspondence".

In order to apply for the EORI number, enter e-MTA and choose from the menu "Customs" > "Rights and obligations" > "Economic operators registration and identification number (EORI)".



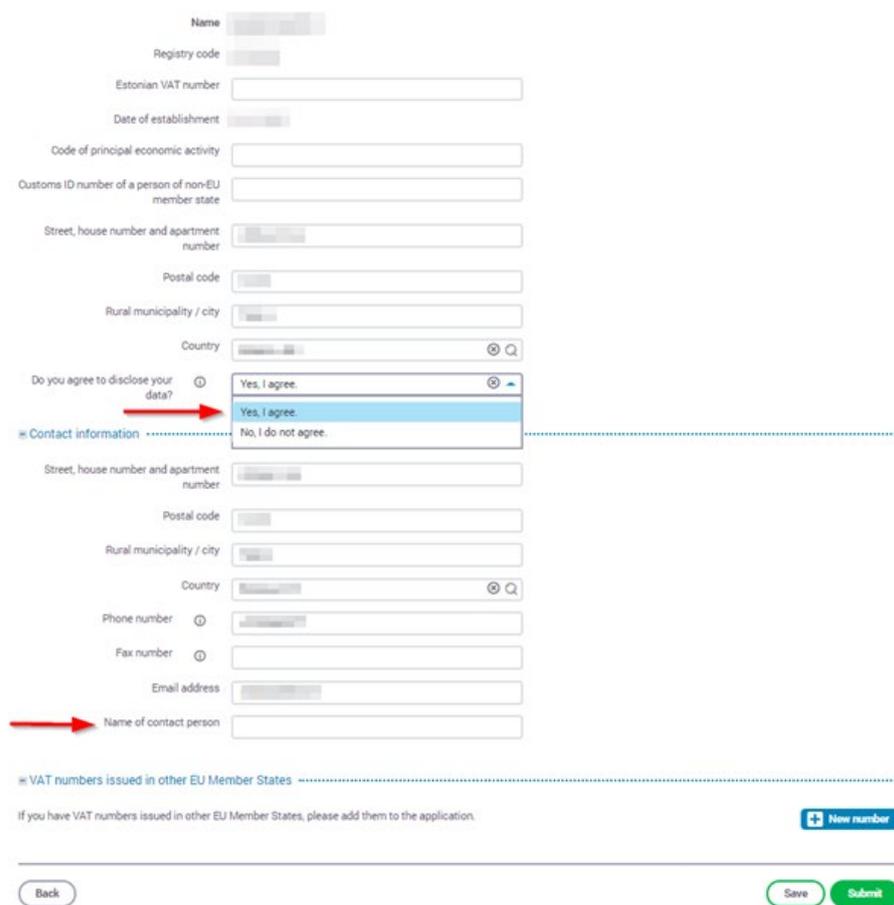
The page with EORI opens up. In order to apply for the EORI number, press the “New application” button.



The page for entering the data required for applying for the EORI number opens up. Personal data are pre-populated with the data about a non-resident contained in the Register of Taxable Persons.

You can make changes in the following data: "Estonian VAT number", "Code of principal economic activity", "Customs ID number of a person of non-EU member state", "Street, house number and apartment number", "Postal code", "Rural municipality / city", "Country", and "Founded on the customs territory of EU".

Answer the question whether or not you agree to the disclosure of your data in the event of searching for your EORI number via the homepage of the European Commission. In order to do that, choose "Yes, I agree" or "No, I do not agree" from the pull-down menu next to the relevant field. Also indicate the address, contact information and name of a contact person.





In the field "Estonian VAT number", the VAT number issued to a person in Estonia is indicated.



In the field "Code of principal economic activity", the four-digit code of principal economic activity entered into the Commercial Register of a relevant member state, or a statistical classification of economic activities in the European Community, is indicated (NACE – National Activities Classification of Economics).



In the field "Customs ID number of a person of non-EU member state", the identification number/numbers are indicated if it/they has/have been issued to a person for the purposes related to customs by a competent institution of such third country, with which the agreement about mutual administrative aid on customs related issues is valid.

### 1.1. A person has not been issued VAT numbers in other countries of the European Union

If a person has not been issued VAT numbers in other countries of the European Union, press "Submit".

After you press "Save", data will be saved, so that you could continue filling out the application form later. The application will be saved with the status "Not submitted". If you select "Back", the submission of the application will be interrupted.

After you press the "Submit" button, the notification about the submission of the EORI data together with the application is displayed.

The screenshot shows a web interface with two main sections: "Current status" and "Applications".

**Current status:** A message states "You do not have an active registered EORI number."

**Applications:** A table with three columns: "Submission date", "Registration date", and "Status".

Submission date	Registration date	Status
13.03.2020		Not registered ⓘ

A red arrow points to the "Not registered" status in the table.



The "Not registered" status means that the application has been submitted, but it has not been registered in the central register of the European Commission yet.

After the EORI number is registered in the central register, it is displayed on the page with EORI data.

Submission date	Registration date	Status
13.03.2020	13.03.2020	Registered



After the EORI number has been assigned, you can start using it in carrying out customs-related operations right away.



As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.



The structure of the EORI number issued to a non-resident in Estonia is as follows: EE + a code of a non-resident.

## 1.2. A person has been issued VAT numbers in other countries of the European Union

If a person has been issued VAT numbers in other countries of the European Union, press the “Save” button to save data and then press “New number”.

≡ VAT numbers issued in other EU Member States

If you have VAT numbers issued in other EU Member States, please add them to the application.

Back 1 → Save Submit 2 → New number

The page for adding VAT numbers issued in other EU countries opens up.

In order to enter a VAT number, choose the member state that has issued a VAT number from the pull-down menu in the column "Country". Then enter the VAT number issued by the member state that you have selected beforehand in the column "VAT number" in the same line and press "Add".



You can indicate up to 98 different VAT numbers registered in other EU countries.

In order to edit VAT numbers, press "Change" or "Delete" buttons.



You must confirm the deletion of a VAT number by pressing "Delete" or "Refuse". In order to go back to the page of submission of the application, press "Back".

Make sure that the numbers you have entered are correct and then press "Submit".



After submission, the page with EORI data is displayed, where you can see the date and status of EORI application.

**- Current status**

You do not have an active registered EORI number.

**- Applications**

Submission date	Registration date	Status
<u>13.03.2020</u>		Not registered ⓘ



The "Not registered" status means that the application has been submitted, but it has not been registered in the central register of the European Commission yet.



As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.

After the EORI number has been registered in the central register, it is displayed on the page with EORI data.

**- Current status**

Your valid EORI number is ██████████

**- Applications**

Submission date	Registration date	Status
<u>13.03.2020</u>	13.03.2020	Registered ⓘ



After the EORI number has been assigned, you can start using it in carrying out customs related operations right away.

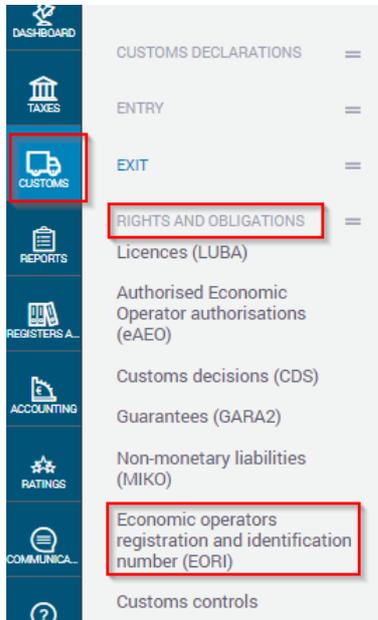


The structure of the EORI number issued to a non-resident in Estonia is as follows: EE + a code of a non-resident

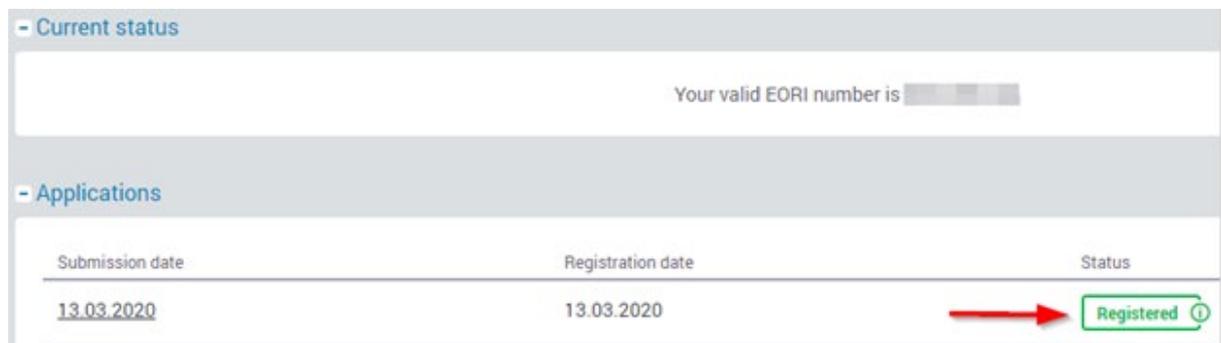
## 2. Making changes in EORI data

If changes are made in the data of a non-resident registered in the Register of Taxable Persons of the Estonian Tax and Customs Board, it does not entail changes in the EORI data by default. A person must change them on his/her own at the e-MTA application.

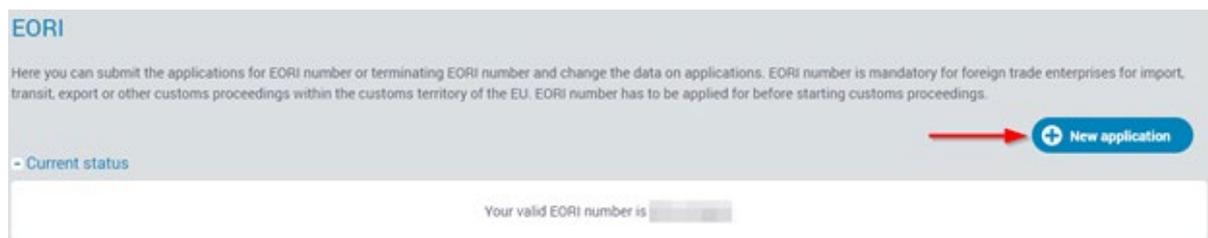
In order to change EORI data, enter e-MTA and choose from the menu “Customs” > “Rights and obligations” > “EORI number application (EORI)”.



The page with EORI opens up, where valid EORI data are displayed.



In order to make changes in EORI data, press the “New application” button.



The page with EORI data is displayed, where the data about a person from the latest application for the EORI number are displayed.

The image shows a web form for EORI data. The top section contains the following fields: Name, Registry code, Estonian VAT number, Date of establishment, Code of principal economic activity, Customs ID number of a person of non-EU member state, Street, house number and apartment number, Postal code, Rural municipality / city, Country (with a search icon), and a consent checkbox 'Do you agree to disclose your data?' with the option 'Yes, I agree.' Below this is a section titled 'Contact information' which includes: Street, house number and apartment number, Postal code, Rural municipality / city, Country (with a search icon), Phone number, Fax number, Email address, and Name of contact person.

## 2.1. A person has not been issued VAT numbers in other countries of the European Union

If a person has not been issued VAT numbers in other countries of the European Union (VAT registration number), press "Submit".

After you press "Save", data will be saved, so that you could continue filling out the application form later. The application will be saved with the status "Not submitted". If you select "Back", the submission of the application will be interrupted.

After you have pressed "Submit", the notification concerning the submission of EORI data appears, together with the application.

Application submitted successfully.

## EORI

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is used for the identification of persons and companies in the EU for the purposes of transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs operations.

- Current status

Your valid EORI number is **EE12788140**.

- Applications

Submission date	Registration date	Status
<u>14.03.2020</u>		Not registered ⓘ



The "Not registered" status means that the application has been submitted, but it has not been registered in the central register of the European Commission yet.

After the EORI number is registered in the central register, it is displayed on the page with EORI data.

- Current status

Your valid EORI number is ██████████

- Applications

Submission date	Registration date	Status
<u>14.03.2020</u>	14.03.2020	Registered ⓘ
<u>13.03.2020</u>	13.03.2020	Registered ⓘ



As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.

## 2.2. A person has been issued VAT numbers in other countries of the European Union

If a person has been issued VAT numbers in other countries of the European Union, press the "Save" button to save data and then press "New number".

≡ VAT numbers issued in other EU Member States

If you have VAT numbers issued in other EU Member States, please add them to the application.

Back Save Submit + New number

The page for adding VAT numbers issued in other EU countries opens up.

In order to enter a VAT number, choose the member state that has issued a VAT number from the pull-down menu in the column "Country". Then enter the VAT number issued by the member state that you have selected beforehand in the column "VAT number" in the same line and press "Add".

Country VAT number

Leia sobiv... Austria - AT Belgium - BE Bulgaria - BG

2 3 Add



You can indicate up to 98 different VAT numbers registered in other EU countries.

In order to edit VAT numbers, press "Change" or "Delete" buttons".

Adding VAT number issued in other EU member states

Country VAT number

Leia sobiv... Belgium - BE BE0099999999 Finland - FI FI00999999 Add

You must confirm the deletion of a VAT number by pressing "Delete" or "Refuse". In order to go back to the page of submission of the application, press "Back".

Make sure that you have entered the correct numbers, and then press "Submit".

» VAT numbers issued in other EU Member States

BE - BE0099999999  
FI - FI00999999

If you have VAT numbers issued in other EU Member States, please add them to the application.

[+ New number](#)

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[Back](#) [Save](#) [Submit](#)

After submission, the page with the EORI data is displayed with the date and status of submission of EORI application.

Application submitted successfully.

### EORI

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is used for the identification of persons in transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs

**- Current status**

Your valid EORI number is **EE12788140**.

**- Applications**

Submission date	Registration date	Status
<a href="#">14.03.2020</a>		Not registered ⓘ

After the EORI number is registered in the central register, it is displayed on the page with EORI data.

**- Current status**

Your valid EORI number is ██████████

**- Applications**

Submission date	Registration date	Status
<a href="#">14.03.2020</a>	14.03.2020	Registered ⓘ
<a href="#">13.03.2020</a>	13.03.2020	Registered ⓘ

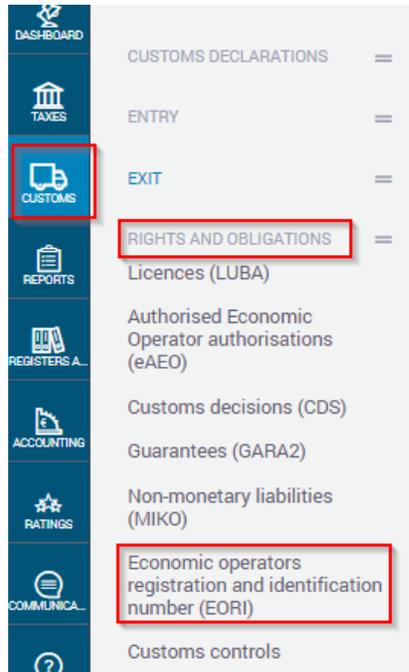


As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.

### 3. Closing EORI number

If a person wants to close the EORI number (for example, it has been registered by mistake, or the company is terminating its activities), it can be done by submitting a new EORI application, by adding the date of termination of the term of validity of the EORI number.

In order to close the EORI number, enter e-MTA and choose from the menu “Customs” > “Rights and obligations” > “Economic operators registration and identification number (EORI)”.



The page with EORI data opens up, where the latest registered EORI data are displayed.

The image shows a screenshot of the EORI data page. It features two main sections: 'Current status' and 'Applications'. The 'Current status' section displays 'Your valid EORI number is' followed by a greyed-out field. The 'Applications' section contains a table with the following data:

Submission date	Registration date	Status
13.03.2020	13.03.2020	Registered ⓘ

A red arrow points to the 'Registered' status in the table.

Press the button "New application".

**EORI**

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is mandatory for foreign trade enterprises for import, transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs proceedings.

[New application](#)

- Current status

Your valid EORI number is

The page with EORI data opens up with pre-populated data about a person contained in the Registry of Taxable Persons.

Enter the date manually or choose the date using the calendar button in the field "Expiry date of the EORI number", from which you wish to end the term of validity of the EORI number. Then press the "Submit" button.

**Person information**

EORI number

Expiry date of the EORI number  

Name

Registry code

VAT number

Date of establishment

Code of principal economic activity

Address

< March >							< 2020 >	
Mo	Tu	We	Th	Fr	Sa	Su		
24	25	26	27	28	29	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		



The date of the end of the term of validity of the EORI number cannot be in the past!

After submission, the page with the EORI data is displayed with the date and status of submission of EORI application.

Application submitted successfully.

### EORI

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is used for the import, transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs operations.

**- Current status**

Your valid EORI number is **EE12788140**.

**- Applications**

Submission date	Registration date	Status
<u>14.03.2020</u>		Not registered ⓘ

After the EORI number closing operation is registered in the central register, it is displayed on the page with EORI data.

**- Current status**

Your valid EORI number is [REDACTED]  
Expiry date of the EORI number is 15.03.2020.

**- Applications**

Submission date	Registration date	Status
<u>14.03.2020</u>	14.03.2020	Registered ⓘ



After you confirm data, the term of validity of the EORI number will end on the day following the date that has been entered.



Starting from the date of termination of the term of validity of the EORI number, it is no longer possible to use the relevant EORI number.