

UK-specific FLEGT FAQs

This FAQ document seeks to provide answers to questions the UK Government has received from industry in relation to the processing of FLEGT licences in the UK. It is complementary to these useful information sources:

- The FLEGT licence information point www.flegtlicence.org. This contains answers to Frequently Asked Questions.
- www.flegt.org: This provides accurate information and practical knowledge about FLEGT.

Both websites are hosted by the EU FLEGT Facility and funded by the EU and the governments of the UK, Finland, France, Germany, the Netherlands, Spain and Sweden.

1. What benefits do FLEGT licences offer importers?

Timber and timber products with a valid FLEGT licence are regarded as being legally harvested under the EU Timber Regulation (EUTR). This means that importers of Indonesian wood product imports are not required to undertake further due diligence checks on the legality of those products to comply with the EUTR.

2. Will I be able to use the European Commission's electronic FLEGT licensing system (FLEGIT) for submitting licences to the UK Competent Authority?

No, licences that require verification by the UK Competent Authority must be submitted to Regulatory Delivery (formerly known as the National Measurement and Regulation Office).

3. What is the purpose of the UK charge of £9.60 per licence?

The £9.60 UK FLEGT licence fee represents the full cost of implementing the FLEGT regime by HMRC, Border Force and Regulatory Delivery.

The requirement to pay this fee is set in [UK legislation](#).

4. When can I submit my FLEGT licence to Regulatory Delivery?

You are strongly encouraged to submit your FLEGT Licence as soon as it has been made available to you by the Indonesian Licensing Authority, in order to prevent potential delays to the shipment clearing customs when it arrives in the UK.

5. Who needs to keep the original version of the FLEGT licence?

The licensee/exporter will be given three copies of the FLEGT licence.

These will be marked, "Original", "Copy for Customs at destination" and "Copy for the Importer", and will be sent on by the licensee to the UK importer.

A copy should be lodged with the customs authority (HMRC) attached to the import entry, and the third copy retained by the importer for their records.

6. Who needs to provide the scanned copy of the licence to Regulatory Delivery?

As the fee is for UK verification of the FLEGT licence, we would expect this to be submitted by the importer/operator, or a person acting on their behalf.

7. How long will it take for Regulatory Delivery to verify my licence?

Regulatory Delivery's service level agreement for verifying licences is two working days from submission for sea freight, and four working hours (i.e. that fall within Mon-Fri, 09:00-16:00) for air freight.

8. Can I choose to submit only the paper licence to Regulatory Delivery instead of submitting it electronically?

You may submit a paper version of your FLEGT licence to Regulatory Delivery, however, it is important to note that the verification process for paper licences is likely to take longer than for those submitted electronically.

While paper licenses are not a mandatory requirement in the case of Indonesia, it is important to be aware that this may differ for other countries that begin issuing FLEGT licences in the future.

9. How do I submit my licence to Regulatory Delivery?

Regulatory Delivery continues to develop an optimal UK FLEGT online solution that meets industry and user requirements.

In the meantime, Regulatory Delivery are implementing an interim process for the submission and verification of FLEGT licences. UK importers should submit their electronic licences for verification by emailing a completed pro-forma (which will be made available on our website) to a dedicated inbox, along with the electronic FLEGT licence itself, to enable efficient and effective licence verification. The details of the inbox are to follow, and will also be included on the pro-forma.

10. How do I send my paper version to Regulatory Delivery?

For UK importers wishing to submit paper licences to Regulatory Delivery, paper versions along with the completed pro-forma may be posted to:

Regulatory Delivery
PO BOX 17200
Birmingham
B2 2YT

11. Does the UK licence processing fee apply to the interim electronic solution?

The cost recovery fee of £9.60 is applicable: this payment is a cost-recovery fee for the relevant Government bodies to verify your licence.

As it will not be possible for users to make an online payment to cover the costs of licence processing until the UK FLEGT online system is available in 2017, Regulatory Delivery will hold fees on account and invoice users on a quarterly basis for any licences processed in the preceding three months.

UK importers can thereby expect to be invoiced for processed licences in February 2017.

Invoicing for licence fee payments may be considered as a permanent option once the online IT system is launched, thereby providing choice to UK importers who may prefer quarterly invoices to making multiple online card payments.

12. How will Regulatory Delivery verify licences without the online system?

Once the completed pro-forma and licence are submitted to Regulatory Delivery, details will be manually entered onto a database to enable verification checks and information sharing with FLEGT enforcement partners in other government departments. The actual verification process will not differ from that which will be used when the UK FLEGT online system is in place.

13. How will I be informed that my submitted FLEGT licence has passed or failed verification?

As with the UK FLEGT online system, the importer will receive an automated email notification to notify them whether or not the licence has been verified.

14. What is required by Customs?

When the licence is submitted to Regulatory Delivery the importer should make a customs declaration in the usual way but provide one extra piece of data: a document box 44 code.

Please specify: (1) the document code (C690), (2) status i.e. the licence is attached, (3) the licence number.

A copy of the licence should be attached to the import entry.

Border Force and HMRC will issue a Customs Information Paper ahead of licensing commencing.

15. Will Customs processes affect clearance times?

No. The HMRC service level agreement aims for 95% of entries to be cleared in two hours. If the correct information has been provided there should not be any difference to this timescale.

16. Does HMRC's Chief electronic system allow for multiple items on entry?

Yes

17. After submitting the FLEGT licence, I discovered that a mistake was made. How can I correct it?

If necessary, you can contact Regulatory Delivery to request an authorised officer to update the licence information.

18. Can an agent submit a FLEGT Licence to Regulatory Delivery on my behalf?

Yes, however please note that the UK licence fee must be paid by the person submitting the licence.

19. My shipment will enter the EU at a different country to its final destination. To which FLEGT Competent Authority should I submit the FLEGT licence for verification?

Importers should always submit FLEGT licences to the Competent Authority of the country where the shipment will be released for free circulation.

20. Is a FLEGT licence required for products coming to the UK via another EU country, or being shipped from the UK to Ireland?

No, as once in free circulation there will be no requirement for additional checks to be made to the FLEGT licence.

21. Do those UK companies which currently source their timber products from countries other than Indonesia have an advantage over us in that they don't have to pay the £9.60 fee?

Other VPA countries will also commence FLEGT licensing in due course, so the requirement to pay the licence will not simply be restricted to products from Indonesia.

A valid FLEGT licence negates the need to apply due diligence to each product that falls under the scope of EUTR.

This may therefore result in cost and efficiency savings as the FLEGT licence replaces the need to acquire supply chain documentation to illustrate that legal obligations have been adhered to.

Ultimately it is the importer's decision as to where they source timber products from.

22. When will the UK FLEGT online system be ready?

Regulatory Delivery anticipate that the full UK FLEGT online system will be ready during the first quarter of 2017. Importers will be able to directly upload licences onto this system for validation.

23. Where can go for help and advice?

If you require advice or guidance about the FLEGT regulations and legal obligations, please contact the UK competent authority, Regulatory Delivery (part of the Department for Business, Energy and Industrial Strategy - BEIS) via email: flegt@nmro.gov.uk *Please note that we will update you when this email address changes over to BEIS.*