

# **EU Customs ICS2 Manifest Declaration User Guide (2.0)**

With effective from June 3, 2024, the European Union (EU) will be implementing a new Customs pre-arrival security and safety program: Import Control System 2 (ICS2), all cargo transported to or through the EU, plus Norway, Switzerland, and Northern Ireland must submit an Entry Summary Declaration (ENS). To ensure compliance with this new regulation, along with existing customs declaration requirements and our operational procedures, please follow the guidelines below:

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# 1. Declaration data requirements

The new regulations require mandatory risk assessment before the loading of goods, and the following new data must be provided based on the original Entry Summary Declaration (ENS) declaration rules:

#### 1.1 Detailed Cargo Information:

 Provide at least 6 digits HS CODE, detailed and accurate goods description, not general product name.

# 1.2 EORI (Economic Operator Registration and Identification) number:

 When a company registers as an importer or exporter within the European Customs Union, it is assigned an Economic Operator Registration and Identification (EORI) number. This EORI number is required when making an ENS filing, provided the company has already been assigned one.

# 1.3 Buyer and Seller information:

 When the shipment's place of delivery (final destination) is in EU member states, Norway, Switzerland, or Northern Ireland, the Buyer and Seller information must be included in the ICS2 ENS filing.

#### 1.4 House Bill information:

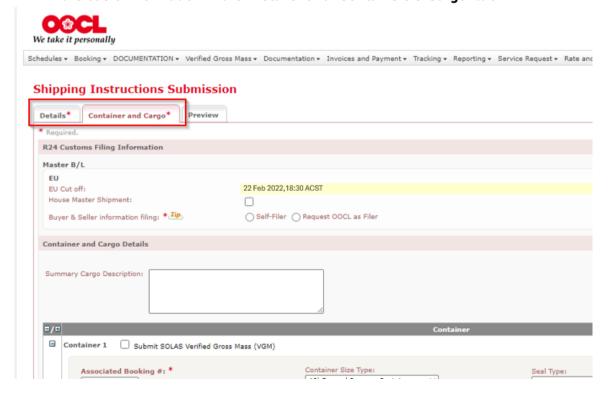
 When there is any House Bill(s) associated with the Master Bill, all the lowest House Bill information must be declared to EU Customs.

# 1.5 Full address of parties (Shipper, Consignee, Buyer, Seller, etc.):

 Country, city name, street name + House number or P.O. Box number, and postal code if applicable.

# 2. Direct Customer Declaration

- **2.1** Direct customers can choose to declare the (**Buyer**) and (**Seller**) information to EU Customs themselves (self-filer) or request OOCL to submit the declaration on their behalf.
- **2.2** Customers can complete the required information in the shipping instructions through the My OOCL Center in OOCL. (<a href="www.oocl.com">www.oocl.com</a>)
  - 2.2.1 Log in to "My OOCL Center", select "Documentation" at the top menu, and select "Shipping Instructions" then "Shipping Instruction Submission", and complete the basic information in the "Details" and "Containers & Cargo" tab



# 2.2.2 Supplementary Declarant EORI (for Self-Filer of Buyer & Seller information)

If customer prefer to file the Buyer & Seller information themselves (as self-filers), go to the 'R24 Customs Filing Information' – 'EU' section. Click the checkbox "Self-Filer", input the EORI number next to "Supplementary Declarant EORI", and then click the checkbox "By inputting the EORI#, I accept the TOU".



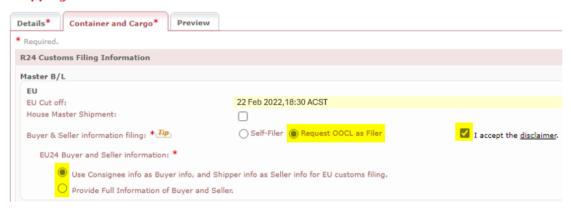
- Customer needs to ensure they use the same EORI provided in the "Supplementary Declarant EORI" text box as the "Declarant EORI" in their own partial ENS filing. EU Customs uses this matching EORI as one of the unique linking keys to connect the ENS filings from the customer and the carrier.
- Also, please ensure the box next to "House Master Shipment" is leave blank (not clicked).



# 2.2.3 Buyer and Seller information (for request OOCL as filer on Buyer & Seller information)

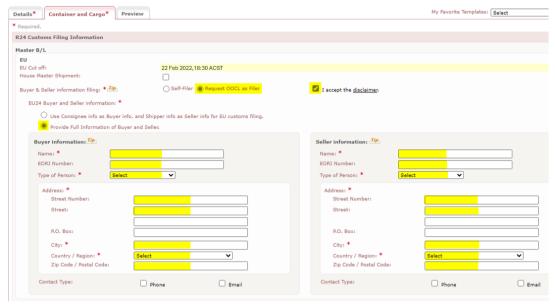
If customer prefer OOCL to file the Buyer & Seller information on their behalf, go to the 'R24 Customs Filing Information' – 'EU' section. Select "Request OOCL as Filer", click the checkbox "Disclaimer", and choose between the two options under the "EU24 Buyer and Seller information".

## **Shipping Instructions Submission**



- When you select the radio button labeled "Use Consignee info as Buyer info, and Shipper info as Seller info for EU24 customs filing," you are giving OOCL permission to use the Consignee's details as the Buyer's information and the Shipper's details as the Seller's information for the EU24 customs filing.
- When you select the radio button labeled "Provide Full Information of Buyer and Seller," underneath will appear below for you to enter the detailed Buyer and Seller information.

#### Shipping Instructions Submission



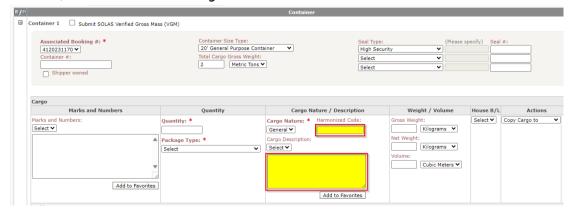
- \*Please note for Buyer & Seller information, the following fields are mandatory:
   Name, Type of Person, Street Number + Street or P.O. Box, City, Country, and Postal Code (if applicable to that country).
- Also, please ensure the box next to "House Master Shipment" is leave blank (not clicked).

#### **Shipping Instructions Submission**



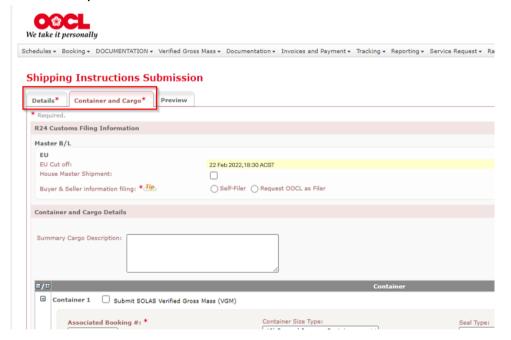
## 2.2.4 Fill in the cargo information

 Fill in the detailed and accurate cargo description in the "Cargo Description" field, and fill in at least 6 digits HS Code in the "Harmonized Code" field



# 3. Freight forwarder and NVOCC

- **3.1** The deployment window for "Maritime and Inland Waterway House Level Filers" will be begin on 04 December 2024 and will become mandatory from 01 April 2025. NOVCCs and Freight Forwarders will be required to declare their House Bill of lading information to EU Customs.
- **3.2** Carriers are required to indicate the EORI number of any House Bill issuing party they contract with. This obligation remains even if the House Bill issuers have requested a later deployment window and will not submit any House Bill information until their own ICS2 deployment during the transition period.
- **3.3** Customers can complete the required information in the shipping instructions through My OOCL Centre in OOCL. (<a href="www.oocl.com">www.oocl.com</a>)
  - 3.3.1 Log in to My OOCL Center website, select "Documentation" at the top menu, and select "Shipping Instructions" then "Shipping Instruction Submission", and complete the basic information in the "Details" and "Containers & Cargo" tab



## 3.3.2 Supplementary Declarant EORI (for Self-Filer of House BL information)

If customer prefer to file the House BL information themselves (as self-filers), go to 'R24 Customs Filing Information' – 'EU' section, click the box "House Master Shipment" (to indicate there is House BL), select "Self-Filer" and then input the 'EORI number of Declarant who will file the House BL information' in the text box next to the "Please provide Supplementary Declarant EORI" and click the checkbox "By inputting the EORI#, I accept the TOU".

#### **Shipping Instructions Submission**



Please refer to the table below for the EORI number of OOCL\*

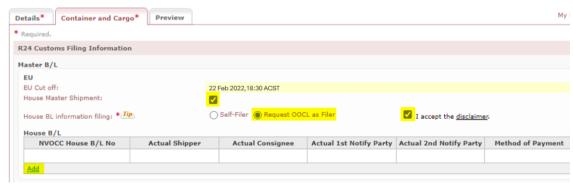
<b>Carrier Brand</b>	<b>EORI Number</b>
OOCLL	NL821606931
OEUL	NL825860003

<sup>\*</sup> definition of carrier

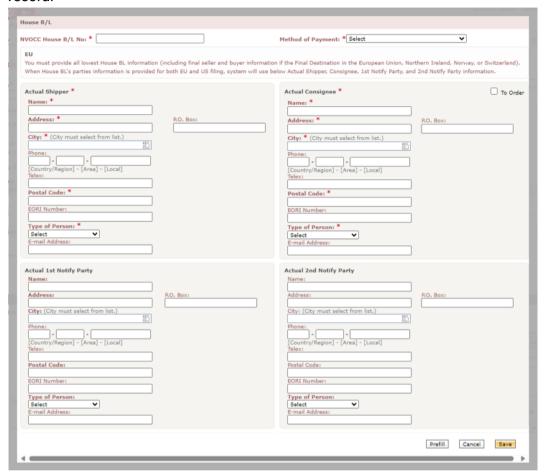
# 3.3.3 House BL information (for request OOCL as filer on House BL information)

If customer prefer OOCL to file the House BL information on their behalf, go to
the 'R24 Customs Filing Information' – 'EU' section, click the box "House Master
Shipment" (to indicate there is House BL), select "Request OOCL as Filer", click
the checkbox "I accept the disclaimer", and click "Add" at the bottom of the
House B/L table.

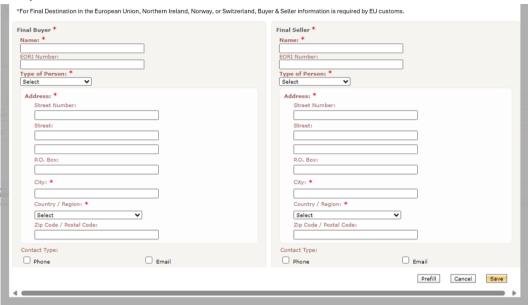
#### **Shipping Instructions Submission**



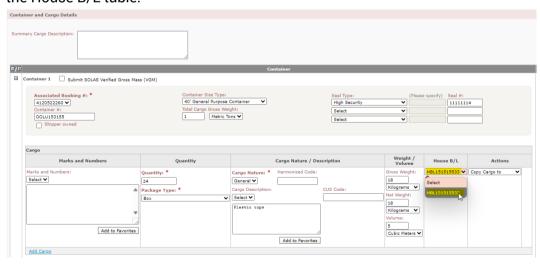
Once clicked the "Add" at the bottom of the House B/L table, there is a pop-up form which allow customer to provide an individual House BL information, including House BL numbers, Method of Payment, and House BL parties' information. After filling out the form, please click "Save" to save the House BL record.



Customer can add additional House BL entries by clicking on the "Add" at the
bottom of the House B/L table. Additionally, if the Final Destination is within the
European Union, Northern Ireland, Norway, or Switzerland, EU customs mandate
the inclusion of Buyer & Seller information. Consequently, the form will include
sections for Buyer & Seller information at the bottom, which the customer must
complete.

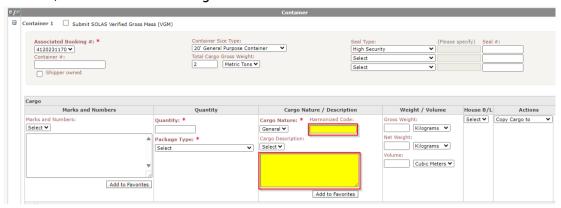


 Next, customers should associate the House BL to the cargo item under the "Container and Cargo Details" section. Within this section, there's a column labeled "House B/L" where customers can select the House BL they created in the House B/L table.



# 3.3.4 Fill in the cargo information

 Fill in the detailed and accurate cargo description in the "Cargo Description" field, and fill in at least 6 digits HS Code in the "Harmonized Code" field



# 4. Entry Summary Declaration (ENS) Result

**4.1** The new regulation sets different levels of risk assessment and feedback:

# 1) Assessment Complete (AC):

The information is valid and risk-free, and the goods can be loaded on the ship.

# 2) Request for further Information (RFI):

Incorrect/missing information, but does not affect the shipment. The goods will
be arranged on board; however, complete information needs to be supplemented
as soon as possible to avoid any issues with customs clearance at the port of
destination.

## 3) Do Not Load (DNL):

 There is a significant risk and cannot be loaded. The cargo will not be arranged on board.

We will continue to update the user guide to reflect any changes to ICS2 regulations The most recent updates are also available on the OOCL website. Please do not hesitate to contact us if you have any questions or need further assistance.