



An Roinn Fiontar,
Trádála agus Fostaíochta
Department of Enterprise,
Trade and Employment

Export Authorisation System User Guide

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1.Introduction

Export controls are regulatory measures applied to monitor and control the export of certain items, technologies and services. These controls are designed to ensure that exports do not contribute to the proliferation of weapons of mass destruction, support terrorism, or endanger national security and foreign policy interests and the protection of human rights. They also ensure compliance with international obligations and agreements.

The Control of Exports Act 2023 ensures that Ireland continues to operate a robust framework for regulating the export of controlled items, principally dual-use and military items.

The Minister for Enterprise, Trade and Employment serves as the competent authority in Ireland with responsibility for export controls and under the Act, exporters must obtain prior authorisation to export designated items to third countries.

The Export Authorisation System (EAS) provides exporters with an online system to manage and track their applications for export authorisations.

2.The EAS Portal

In order to apply for an export authorisation, an exporter must first register via the EAS Portal.

2.1 General guidance before registering

Access to the portal is available via computer or mobile device with internet access.

To ensure security for users, two factor authentication is used for logging in, and users are required to have both a valid email address and mobile phone number.

Required documentation, as indicated during each authorisation application, can be uploaded via the portal as part of your authorisation application or added to an existing application. Files to be uploaded must be of specified format (ie *.docx, *.pdf or *.xlsx)

A Responsible Officer (RO), unique to each exporter profile, is responsible for creating and managing the exporter profile including adding/removing Authorised Officers for that exporter.

At least one Authorised Officer (AO) must be added for each exporter profile who will be responsible for creating and submitting authorisation applications. The Authorised Officer may be the same as the Responsible Officer and the same Authorised Officer can be associated with different exporter profiles.

Applications can be commenced and saved as draft by the Authorised Officer. Export Control Officers in the Department will not be able to edit submitted or draft applications. Where a submitted application is missing information or contains incorrect information, the Authorised Officer will be notified and asked to commence a new application with the correct and complete information.

Mandatory fields will be marked with * symbol

To ensure the user's security the EAS Portal will automatically log the user out if the account is inactive for more than fifteen minutes.

2.2 Accessing the Portal

Exporters can access the Portal via the Department of Enterprise, Trade and Employment's [website](#).

The screenshot shows the EAS Export Authorisation System interface. At the top, there is a dark green header with the EAS logo and navigation links for Home, Registration, and Sign in. Below the header, the main content area is titled "Export Authorisation System". It is divided into two sections: "Existing User Login" and "New User Registration".

Existing User Login: This section contains a message stating that users will be required to undergo two-factor authentication. Below the message are input fields for "User name" and "Password", a "Remember Me" checkbox, and a "Login" button. There are also links for "Forgot password? Please click here" and "Forgot username? Please click here".

New User Registration: This section features a single "Register" button.

At the bottom of the page, there is a dark green footer containing copyright information: "Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari."

Screenshot 1 Registering/Logging In

2.3 Registering as an Exporter

The Responsible Officer (RO), identified by the Exporter, should click on the “Register” Button on the right-hand side of the EAS screen.

The RO will be asked to confirm and agree with the statement that only the RO as the user of the system can input data, and that all data entered should be checked before completing the application.

The screenshot shows the EAS Export Authorisation System interface. At the top, there is a dark green header with the EAS logo and navigation links for Home, Registration, and Sign In. Below the header is a white navigation bar with links for Notice, Responsible Officer, Contact, Company, Parent Company, and Submit. The main content area is titled "Exporter Profile Registration" and includes a "Please Note:" section with a warning message. Below this is a confirmation box with the text "I Understand *" and radio buttons for "No" and "Yes". An "Exit" button is located at the bottom of the confirmation box. The footer contains copyright information for 2024 and lists supported browsers: Microsoft Edge, Chrome, Firefox, and Safari.

Screenshot 2 Exporter Profile Registration

Having agreed to the statement, the RO will be asked to provide their contact details, mandatory fields are marked *****. The mobile phone number provided here will be used for two factor authentication for the RO’s login to the EAS system following approval of the exporter profile application.

The screenshot shows the 'Responsible Officer Details' form in the EAS system. At the top, there is a dark green header with the EAS logo and navigation links: Home, Registration, and Sign in. Below the header is a breadcrumb trail: Notice (checked), Responsible Officer (active), Contact, Company, Parent Company, and Submit. The main form area is titled 'Responsible Officer Details' and includes a note: 'Fields marked * are mandatory'. The form contains the following fields:

- Responsible Officer First Name *
- Responsible Officer Last Name *
- Responsible Officer Email *
- Responsible Officer Country * (with a search icon)
- Telephone Dialling code * (with a search icon)
- Responsible Officer Mobile Phone * (with a placeholder 'Provide a telephone number')
- Responsible Officer Telephone Landline Number (with a placeholder 'Provide a telephone number')

At the bottom of the form, there are three buttons: 'Previous' (disabled), 'Next' (active), and 'Exit' (disabled).

At the very bottom of the page, there is a dark green footer with the text: 'Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.'

Screenshot 3 Responsible Officer Details

Across the next two screens, the RO will be asked to provide further details for the Exporter company including identifying the Manager with Responsibility for Trade Compliance. While it is not required that this Manager has access to the Portal, they will be the point of contact for the Department with regard to compliance requirements under both National and European legislation. The RO may be the Manager with Responsibility for Trade Compliance.

The RO will also provide a clear description of the exporter's business.

EAS Export Authorisation System Home Registration Sign In

Notice Responsible Officer Contact Company Parent Company Submit

Exporter Contact Details

Fields marked * are mandatory

Exporter Name *

Exporter Eircode *

Exporter Address line 1 *

Exporter Address line 2

Exporter Address line 3

County *

Telephone Dialling Code *

Telephone *
Provide a telephone number

Exporter Website Address

Copyright © 2024. All rights reserved.
Supported browsers: The latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

Screenshot 4 Exporter Contact Details

EAS Export Authorisation System Home Registration Sign In

Notice Responsible Officer Contact Company Parent Company Submit

Company Details

Fields marked * are mandatory

Company Registration Office Number *

VAT Number (if applicable)

Company Secretary Name *

Telephone Dialling Code *

Company Secretary Phone *
Provide a telephone number

Company Secretary Email *

Manager with responsibility for Trade Compliance *

Manager with responsibility for Trade Compliance Email *

Manager with responsibility for Trade Compliance Phone *
Provide a telephone number

Company Description (Max 510 Characters) *

Copyright © 2024. All rights reserved.
Supported browsers: The latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

Screenshot 5 Company Details

Where the exporter has a parent company the RO will provide these details. If there is no parent company the RO will confirm this and can proceed to the next step.

The screenshot shows the 'Parent Company Details' form within the EAS Export Authorisation System. The header includes the EAS logo and navigation links for Home, Registration, and Sign in. A progress bar at the top indicates the current step is 'Parent Company'. The form contains a question about the presence of a parent company, followed by several text input fields for company details. At the bottom, there are 'Previous', 'Next', and 'Exit' buttons. A footer contains copyright information for 2024 and supported browsers.

Home Registration Sign in

Notice Responsible Officer Contact Company Parent Company Submit

Parent Company Details

Fields marked * are mandatory

Does the Exporter have a Parent Company? (If you have answered "Yes" please provide details below) *

No Yes

Parent Company Name

Parent Company Eircode/Post Code

Parent Company Address line 1

Parent Company Address line 2

Parent Company Address line 3

Parent Company County (if Ireland)

Parent Company Country

Parent Company Dialling Code

Parent Company Telephone Number
Provide a telephone number

Parent Company Website Address

Previous Next Exit

Copyright © 2024. All rights reserved.
Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

Screenshot 6 Parent Company Details

At the final stage of registration process, the RO will have to confirm their understanding that no changes can be made by the Export Authorisation Team and that the details they have provided are accurate.

Notice Responsible Officer Contact Company Parent Company Submit

Submit Application

I understand that no member of the Export Authorisation Team can make any changes to the information I have provided.

I confirm that the information I have provided is correct to the best of my knowledge.

Application Creation Date
12/08/2024

I Understand *
 No Yes

Previous Submit Exit

Screenshot 7 Submit Application Screen

Having submitted an application for registration, an RO will also receive a reference number to the email address for the RO provided at the start of the registration process.

Registration Submitted

You have now completed your application for registration to the Export Authorisation System.

You will shortly receive an email with confirmation of the reference number.

Your application will be reviewed, and you will receive further information to the email address you have provided as the *Responsible Officer*.

You can now exit the Export Authorisation System.

Exit

Screenshot 8 Registration Submitted

Registration Submitted

You have now completed your application for registration to the Export Authorisation System.

Your reference number is **004147**. You will shortly receive an email with confirmation of this reference number.

Your application will be reviewed, and you will receive further information to the email address you have provided as the **Responsible Officer**.

You can now exit the Export Authorisation System.

[Exit](#)

Screenshot 9 Registration Submitted Screen

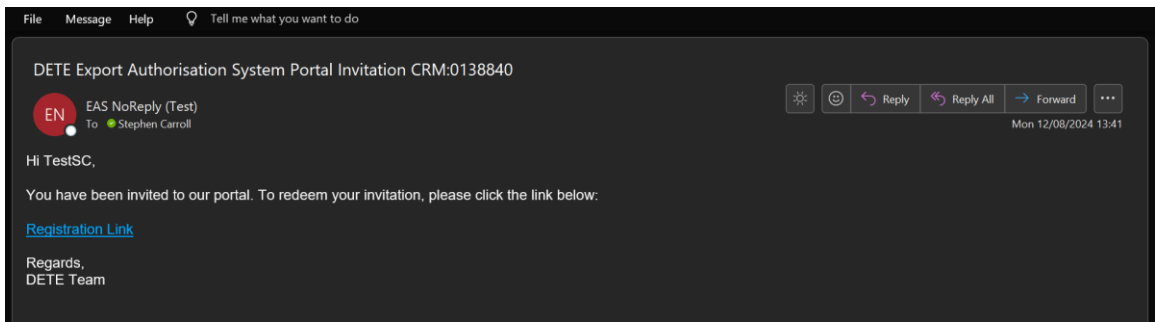
2.4 Approval of a new registration

A member of the Export Authorisation Team will review the submitted application for registration. Where any issues are identified contact will be made with the RO.

Following review and where it is determined that all information is appropriate, the Exporter Profile will be approved. On approval, the RO will receive an email inviting them to complete their profile setup.

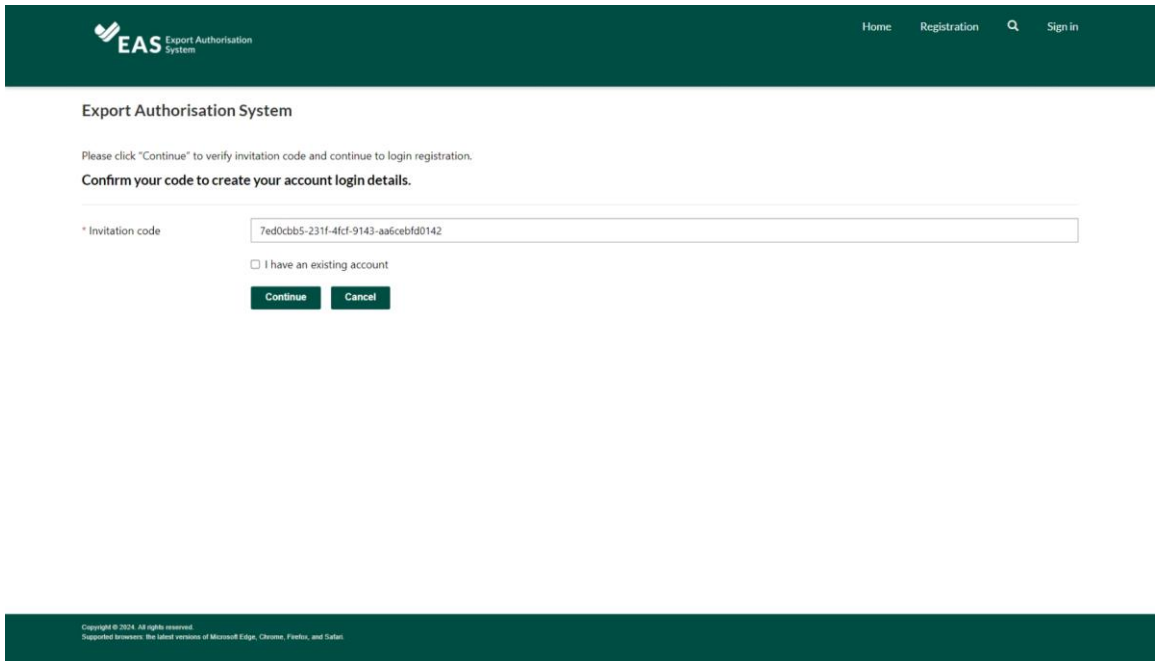
2.5 Completing the Exporter Profile

The RO will receive an email with a link to complete their profile setup.



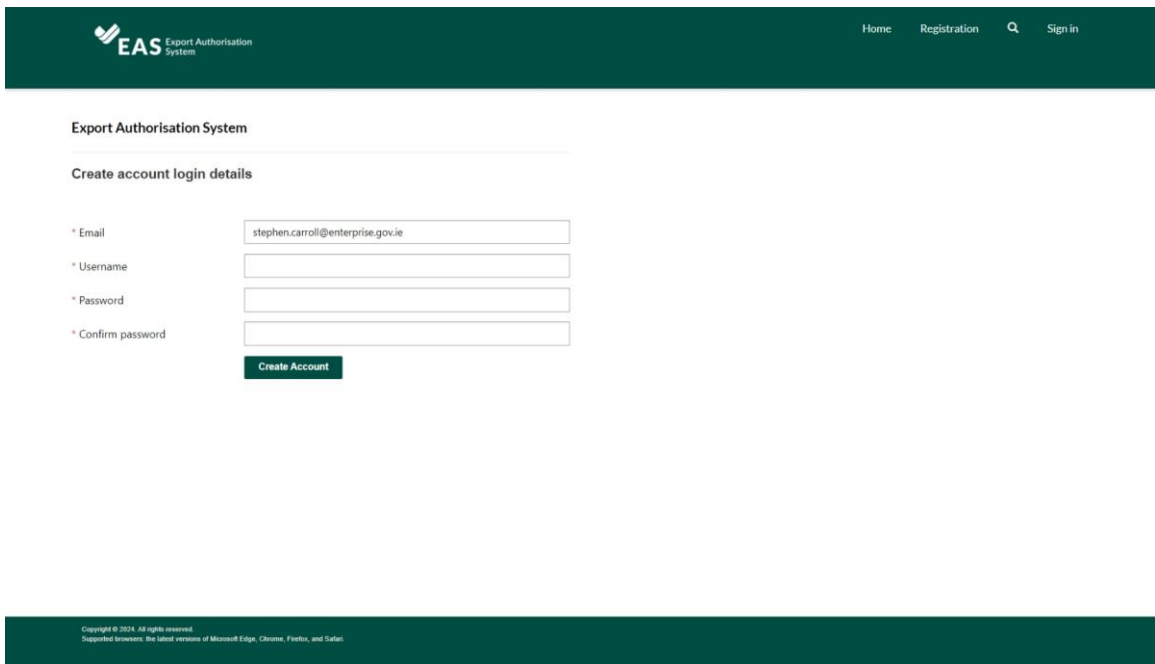
Screenshot 10 Email invite to the EAS Portal

Clicking the link will bring the RO to the Portal with an “invitation code” pre-entered on the screen. For a new exporter setup there will not be an existing account, and the RO should leave this box unchecked and click continue.



Screenshot 11 Accepting the invitation to the EAS Portal

The RO’s email address will be pre-entered and they will be asked to enter a username and password.



Screenshot 12 Creating an account

Having completed these steps, the RO will be brought to the EAS Portal homepage where they will enter their username and password. On clicking “Login” they will be asked to enter the code sent to the mobile phone number that is associated with the RO (entered at the start of the application process).

Export Authorisation System

Existing User Login

To complete the login, you will be required to undergo two-factor authentication. An SMS message containing a one-time authentication code will be sent to the mobile number associated with your EAS account. Please provide this code in the required field.

* User name

* Password

Remember Me

[Forgot password? Please click here](#)
[Forgot username? Please click here](#)

New User Registration

Screenshot 13 EAS Portal Login screen

Enter security code

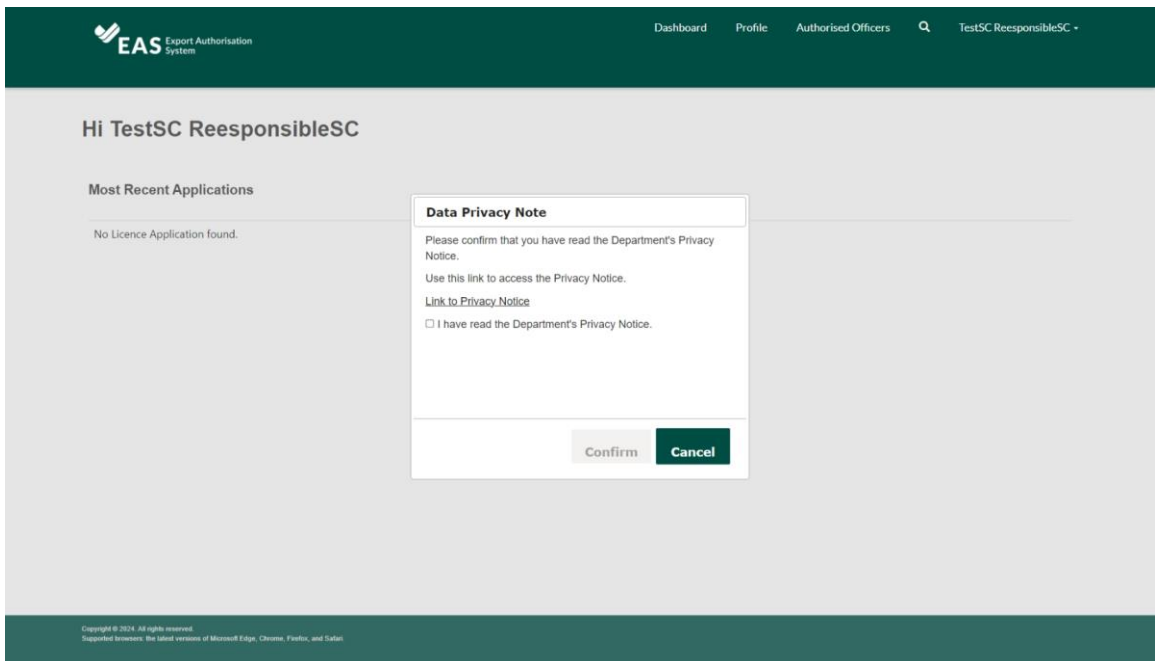
Code

To complete the login, you will be required to undergo two-factor authentication. An SMS message containing a one-time authentication code will be sent to the mobile number associated with your EAS account. Please provide this code in the required field.

Screenshot 14 Two-Factor Authentication

2.6 First Login

On first log in, the RO will be asked to confirm they have read the Department’s Privacy Notice, available via a link on the dialog box.



Screenshot 15 Privacy Notice

Having confirmed they have read the Department's privacy notice; the RO will be presented with a mainly blank screen with no recent applications. Before any applications can be made for authorisation, the RO must setup at least one Authorised Officer (AO) on the exporter profile.

Hi TestSC ReponsibleSC

Most Recent Applications

No Licence Application found.

Screenshot 16 Portal home screen on first login

2.7 Setting up and managing AO's

AOs can be added to the exporter profile via the main menu at the top of the screen.

Authorised Officer

Authorised Officer's Details

Fields marked * are mandatory

Authorised Officer

Address same as Exporter Address?
 No Yes

First Name *

Last Name *

Exporter Authorised Officer Email *

Exporter Authorised Officer Postcode/Eircode (if in Ireland)
Enter a full address or Eircode

Exporter Authorised Officer Address Line 1 *

Exporter Authorised Officer Address Line 2 *

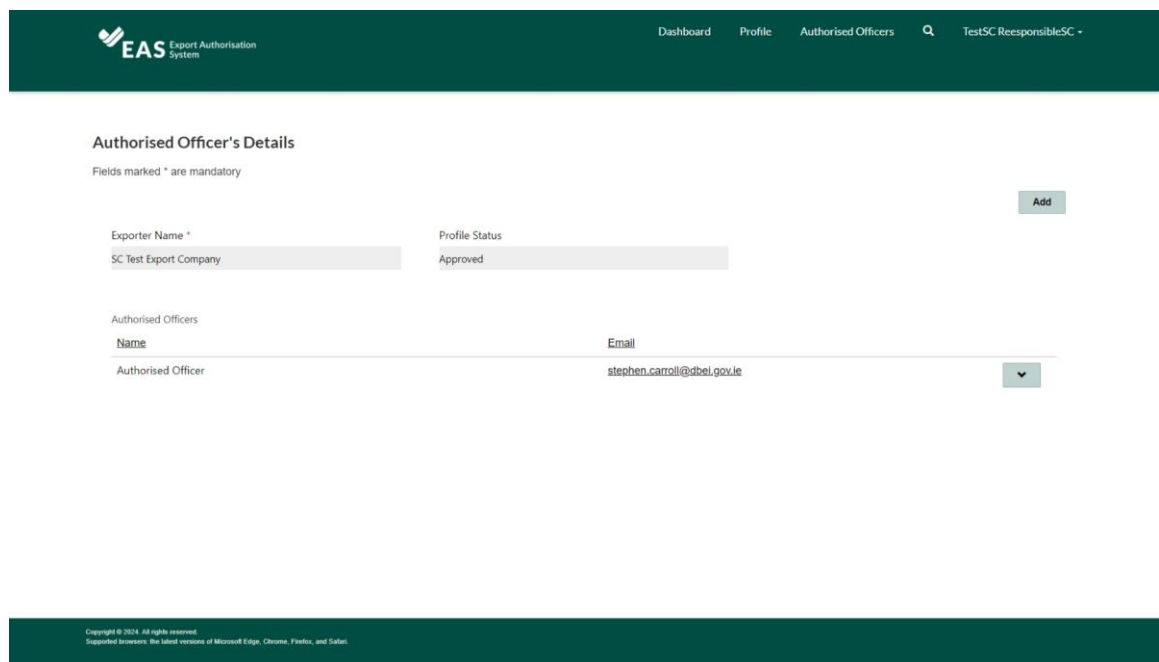
Screenshot 17 Authorised Officer Details

The RO will click “Add” at the top right of the white screen. There is the option to use the same address details as the exporter or enter new address details for the AO.

Where the RO is also the AO, the RO will be asked to confirm that the same person is also being added as an AO on the profile.

Each new AO added to the profile will receive an email from the EAS Portal inviting them to create a login. Where there are multiple AO’s associated with an exporter profile they must each have a unique email address. There is no limit on the number of AOs that can be associated with an exporter profile, but note that the Department’s Export Control team can not add or remove AOs this must be managed by the exporters RO.

An RO can add or remove AO’s associated with an exporter profile via the Authorised Officers Screen.



Screenshot 18 RO view of Authorised Officer Details

2.8 Portal Dashboard

Each time an AO logs in they will be presented with the EAS Dashboard below. From here, an AO can select to apply for any of the authorisations listed to the left of the screen. Recent applications for this exporter will also be available to view.

In cases where an AO holds this role for more than one exporter, they will also be able to switch exporter profiles in this view.

The screenshot shows the EAS Portal Dashboard for Stephen Carroll. The header includes the EAS logo and navigation links for Dashboard, My Applications, and a search icon. The user's name, Stephen Carroll, is displayed in the top right. The main content area is divided into three sections: 'Apply for Export Authorisation' on the left, 'Exporter Profile' in the top right, and 'Most Recent Applications' in the bottom right. The 'Apply for Export Authorisation' section lists various categories such as Individual Dual Use, Technical Assistance Dual Use, Anti-Torture, Global Dual Use, Global Transfer, Military Goods, Brokering Dual Use, Brokering Military, Firearm, UGEA (Union General Export Authorisation), and General Transfer. The 'Exporter Profile' section shows the current profile as 'Drebin Export Emporium' with a 'Switch Profile' button. The 'Most Recent Applications' section lists two applications with receipt numbers 016340 and 016339, each with a 'Go To Application' link. A 'View All Exporter Applications' button is located at the bottom right of the applications list. The footer contains copyright information for 2024 and supported browsers.

Screenshot 19 EAS Portal Dashboard

2.9 Amending Exporter Profile and Name

The Exporter Profile is created when the RO first registers on the EAS portal. If at any stage after registration details related to the Exporter Profile need to be amended – for example company address, contact details, parent company, this can be done via the RO dashboard.

Once the RO is logged in, they will be presented with the RO dashboard. In the green ribbon on the top right the RO can click on “Profile” and will be presented with the same screens they filled out during registration.

Hi RO

Apply for Export Authorisation

- Individual Dual Use
- Technical Assistance Dual Use
- Anti-Torture
- Global Dual Use
- Global Transfer
- Military Goods
- Brokering Dual Use
- Brokering Military
- Firearm
- UGEA (Union General Export Authorisation)
- General Transfer

Exporter Profile

TestExporter Switch Profile

Most Recent Applications

| | | |
|------------|--------------------|-----------------------------------|
| 20/08/2024 | Receipt No: 001015 | Go To Application |
| 20/08/2024 | Receipt No: 001014 | Go To Application |
| | Receipt No: 001013 | Go To Application |
| 20/08/2024 | Receipt No: 001012 | Go To Application |
| | Receipt No: 001011 | Go To Application |

[View All Exporter Applications](#)

Screenshot 20 RO Dashboard

Any changes required to the Exporter Profile can be made here and saved.

EAS Export Authorisation System

Contact Company Authorised Officer Parent Company Agent/Representative

Exporter Contact Details

Fields marked * are mandatory

Exporter Eircode *
Eircode

Exporter Address line 1 *
Address Line1

Exporter Address line 2
Address Line2

Exporter Address line 3

County *
Dublin

Telephone Dialling Code *
+353 ✕ 🔍

Telephone *
+353234567890

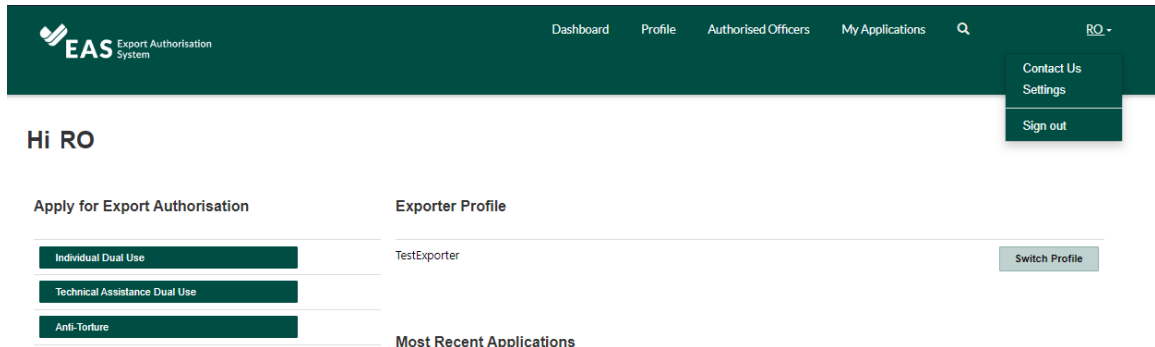
Exporter Website Address

Next Exit

Screenshot 21 Amending Company Profile

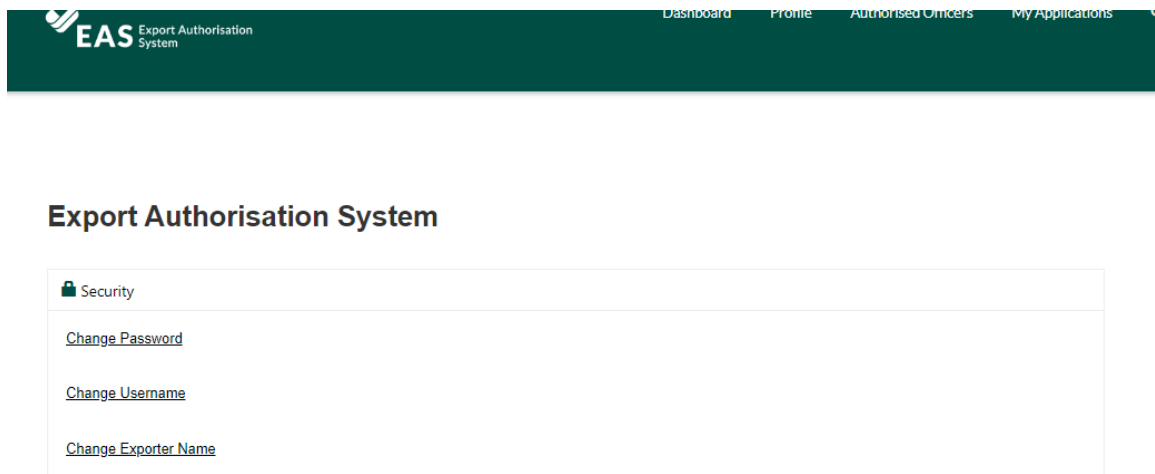
If a change is needed to the Exporter name this must be submitted and approved by the Department's Export Control Team.

To do this, the RO should click on their name in the top right of the screen and select settings.



Screenshot 22 Settings Menu

On the settings screen they should select "Change Exporter Name"



Screenshot 23 Changing Exporter Name

Enter the new name for the exporter and click "Submit."

Export Authorisation System

Change Exporter Name

| |
|------------------------------|
| Current Exporter Name * |
| TestExporter |
| Exporter Name Change Request |
| TestExporter Amended |

Submit

Screenshot 24 Exporter new name

Following submission, a member of the Export Control team will consider the request and may contact the RO seeking further information. When the change of name is approved, the RO will receive an email confirming the change.

Export Authorisation System

Change Exporter Name

Your request to change the exporter name is under review.

You will receive an email notification with the decision once the review is complete.

You can now exit this page to return to the Dashboard.

Exit

Screenshot 25 Request to change Exporter name

3. Submitting an application for Authorisation

Controlled items include the export of the following item types:

- dual-use items (products and components, including software and technology, that can be used for both civil and military purposes)
- military equipment
- firearms for personal, civilian use (for example, for hunting or sport)
- items which may be used for capital punishment, torture, or other cruel, inhuman and degrading treatment or punishment
- exports to countries subject to EU trade sanctions.

There are corresponding controls in place for brokering or transfer of these items and for providing technical assistance related to these items. Export controls may apply to information as well as physical items. Transfers of information or technology related to controlled items are themselves controlled.

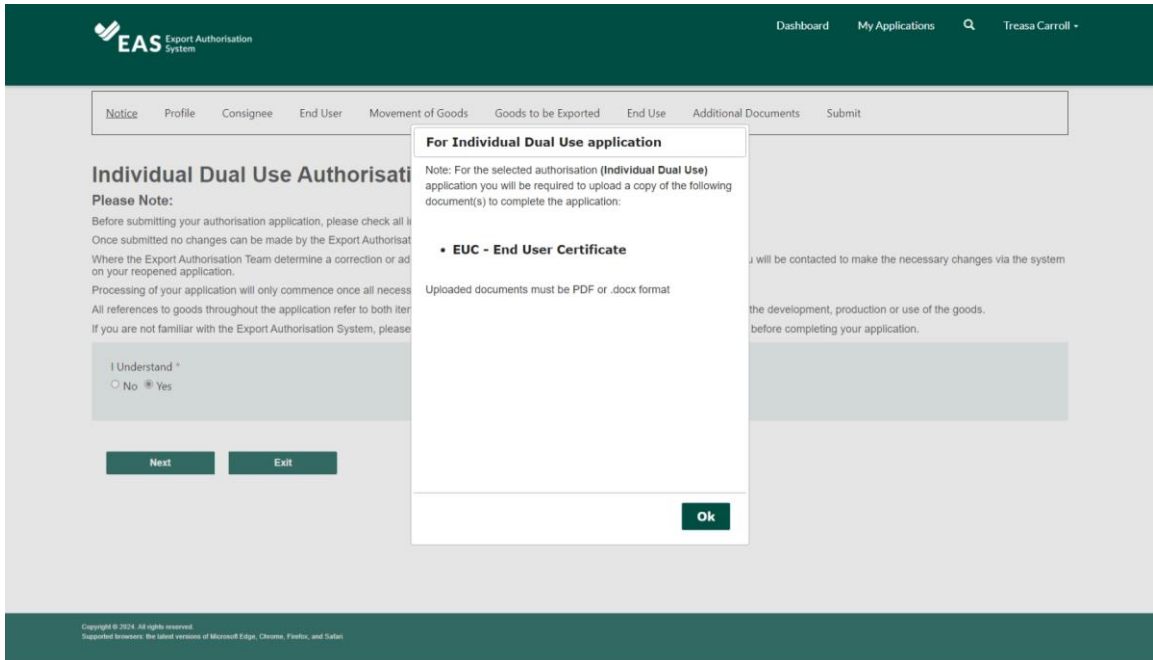
Further information regarding controlled items can be found on the [Export Control section of the Department's website](#)

3.1 Individual Dual-Use Application

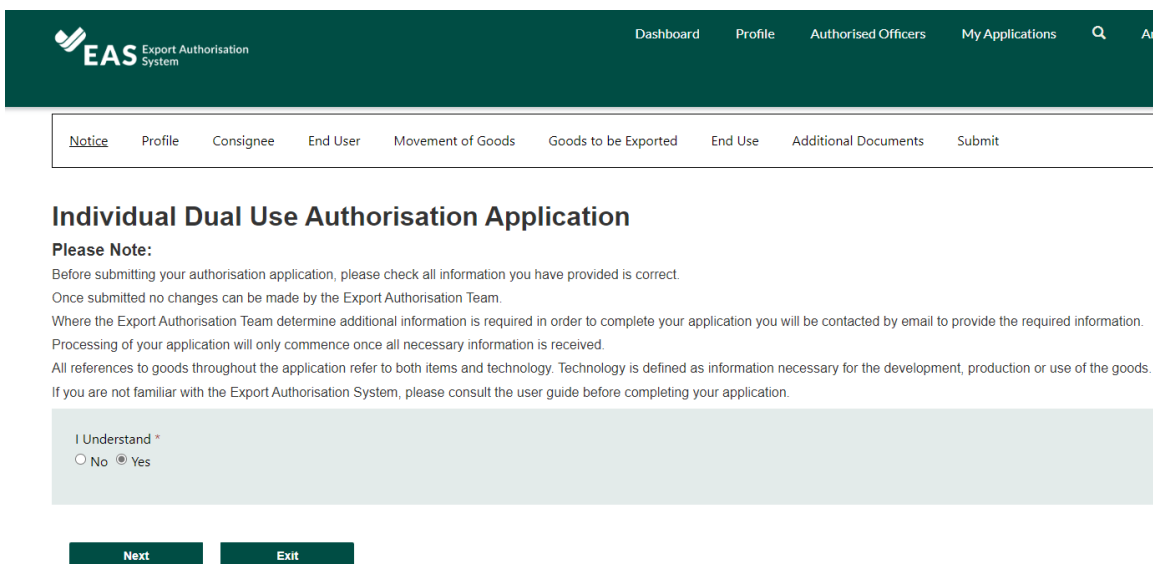
Individual dual-use authorisations are issued in respect of a particular export transaction. Each authorisation allows the export of specified items to a specified end-user. The transaction must be completed within twelve months of the date of issue of the authorisation.

Select “Individual Dual Use” from the left-hand menu of the dashboard. A popup will outline that an End User Certificate (EUC) will need to be uploaded as part of the application. Templates for EUCs are available on the [Department's website](#). Press “OK” on the pop-up to dismiss it. The first screen details that the applicant must ensure all information provided is correct and that no changes can be made

by the members of the Export Authorisation Team in the Department. Once the “Yes” response is selected, the “Next” button will appear allowing progress to the next step.



Screenshot 26 Notice of required documentation



Screenshot 27 First Screen of the Individual Dual Use Application

The next screen will provide a copy of the exporter profile details for review, the details cannot be edited here. If changes are needed to the exporter profile, please see [Section 2.9](#). Once reviewed select “Next” to proceed with application.

If the application requires a consignee, select the input at the top of the box to select a previous consignee you have used, or to create a new consignee and fill in the input fields as directed. If no consignee is required, you can select next without selecting any consignee details to proceed.

The screenshot displays the 'Consignee Details' page in the EAS Export Authorisation System. At the top, there is a dark green header with the EAS logo and navigation links: 'Dashboard', 'My Applications', a search icon, and the user name 'Stephen Carroll'. Below the header is a breadcrumb trail: 'Notice' (checked), 'Profile' (checked), 'Consignee' (active), 'End User', 'Movement of Goods', 'Goods to be Exported', 'End Use', 'Additional Documents', and 'Submit'. The main content area is titled 'Consignee Details' and includes a note: 'Fields marked * are mandatory'. A section titled 'Use Details of Previous Consignee' contains a radio button for 'No' (selected) and a radio button for 'Yes'. To the right of this section is a 'Create New Consignee' button. Below this is a table with the following columns: 'Name' (with an upward arrow), 'Post Code', 'Address Line 1', 'Address Line 2', 'Address Line 3', and 'Country'. The table is currently empty, with the text 'There are no records to display.' at the bottom. At the bottom of the form area are three buttons: 'Previous', 'Next', and 'Exit'. A footer at the very bottom contains copyright information: 'Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.'

Screenshot 28 Consignee Details (if needed)

The screenshot shows a web form titled "Consignee" with a close button (X) in the top right corner. The form contains the following fields:

- Consignee Post Code
- Consignee Address Line 1 *
- Consignee Address Line 2 *
- Consignee Address Line 3
- Consignee Country * (includes a dropdown arrow icon)
- Consignee Phone Number Dialling Code * (includes a dropdown arrow icon)
- Consignee Phone Number * (with a placeholder text "Provide a telephone number")
- Consignee Website Address

At the bottom of the page, there is a small copyright notice: "Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari."

Screenshot 29 Adding a new consignee

The next step is to provide details on the End User.

EAS Export Authorisation System

Dashboard Profile Authorised Officers My Applications

Notice ✓ Profile ✓ Consignee ✓ End User Movement of Goods Goods to be Exported End Use Additional Documents Submit

End User Details

Fields marked * are mandatory

End User Name *

End User Address Line 1 *

End User Address Line 2 *

End User Address Line 3

End User Address Line 4

End User Post Code

End User Country *

End User Telephone Dialling Code *

End User Telephone Number *

Provide a telephone number

End User Email Address

End User Website Address

Previous Next Save Exit

Screenshot 30 End User Details

Having provided details on the end user, the next step is to provide details on the movement of the goods for which you are seeking the authorisation.

To proceed, you must enter details on:


- the origin of the goods,
- the country of consignment, if applicable
- EU Member State from which the goods are leaving the EU
- EU Member state of current or future location of the goods
- Country of Final Destination

Notice Profile Consignee End User **Movement of Goods** Goods to be Exported End Use Additional Documents Submit

Movement of Goods


Fields marked * are mandatory

Country of Origin*

| Country (EN)  | ISO Code | Country Code |
|--|----------|--------------|
| There are no records to display. | | |

[Add Country](#)

Country of Consignment

| Country (EN)  | ISO Code | Country Code |
|--|----------|--------------|
| There are no records to display. | | |


[Add Country](#)

EU Member State from which goods are leaving the EU*

| Country | Address Line 1 | Address Line 2 | Address Line 3 | Eircode/Post Code |
|----------------------------------|----------------|----------------|----------------|-------------------|
| There are no records to display. | | | | |

[Add Country](#)


Member State of intended entry into the customs export procedure current or future location of goods (EU Members State from which goods will leave the EU)*

| Country (EN)  | ISO Code | Country Code |
|--|----------|--------------|
| There are no records to display. | | |

[Add Country](#)

Country of Final Destination*

Country of Final Destination *



[Previous](#) [Next](#) [Save](#) [Exit](#)

The next step is to provide detailed information on the goods you are seeking authorisation to export under this application.

Each distinct item to be covered by the authorisation being applied for can be added by clicking “Add Goods to be Exported”

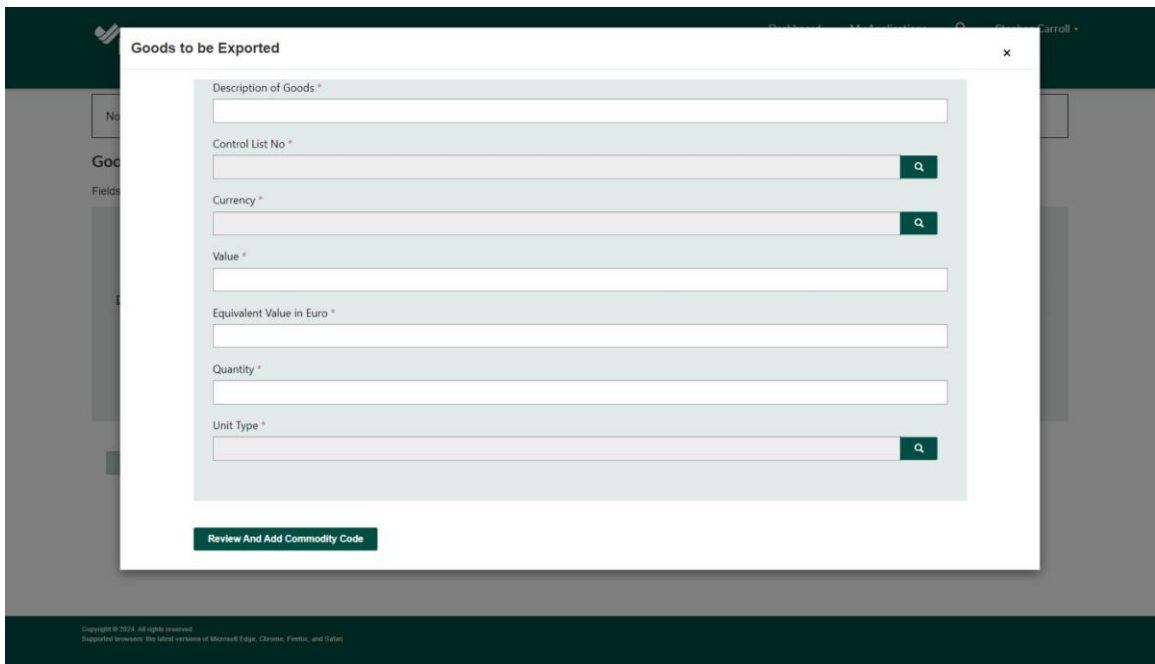
The screenshot displays the 'Goods to be Exported' section of the EAS system. At the top, there is a dark green header with the EAS logo and navigation links for 'Dashboard', 'My Applications', and a user profile 'Stephen Carroll'. Below the header is a breadcrumb trail: 'Notice' ✓, 'Profile' ✓, 'Consignee' ✓, 'End User' ✓, 'Movement of Goods' ✓, 'Goods to be Exported', 'End Use', 'Additional Documents', and 'Submit'. The main content area is titled 'Goods to be Exported' and includes a note: 'Fields marked * are mandatory'. A table is shown with the following columns: 'Description of Goods' (with an upward arrow), 'Control List No', 'Unit Type', 'Quantity', 'Currency', and 'Equivalent Value in Euro'. A dark green button labeled 'Add Goods to be Exported' is positioned in the top right corner of the table. The table body contains the text 'There are no records to display.' At the bottom of the table area, there are three buttons: 'Previous', 'Next', and 'Exit'. A footer at the very bottom of the page contains copyright information: 'Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.'

Screenshot 32 Goods to be exported

For each distinct item the following are required:

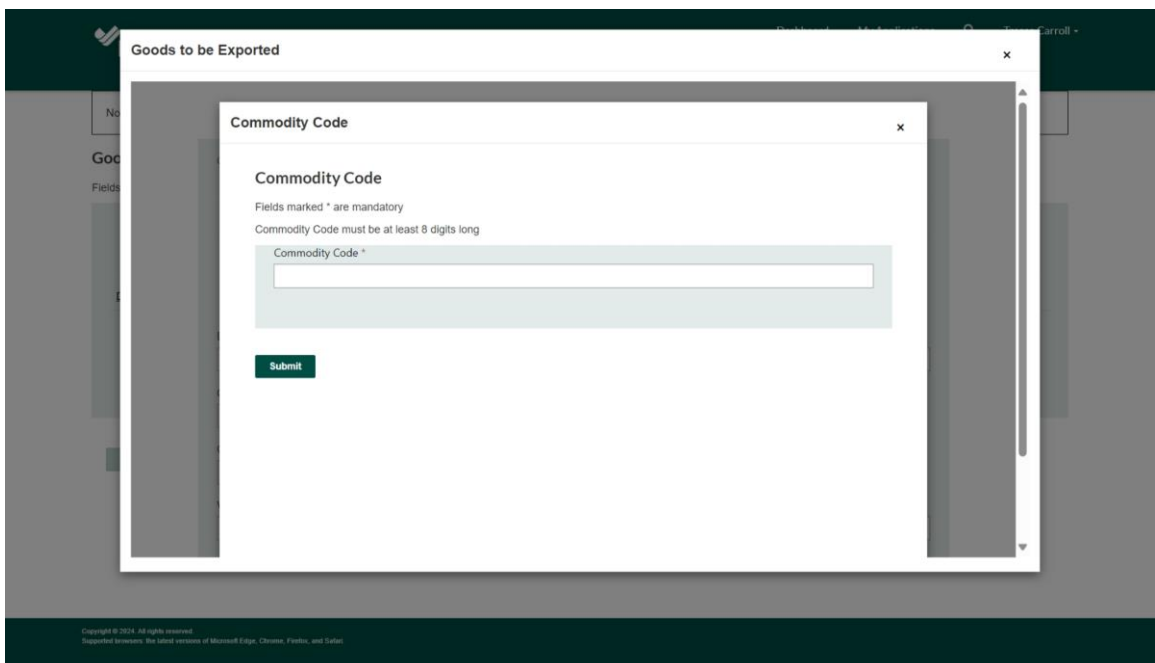
- Description of goods
- Control List number – selected from a predefined list that is searchable
- Currency used – selected from a predefined list
- Value in currency
- Equivalent value in euro
- Quantity
- Type of quantity- selected from a predefined list

Once entered, select “Review and add commodity code”



Screenshot 33 Details of each good to be exported

Enter the commodity code in the text box and hit "Submit". If required, you can add additional commodity codes to the one goods entry.



Screenshot 34 Adding Commodity Code details

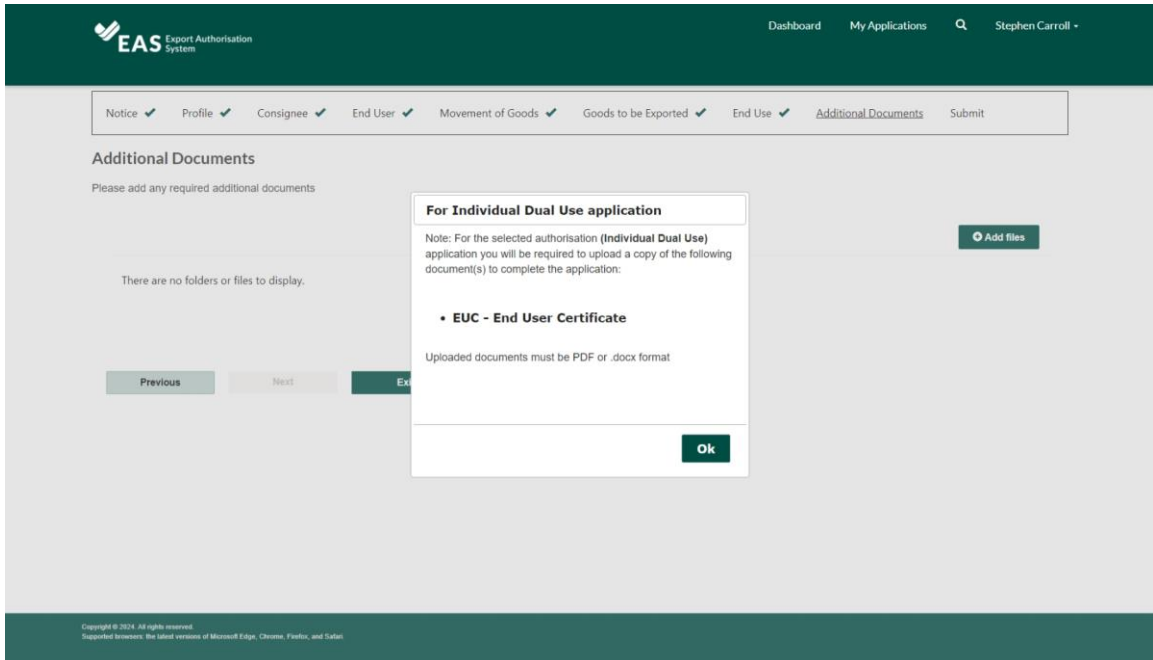
If required, additional goods details and commodity codes can be added in the same way as above. Otherwise, click next to proceed.

Once all goods have been detailed, information on the end use must be provided. The following details are required:

- Description of the end use of the export
- The Full description of the End use
- Contract date if applicable
- Customs Export Procedure code
- Confirm your answers for the intentions of the export.

The screenshot shows the 'End Use Details' section of the EAS Export Authorisation System. At the top, there is a navigation bar with the EAS logo and the text 'Export Authorisation System'. To the right of the logo are links for 'Dashboard', 'My Applications', a search icon, and the user name 'Stephen Carroll'. Below the navigation bar is a progress bar with steps: Notice, Profile, Consignee, End User, Movement of Goods, Goods to be Exported, End Use (highlighted), Additional Documents, and Submit. The main form area is titled 'End Use Details' and includes a note: 'Fields marked * are mandatory'. The form contains several input fields: 'End Use (as to appear on License) *', 'End Use (Full description to include details of purpose and intended use (not technical description); additional material can be uploaded below) *', 'Contract Date' (with a date picker set to DD/MM/YYYY), 'Customs exp. Proc Code *', and 'Additional Information'. There are three radio button questions: 'Have you previously received a license' (selected 'No'), and three confirmation statements regarding the intended use of the items (all selected 'No'). At the bottom of the form are four buttons: 'Previous', 'Next', 'Save', and 'Exit'. A footer at the very bottom contains copyright information: 'Copyright © 2014. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.'

The final step of the application process is to provide any additional documents, including required documents, with your application. A message will display the required documents for this application type, in this case an End User Certificate.



Screenshot 35 Upload of required documentation

Click the “Add files” button and select the related documents required for your application. All files uploaded to the portal are virus and malware scanned, this may take up to two minutes. If there are any potential issues detected, you will be prompted to contact the export control team.

The final screen asks for confirmation that all information provided is correct and that no application for the items described in the application has been submitted to the licensing authority of another EU Member State.

Notice ✓ Profile ✓ Consignee ✓ End User ✓ Movement of Goods ✓ Goods to be Exported ✓ End Use ✓ Additional Documents ✓ [Submit](#)

Submit Application

I confirm that the information I have provided is correct to the best of my knowledge.

No Yes

I apply for an export licence in respect of the items described above and I declare that the particulars furnished by me are correct. I confirm that an application for the items described above has not been submitted to the licensing authority of another EU Member State.

Declare *

No Yes

Application Date *

20/08/2024

[Previous](#) [Exit](#)

Screenshot 36 Submit Application

Having confirmed these statements, you will be able to submit your application and you will be returned to your dashboard.

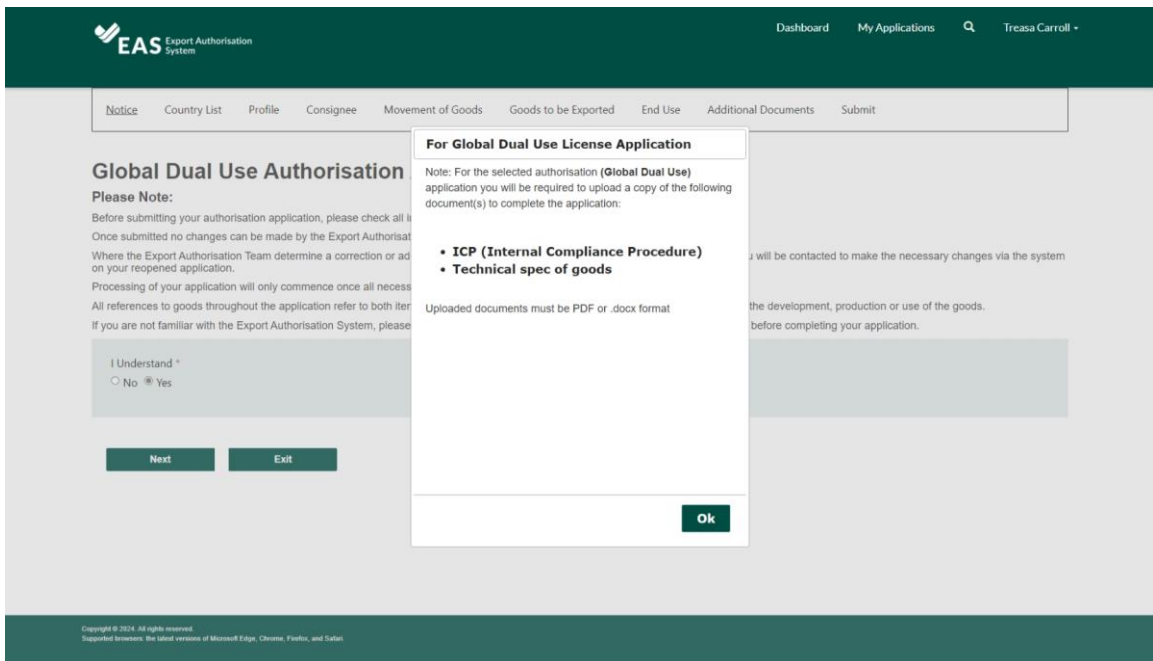
3.2 Global Dual Use Application

Global dual-use export authorisations may be issued to companies that have a very high volume of relatively low-risk exports. Global authorisations allow multiple shipments of a specified range of items or technology to one or more destination countries. These authorisations are generally valid for twelve months.

Select Global Dual Use from the left-hand menu of the dashboard. A popup will outline that an:

- ICP (Internal Compliance Procedure)
- Technical spec of goods

will need to be uploaded as part of the application. Press “OK” on the pop-up to dismiss it. The first screen advises the applicant that they must ensure all information provided is correct and that no changes can be made by the members of the Export Authorisation Team in the Department. Once the “Yes” response is selected, the “Next” button will appear, and you will be able to progress to the next step.



Screenshot 37 Global Dual Use Required Documents

The first step in the global dual use application is to select whether the application is for a Global 1 or Global 2 authorisation. For reference the screen provides a list of the countries that are covered by each. You will select the actual countries to be included on the authorisation at a later stage of the application.

Having checked which list your country/countries of end use are on, select either GL1 or GL2 and click “Next”.

Global Dual Use License Application

Country List

Please choose country list that applies for this licence.

The selected category will provide a list of final destination countries during your application.

See below, a list with examples of countries within each category.

Country List *

GL1 GL2

G1 List (Global 1)

[Country \(EN\) ↑](#)

- ARGENTINA
- BRAZIL
- ICELAND
- INDIA
- INDONESIA
- MALAYSIA
- MEXICO
- PHILIPPINES
- SERBIA

G2 List (Global 2)

[Country \(EN\) ↑](#)

- AFGHANISTAN
- ALAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA (USA)
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTIGUA AND BARBUDA

Screenshot 38 Global 1 or Global 2 selection

The next screen will provide a copy of the exporter profile details for review. The details cannot be edited here. If changes are needed to the exporter profile, please see [Section 2.9](#). Once reviewed select “Next” to proceed with application.

If your application requires a consignee, you may choose to select a previous consignee you have used, or to create a new consignee and fill in the input fields as directed. If no consignee is required, you can select next without selecting any consignee details to proceed.

EAS Export Authorisation System

Notice ✓ Country List ✓ Profile ✓ Consignee Movement of Goods Goods to be Exported End Use Additional Documents Submit

Consignee Details

Fields marked * are mandatory

Use Details of Previous Consignee
 No Yes

Create New Consignee

| Name ↑ | Post Code | Address Line 1 | Address Line 2 | Address Line 3 | Country |
|----------------------------------|-----------|----------------|----------------|----------------|---------|
| There are no records to display. | | | | | |

Previous Next Exit

Screenshot 39 Global Consignee Details

Consignee [Close]

Consignee Post Code

Consignee Address Line 1 *

Consignee Address Line 2 *

Consignee Address Line 3

Consignee Country *

Consignee Phone Number Dialling Code *

Consignee Phone Number *

Provide a telephone number

Consignee Website Address

Copyright © 2024. All rights reserved.
Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

Screenshot 40 Adding new consignee

Having provided details on the end user, the next step is to provide details on the movement of the goods for which you are seeking the authorisation.

To proceed, you must enter details on:

- the origin of the goods,
- the country of consignment, if applicable
- EU Member State from which the goods are leaving the EU
- EU Member state in which the goods are to enter, either current or in future
- List of countries of Final Destination – you will only be able to select countries here that are on the relevant list for the Global authorisation you have selected (Global 1 or Global 2)

EAS Global Movement of Goods System

[Notice](#) ✓ [Country List](#) ✓ [Profile](#) ✓ [Consignee](#) ✓ [Movement of Goods](#) [Goods to be Reported](#) [End Use](#) [Additional Documents](#) [Submit](#)

Movement of Goods

Fields marked * are mandatory

Country of Origin*

[Add Country](#)

| Country (EN) ↓ | ISO Code | Country Code |
|----------------------------------|----------|--------------|
| There are no records to display. | | |

Country of Consignment

[Add Country](#)

| Country (EN) ↓ | ISO Code | Country Code |
|----------------------------------|----------|--------------|
| There are no records to display. | | |

EU Member State from which goods are leaving the EU*

[Add Country](#)

| Country | Address Line 1 | Address Line 2 | Address Line 3 | Eircode/Post Code |
|----------------------------------|----------------|----------------|----------------|-------------------|
| There are no records to display. | | | | |

Member State of Intended entry into the customs export procedure current or future location of goods (EU Member State from which goods will leave the EU)*

[Add Country](#)

| Country (EN) ↓ | ISO Code | Country Code |
|----------------------------------|----------|--------------|
| There are no records to display. | | |

Country of Final Destination*

[Add Country](#)

| Country (EN) ↓ | ISO Code | Country Code |
|----------------------------------|----------|--------------|
| There are no records to display. | | |

[Previous](#) [Next](#) [End](#)

Screenshot 41 Global Movement of Goods

The next step is to provide detailed information on the goods you are seeking authorisation to export under this application. Each distinct item to be covered by the authorisation being applied for can be added by clicking “Add Goods to be Exported”

Enter the details on:

- Goods name and/or description
- Control List number
- Currency used
- Value in currency
- Equivalent value in euro
- Quantity
- Type of quantity

Once entered, select “Review and add commodity code”

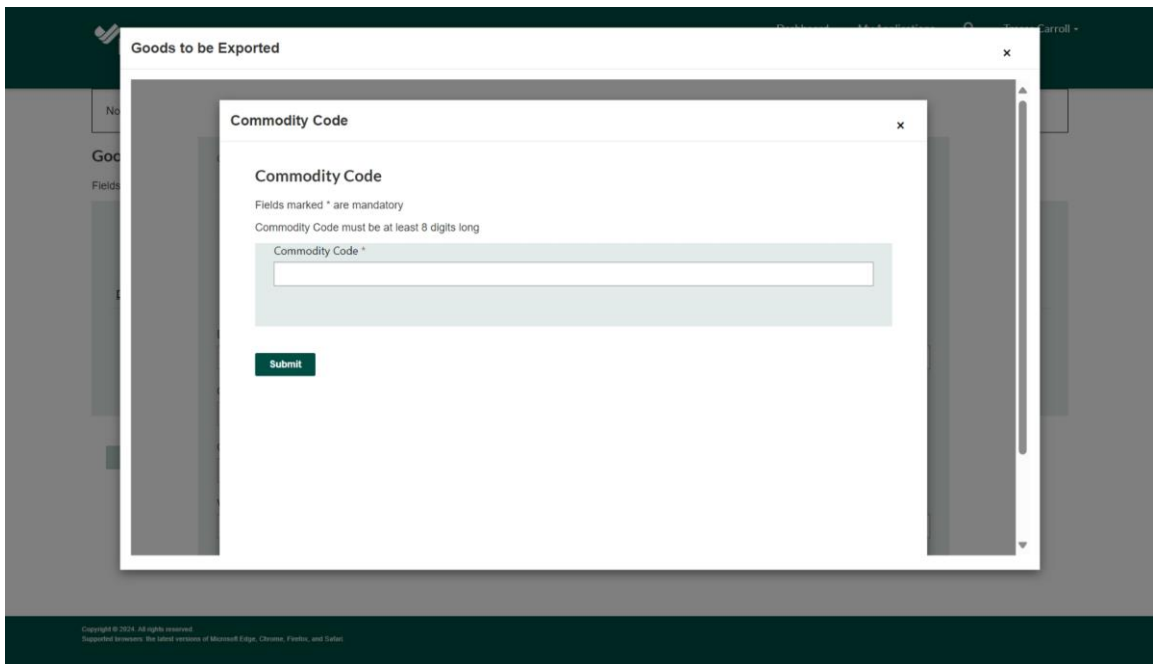
The screenshot shows a modal window titled "Goods to be Exported" with a close button (X) in the top right corner. The form contains the following fields:

- Description of Goods *
- Control List No *
- Currency *
- Value *
- Equivalent Value in Euro *
- Quantity *
- Unit Type *

Each field has a small green button with a 'P' icon to its right. At the bottom of the form is a green button labeled "Review And Add Commodity Code".

Screenshot 42 Global Goods to be exported

Enter the commodity code in the text box and hit submit. If required, you can add additional commodity codes to the one goods entry.



Screenshot 43 Global Commodity Code

If required, additional goods details and commodity codes can be added in the same way as above. Otherwise, click next to proceed.

Once all goods have been detailed, information on the end use of must be provided. The following details are required:

- Description of the end use of the export
- The Full description of the End use
- Contract date if applicable
- Customs Export Procedure code
- Confirm your answers for the intentions of the export.

EAS Export Authorisation System

Notice ✓ Country List ✓ Profile ✓ Consignee ✓ Movement of Goods ✓ Goods to be Exported ✓ End Use Additional Documents Submit

End Use Details

Fields marked * are mandatory

End Use (as to appear on License) *

End Use (Full description to include details of purpose and intended use (not technical description), additional material can be uploaded below) *

Contract Date
DD/MM/YYYY

Customs exp. Proc Code *

Have you previously received a license
 No Yes

Additional Information

1. I confirm that the items in question are not intended, in their entirety or in part, for use in connection with the development, production, handling and operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or the development, production, maintenance or storage of missiles capable of delivering such weapons.*

No Yes

2. I confirm that the items in question are not intended, in their entirety or in part, for a military end-use if the purchasing country or country of destination is subjected to an arms embargo decided by a common position or joint action adopted by the Council or a decision of OSCE or an arms embargo imposed by a binding resolution of the Security Council of the United Nations.*

No Yes

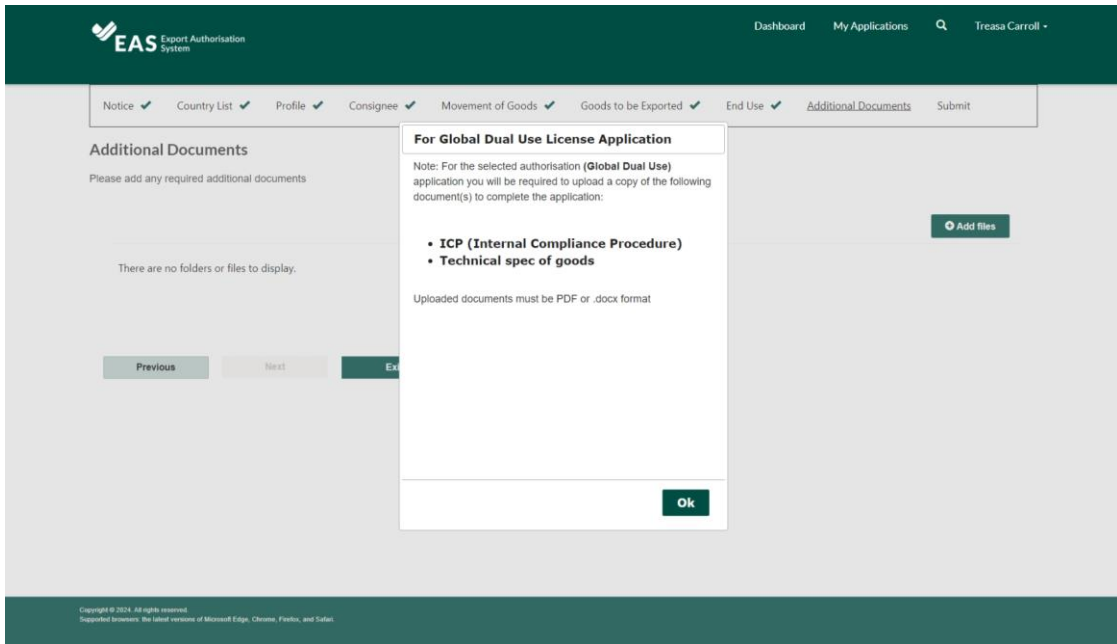
3. I confirm that the items in question are not intended, in their entirety or in part, for use as parts or components of military items listed in the national military list that have been exported from the territory of that Member State without authorisation or in violation of an authorisation prescribed by national legislation of that Member State.*

No Yes

Previous Next Save Exit

Screenshot 44 Global End Use

The final step of the application process is to provide any additional documents, including required documents, with your application. A message will display the required documents for this application type, in this case an ICP (Internal Compliance Procedure) and a Technical spec of the goods



Screenshot 45 Global Required Documents

Click the “Add files” button and select the related documents required for your application. All files uploaded to the portal are virus and malware scanned, this may take up to two minutes. If there are any potential issues detected, you will be prompted to contact the export control team.

The final screen asks for confirmation that all information provided is correct and that no application for the items described in the application has been submitted to the licensing authority of another EU Member State.

EAS Export Authorisation System

Notice ✓ Country List ✓ Profile ✓ Consignee ✓ Movement of Goods ✓ Goods to be Exported ✓ End Use ✓ Additional Documents ✓ [Submit](#)

Submit Application

I confirm that the information I have provided is correct to the best of my knowledge.

No Yes

I apply for an export licence in respect of the items described above and I declare that the particulars furnished by me are correct. I confirm that an application for the items described above has not been submitted to the licensing authority of another EU Member State.

Declare *

No Yes

Application Date *

20/08/2024

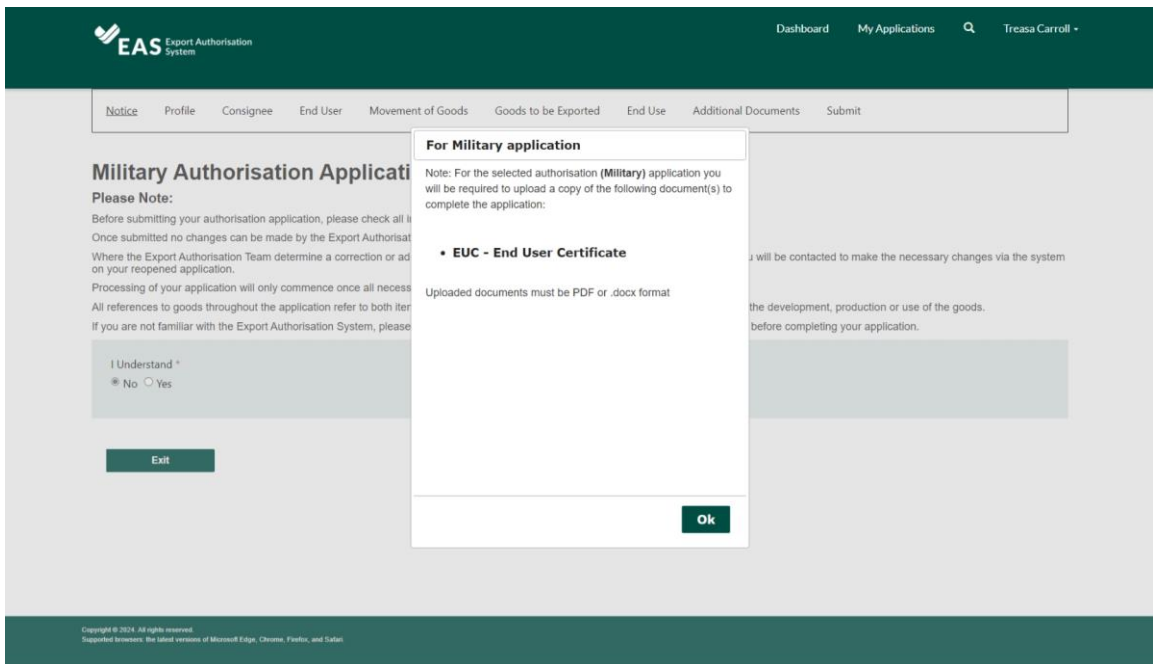
[Previous](#) [Exit](#)

Screenshot 46 Global Final confirmation

3.3 Military Application

Military authorisations are required for the export of any items listed in the EU Common Military List to any destination. Each authorisation authorises the export of specified dual-use items to a specified end-user.

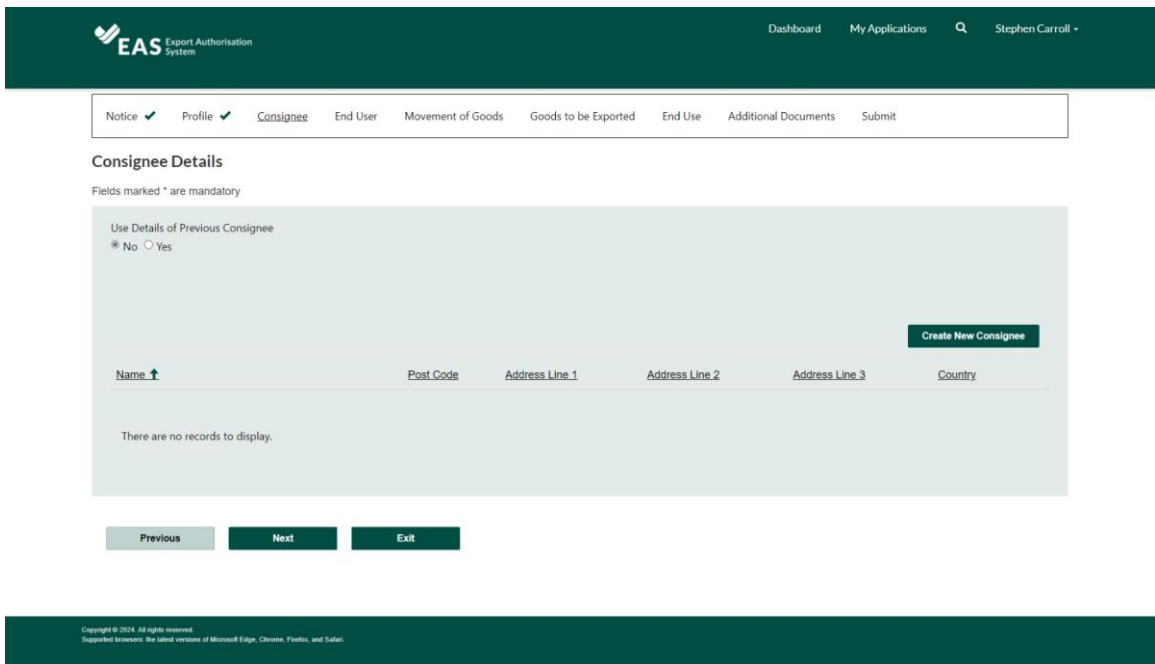
Select Military Goods from the left-hand menu of the dashboard. A popup will outline that an End User Certificate (EUC) will need to be uploaded as part of the application. Press “OK” on the pop-up to dismiss it. The first screen details that the applicant must ensure all information provided is correct and that no changes can be made by the members of the Export Authorisation Team in the Department. Once the “Yes” response is selected, the “Next” button will appear and you will be able to progress to the next step.



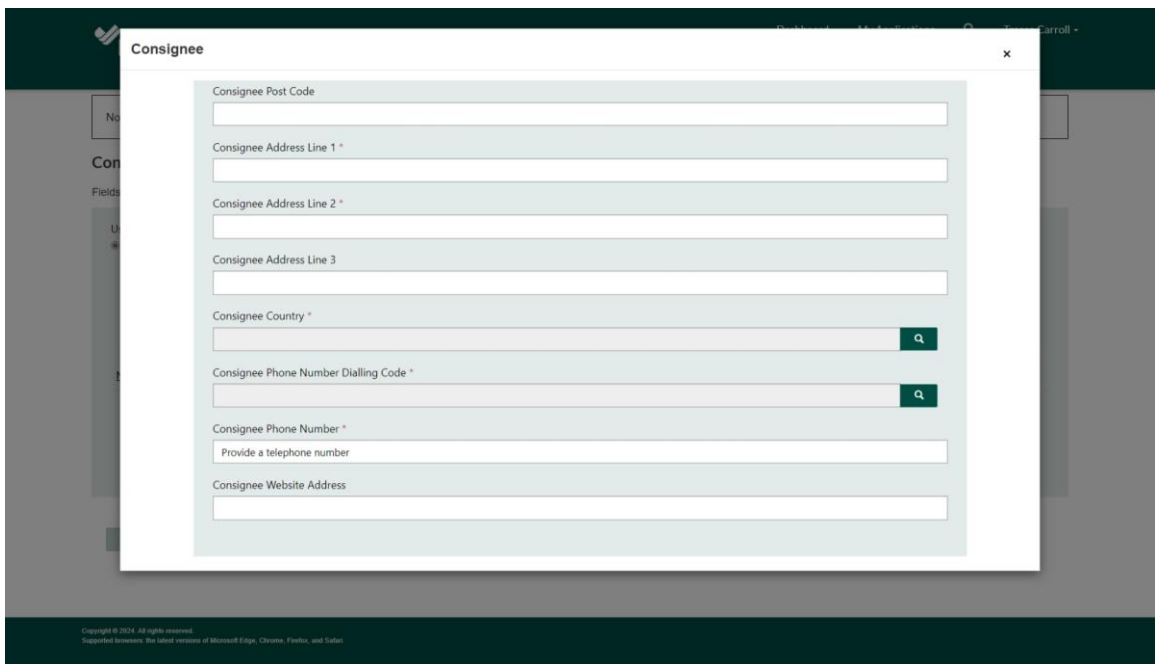
Screenshot 47 Military Goods Application

The next screen will provide a copy of the exporter profile details for review. The details cannot be edited on this page. If changes are needed to the exporter profile, please see [Section 2.9](#). Once reviewed select “Next” to proceed with application.

If the application requires a consignee, select the input at the top of the box to select a previous consignee you have used, or to create a new consignee and fill in the input fields as directed. If no consignee is required, you can select next without selecting any consignee details to proceed.



Screenshot 48 Military Consignee Details



Screenshot 49 Military Add Consignee

You will next provide details on the End User.

EAS Export Authorisation System

Dashboard Profile Authorised Clients My Applications **Authorisation**

Notice ✓ Profile ✓ Consignee ✓ End User Movement of Goods Goods to be Exported End Use Additional Documents Submit

End User Details

Fields marked * are mandatory

End User Name *

End User Address Line 1 *

End User Address Line 2 *

End User Address Line 3

End User Address Line 4

End User Post Code

End User Country *

End User Telephone Dialling Code *

End User Telephone Number *

End User Email Address

End User Website Address

Previous Next Save Exit

Screenshot 50 Military End User Details

Having provided details on the end user, the next step is to provide details on the movement of the goods for which you are seeking the authorisation.

To proceed, you must enter details on:

- the origin of the goods,
- Country of Final Destination

The screenshot shows the EAS Export Authorisation System interface. At the top, there is a dark green header with the EAS logo and navigation links: Dashboard, My Applications, and Treasa Carroll. Below the header is a breadcrumb trail: Notice ✓ Profile ✓ Consignee ✓ End User ✓ Movement of Goods Goods to be Exported End Use Additional Documents Submit. The main content area is titled 'Movement of Goods' and includes a note: 'Fields marked * are mandatory'. There are two main sections: 'Country of Origin*' and 'Country of Final Destination*'. The 'Country of Origin*' section contains a table with columns for 'Country (EN) ↑', 'ISO Code', and 'Country Code', and an 'Add Country' button. Below the table, it states 'There are no records to display.' The 'Country of Final Destination*' section has a search input field with a magnifying glass icon. At the bottom of the main content area, there are four buttons: Previous, Next, Save, and Exit. A footer at the very bottom contains copyright information: 'Copyright © 2024. All rights reserved. Supported browsers: The latest versions of Microsoft Edge, Chrome, Firefox, and Safari.'

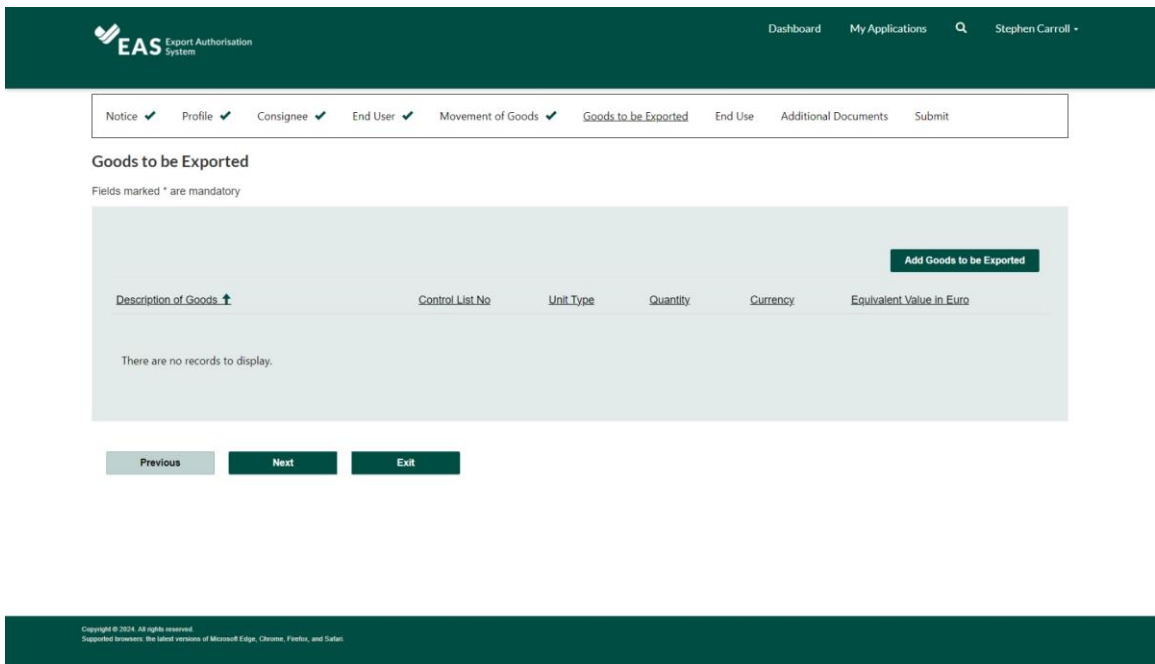
Screenshot 51 Military Movement of Goods

The next step is to provide detailed information on the goods you are seeking to export under this authorisation.

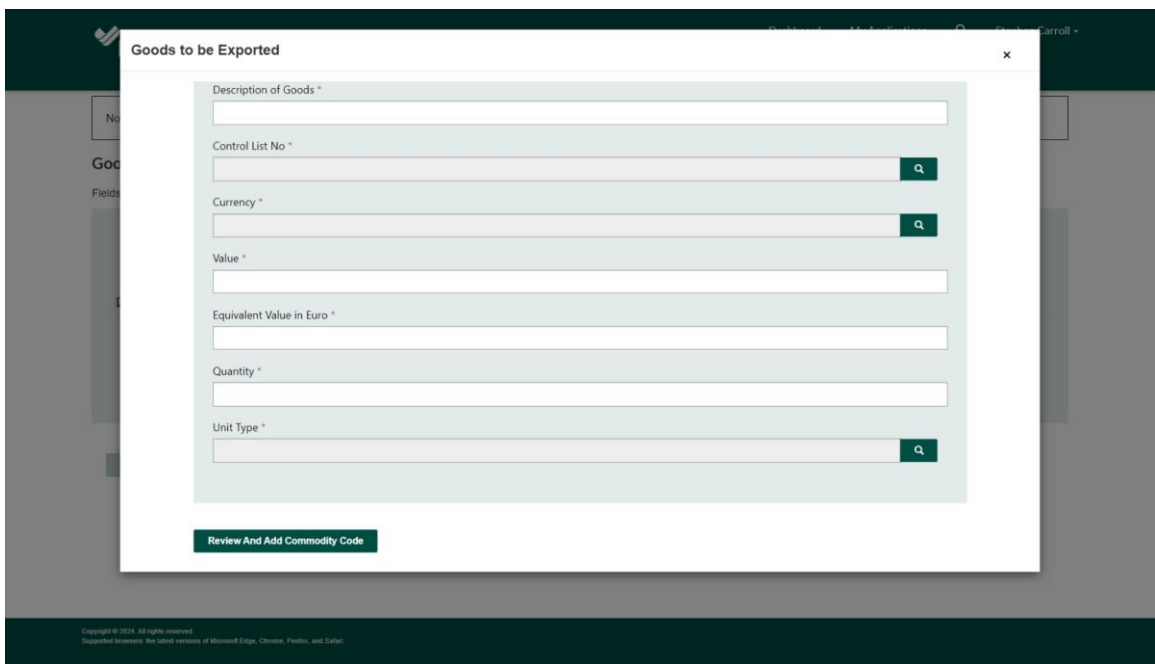
For each distinct item you will need to provide details on :

- Description of goods
- Control List number – selected from a predefined list that is searchable
- Currency used – selected from a predefined list
- Value in currency
- Equivalent value in euro
- Quantity
- Type of quantity- selected from a predefined list

Once entered, select “Review and add commodity code”

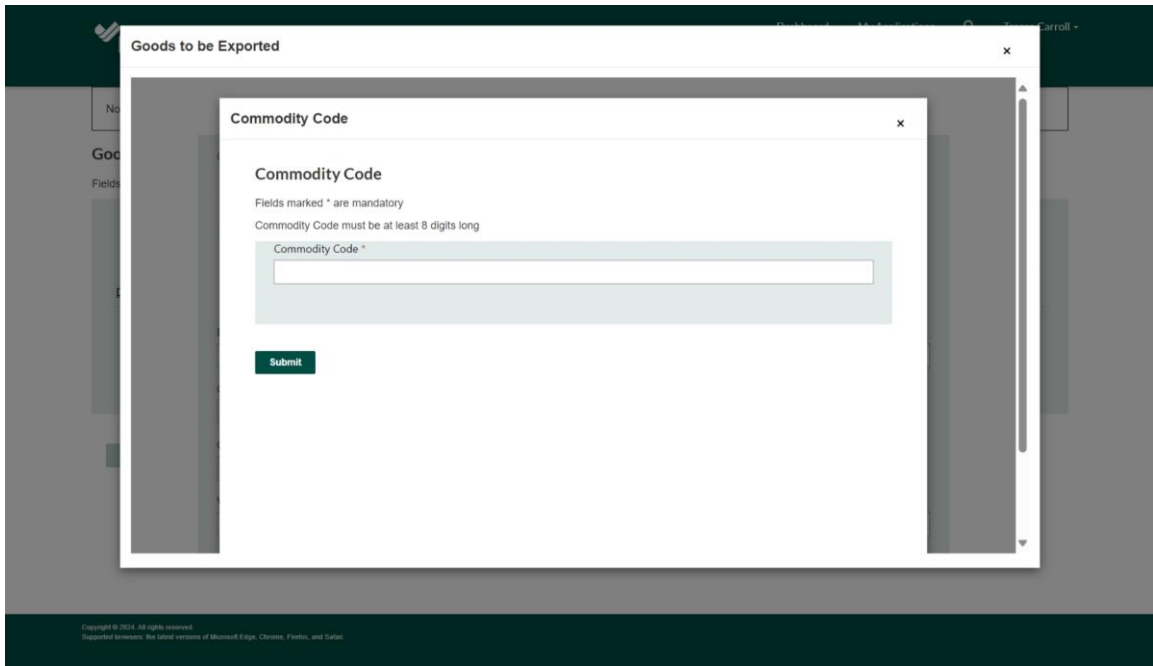


Screenshot 52 Military Goods to be Exported



Screenshot 53 Military Details of Goods to be exported

Enter the commodity code in the text box and hit submit. If required, you can add additional commodity codes to the one goods entry.




The screenshot displays a web interface with a dark green header. A white dialog box titled "Goods to be Exported" is open, containing a sub-dialog titled "Commodity Code". The sub-dialog includes the following text: "Fields marked * are mandatory" and "Commodity Code must be at least 8 digits long". Below this is a text input field labeled "Commodity Code *" and a green "Submit" button. At the bottom of the main dialog, there is a small copyright notice: "Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari."

If required, you can add additional goods details and add commodity codes in the same way as above. Otherwise, click next to proceed.

Once all goods have been detailed you will then need to provide information on the end use of these goods. You will need to enter details on the following:

- Description of the end use of the export
- The Full description of the End use
- Contract date if applicable
- Customs Export Procedure code
- Confirm your answers for the intentions of the export.


EAS Export Authorisation System

[Dashboard](#)
[My Applications](#)
🔍
Stephen Carroll -

Notice ✓
Profile ✓
Consignee ✓
End User ✓
Movement of Goods ✓
Goods to be Exported ✓
End Use
Additional Documents
Submit

End Use Details

Fields marked * are mandatory

End Use (as to appear on License) *

End Use (Full description to include details of purpose and intended use (not technical description), additional material can be uploaded below) *

Contract Date

Customs exp. Proc Code *

Have you previously received a license

No Yes

Additional Information

1. I confirm that the items in question are not intended, in their entirety or in part, for use in connection with the development, production, handling and operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or the development, production, maintenance or storage of missiles capable of delivering such weapons.*

No Yes

2. I confirm that the items in question are not intended, in their entirety or in part, for a military end-use if the purchasing country or country of destination is subjected to an arms embargo decided by a common position or joint action adopted by the Council or a decision of OSCE or an arms embargo imposed by a binding resolution of the Security Council of the United Nations.*

No Yes

3. I confirm that the items in question are not intended, in their entirety or in part, for use as parts or components of military items listed in the national military list that have been exported from the territory of that Member State without authorisation or in violation of an authorisation prescribed by national legislation of that Member State.*

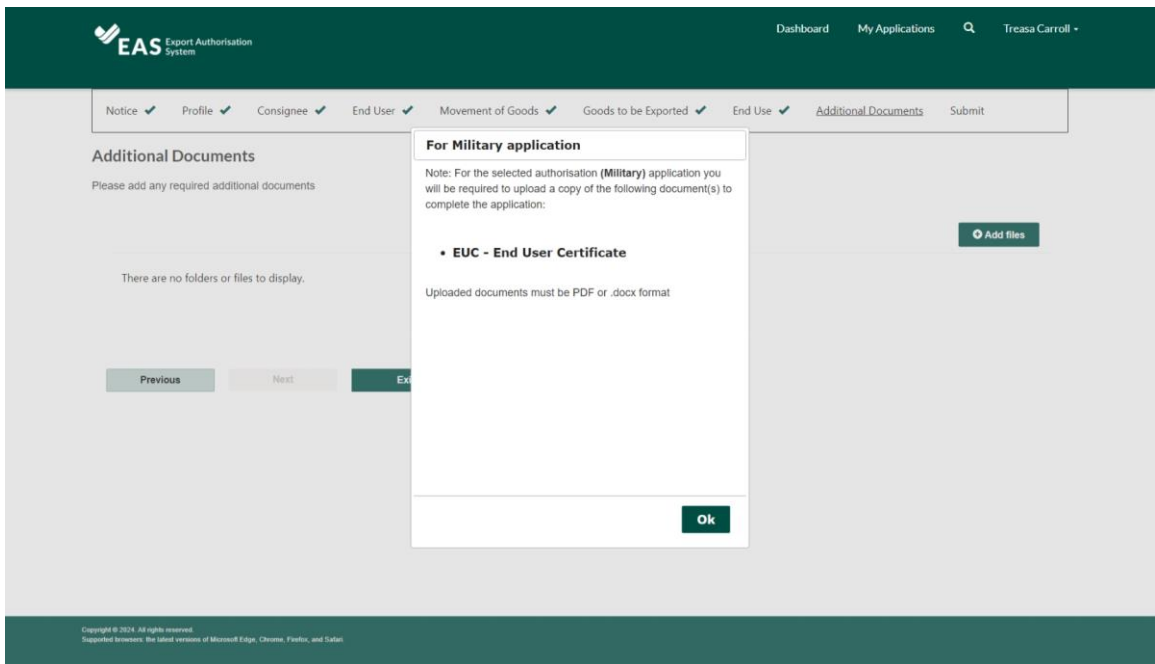
No Yes

Previous
Next
Save
Exit

Copyright © 2024. All rights reserved.
 Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

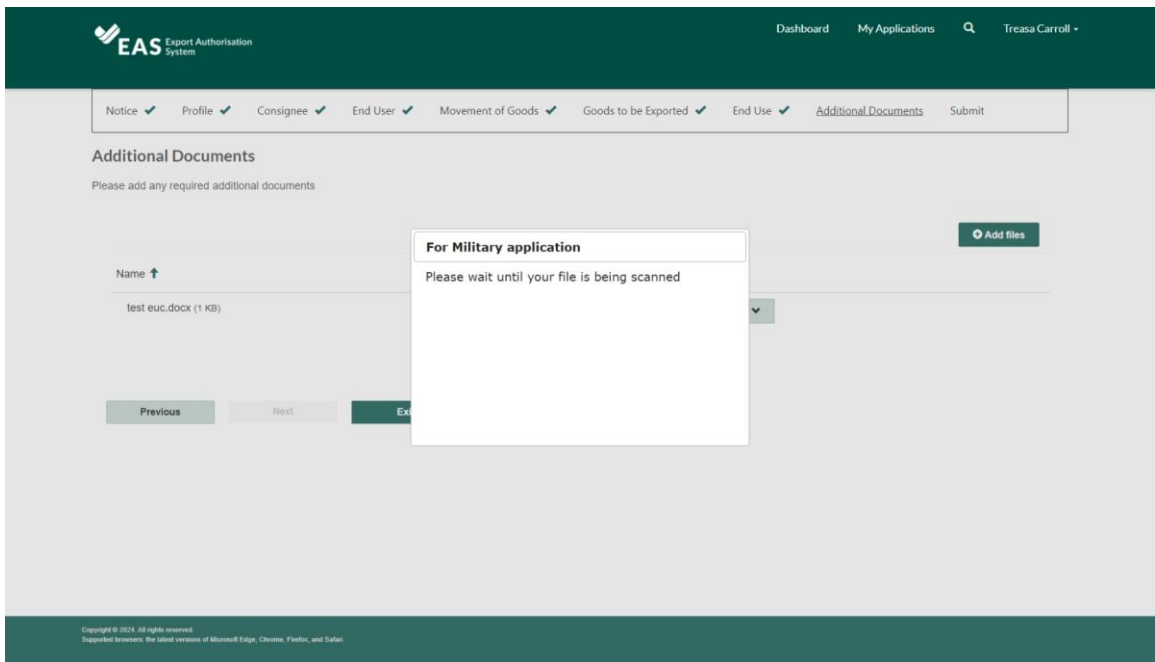
Screenshot 54 Military End Use Details

The final step of the application process is to provide any additional documents, including required documents, with your application. A message will display the required documents for this application type, in this case an End User Certificate.



Screenshot 55 Military Additional Documents

Click the “Add files” button and select the related documents required for your application. All files uploaded to the portal are virus and malware scanned, this may take up to two minutes. If there are any potential issues detected, you will be prompted to contact the export control team.



Screenshot 56 Military File Scanning

The final screen asks for confirmation that all information provided is correct and that no application for the items described in the application has been submitted to the licensing authority of another EU Member State.

The screenshot shows the 'Submit Application' page in the EAS Export Authorisation System. At the top, there is a dark green header with the EAS logo and navigation links for 'Dashboard', 'My Applications', and 'Teresa Carroll'. Below the header is a progress bar with steps: Notice, Profile, Consignee, End User, Movement of Goods, Goods to be Exported, End Use, Additional Documents, and Submit. The 'Submit' step is currently active. The main content area is titled 'Submit Application' and contains a confirmation statement: 'I confirm that the information I have provided is correct to the best of my knowledge.' Below this is a radio button selection for 'No' (selected) and 'Yes'. A second confirmation statement follows: 'I apply for an export licence in respect of the items described above and I declare that the particulars furnished by me are correct. I confirm that an application for the items described above has not been submitted to the licensing authority of another EU Member State.' This is followed by a 'Declare' section with another radio button selection for 'No' (selected) and 'Yes'. An 'Application Date' field is set to '19/08/2024'. At the bottom of the form are 'Previous' and 'Exit' buttons. A footer at the very bottom contains copyright information: 'Copyright © 2024. All rights reserved. Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.'

Screenshot 57 Military Submit Application

3.4 Global Transfer Application

Global transfer authorisations facilitate the transfer of defence-related products between companies in EU member states.

Select Global Transfer from the left-hand menu of the dashboard. A popup will outline that an:

- ICP (Internal Compliance Procedure)
- Technical spec of goods
- IIC (international import certificate)

will need to be uploaded as part of the application. Press “OK” on the pop-up to dismiss it. The first screen details that the applicant must ensure all information provided is correct and that no changes can be made by the members of the Export Authorisation Team in the Department. Once the “Yes” response is selected, the “Next” button will appear and you will be able to progress to the next step.

EAS Export Authorisation System

Notice Profile Consignee Movement of Goods Goods to be Exported End Use Additional Documents Submit

Global Transfer Authorisation Application

Please Note:
Before submitting your authorisation application, please check all information you have provided is correct.
Once submitted no changes can be made by the Export Authorisation Team.
Where the Export Authorisation Team determine additional information is required in order to complete your application you will be contacted by email to provide the required information.
Processing of your application will only commence once all necessary information is received.
All references to goods throughout the application refer to both items and technology. Technology is defined as information necessary for the development, production or use of the goods.
If you are not familiar with the Export Authorisation System, please consult the user guide before completing your application.

I Understand *
 No Yes

Next Exit

Screenshot 58 Global Transfer Application

The next screen will provide a copy of the exporter profile details for review. The details cannot be edited here. If changes are needed to the exporter profile, please see [Section 2.9](#). Once reviewed select “Next” to proceed with application.

If your application requires a consignee, you may choose to select a previous consignee you have used, or to create a new consignee and fill in the input fields

as directed. If no consignee is required, you can select next without selecting any consignee details to proceed.

EAS Export Authorisation System

Notice ✓ Profile ✓ **Consignee** Movement of Goods Goods to be Exported End Use Additional Documents Submit

Consignee Details

Fields marked * are mandatory

Use Details of Previous Consignee
 No Yes

[Create New Consignee](#)

| Name ↑ | Post Code | Address Line 1 | Address Line 2 | Address Line 3 | Country |
|----------------------------------|-----------|----------------|----------------|----------------|---------|
| There are no records to display. | | | | | |

[Previous](#) [Next](#) [Exit](#)

Screenshot 59 Global Transfer Consignees

Consignee

Consignee Post Code

Consignee Address Line 1 *

Consignee Address Line 2 *

Consignee Address Line 3

Consignee Country *

Consignee Phone Number Dialling Code *

Consignee Phone Number *

Provide a telephone number

Consignee Website Address

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Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

Screenshot 60 Global Transfer Add Consignee

The next step is to provide details on the movement of the goods for which you are seeking the authorisation.

The next step is to provide detailed information on the goods you are seeking to export under this authorisation.

Each distinct item you are seeking to have covered by the authorisation can be added by clicking “Add Goods to be Exported”

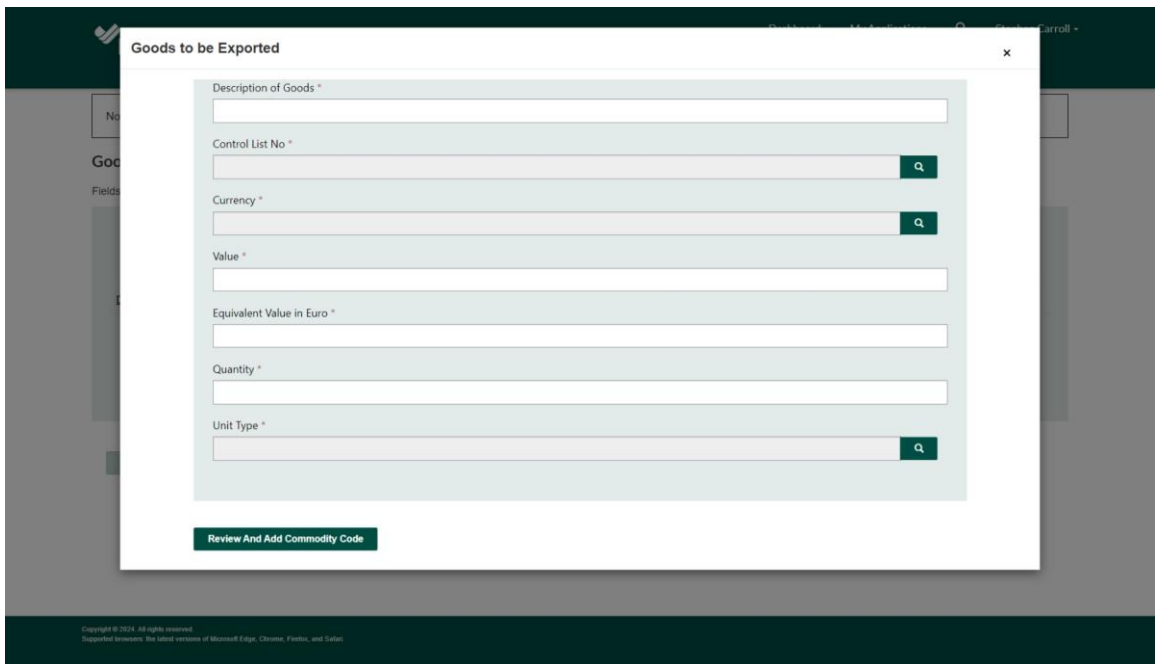
The screenshot shows the EAS Export Authorisation System interface. At the top, there is a dark green header with the EAS logo and the text 'Export Authorisation System'. Below the header is a navigation bar with several tabs: 'Notice' (checked), 'Profile' (checked), 'Consignee' (checked), 'Movement of Goods' (checked), 'Goods to be Exported' (selected), 'End Use', 'Additional Documents', and 'Submit'. The main content area is titled 'Goods to be Exported' and includes a note: 'Fields marked * are mandatory'. Below this is a table with the following columns: 'Description of Goods' (with an upward arrow), 'Control List No', 'Unit Type', 'Quantity', 'Currency', and 'Equivalent Value in Euro'. A button labeled 'Add Goods to be Exported' is located in the top right corner of the table area. The table currently contains the text 'There are no records to display.' At the bottom of the interface, there are three buttons: 'Previous', 'Next', and 'Exit'.

Screenshot 61 Global Transfer Goods to be Exported

For each distinct item you will need to provide details on :

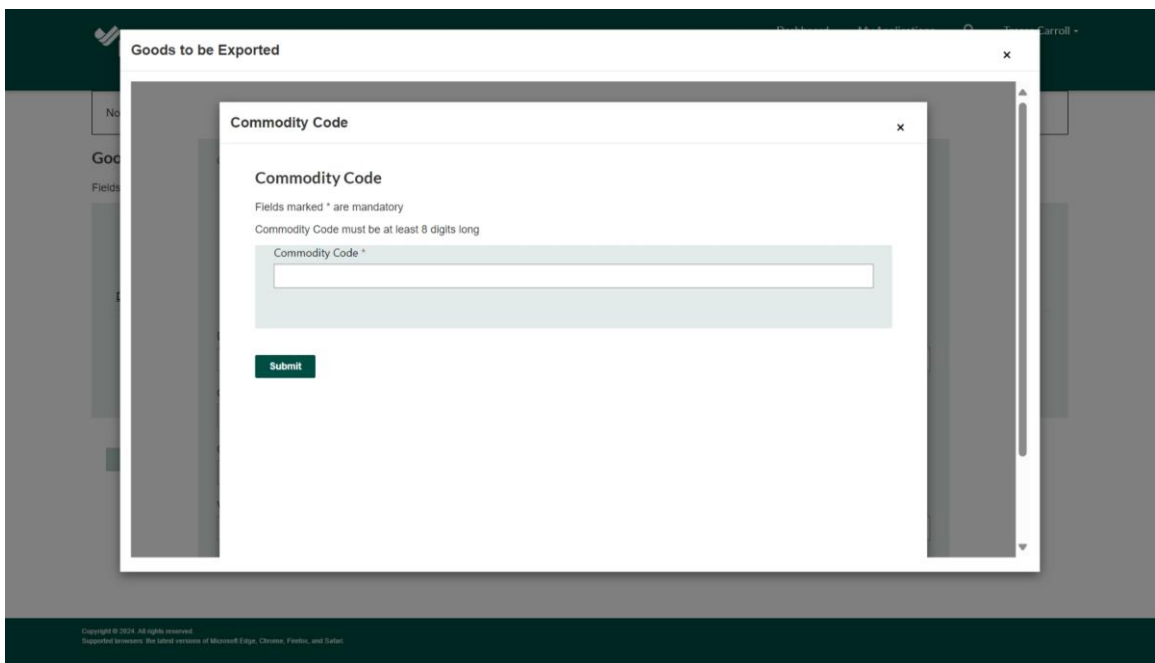
- Description of goods
- Control List number – selected from a predefined list that is searchable
- Currency used – selected from a predefined list
- Value in currency
- Equivalent value in euro
- Quantity
- Type of quantity- selected from a predefined list

Once entered, select “Review and add commodity code”



Screenshot 62 Global Transfer Detail of Goods to be exported

Enter the commodity code in the text box and hit submit. If required, you can add additional commodity codes to the one goods entry.



Screenshot 63 Global Transfer Commodity Codes

If required, you can add additional goods details and add commodity codes in the same way as above. Otherwise, click next to proceed.

Once all goods have been detailed you will then need to provide information on the end use of these goods. You will need to enter details on the following:

- Description of the end use of the export
- The Full description of the End use
- Contract date if applicable
- Customs Export Procedure code
- Confirm your answers for the intentions of the export.

Notice ✓ Profile ✓ Consignee ✓ Movement of Goods ✓ Goods to be Exported ✓ End Use Additional Documents Submit

End Use Details

Fields marked * are mandatory

End Use (as to appear on License) *

End Use (Full description to include details of purpose and intended use (not technical description), additional material can be uploaded below) *

Contract Date

Customs exp. Proc Code *

Have you previously received a license

No Yes

Additional Information

1. I confirm that the items in question are not intended, in their entirety or in part, for use in connection with the development, production, handling and operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or the development, production, maintenance or storage of missiles capable of delivering such weapons.*

No Yes

2. I confirm that the items in question are not intended, in their entirety or in part, for a military end-use if the purchasing country or country of destination is subjected to an arms embargo decided by a common position or joint action adopted by the Council or a decision of OSCE or an arms embargo imposed by a binding resolution of the Security Council of the United Nations.*

No Yes

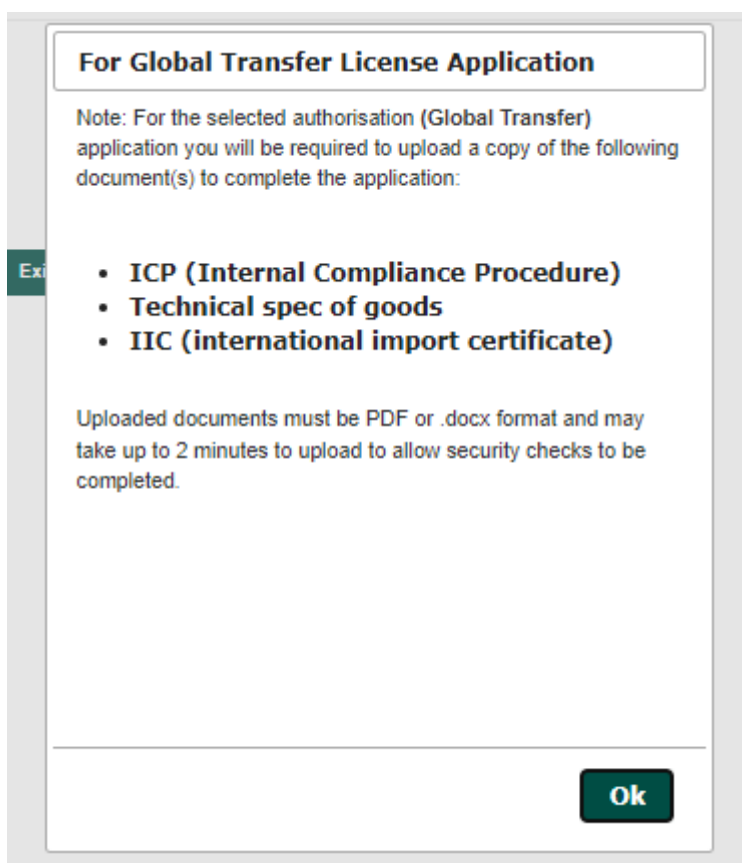
3. I confirm that the items in question are not intended, in their entirety or in part, for use as parts or components of military items listed in the national military list that have been exported from the territory of that Member State without authorisation or in violation of an authorisation prescribed by national legislation of that Member State.*

No Yes

PreviousNextSaveExit

Screenshot 64 Global Transfer End Use Details

The final step of the application process is to provide any additional documents, including required documents, with your application. A message will be display the required documents for this application type, in this case an ICP (Internal Compliance Procedure), a Technical spec of goods, and an IIC (international import certificate).



Screenshot 65 Global Transfer Required Documents

Click the “Add files” button and select the related documents required for your application. All files uploaded to the portal are virus and malware scanned, this may take up to two minutes. If there are any potential issues detected, you will be prompted to contact the export control team.

The final screen asks for confirmation that all information provided is correct and that no application for the items described in the application has been submitted to the licensing authority of another EU Member State.

Submit Application

I confirm that the information I have provided is correct to the best of my knowledge.

No Yes

I apply for an export licence in respect of the items described above and I declare that the particulars furnished by me are correct. I confirm that an application for the items described above has not been submitted to the licensing authority of another EU Member State.

Declare *
 No Yes

Application Date *
20/08/2024

[Previous](#)

[Exit](#)

3.5 UGEA Application

The Dual-Use Regulation (Annex II) defines a number of EU General Export Authorisations (EUGEA) which allow certain low-risk exports to proceed without requiring exporters to apply for an export authorisation. There are significant restrictions on the use of each EUGEA and exporters should consult the relevant section of the regulation.

Notice Section

[Notice](#) [Profile](#) [UGEA Form](#) [Submit](#)

UGEA Authorisation Application

Please Note:
 Before submitting your authorisation application, please check all information you have provided is correct. Once submitted no changes can be made by the Export Authorisation Team.
 Where the Export Authorisation Team determine a correction or additional information is required in order to complete your application you will be contacted to make the necessary changes via the system on your reopened application.
 Processing of your application will only commence once all necessary information is received.
 All references to goods throughout the application refer to both items and technology. Technology is defined as information necessary for the development, production or use of the goods.
 If you are not familiar with the Export Authorisation System, please consult the help notes and supporting documentation for each section before completing your application.

I Understand *
 No Yes

[Exit](#)

Profile Section

UGEA Form Section

[Notice](#) ✓ [Profile](#) ✓ [UGEA Form](#) [Submit](#)

UGEA Form

Please submit UGEA Form (PDF) here to complete the Application

TEXT WILL BE UPDATED: Before submitting your licence application to Export Authorisation System, please check that all the information you have provided is correct. To ensure the integrity of the system, we are unable to edit the data you have entered. If we request a change or additional information, we will reopen the application for you to make the necessary changes. We will only begin to process your application once we have received all the necessary information.

[Add files](#)

There are no folders or files to display.

[Previous](#) [Next](#) [Exit](#)

Submit section

EAS Export Authorisation System

Dashboard My Applications Treasa Carroll

Notice ✓ Profile ✓ UGEA Form ✓ Submit

Submit Application

I confirm that the information I have provided is correct to the best of my knowledge.

No Yes

Previous Exit

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Supported browsers: the latest versions of Microsoft Edge, Chrome, Firefox, and Safari.

4. Managing your application

In the dashboard you will see your application listed under “Most Recent Applications”. You will be able to open a read only copy of your application. In this view you have the option of withdrawing your application. You also will be able to upload any documents requested by the Export Control team via the “Additional Documents” screen of this read only application.

Apply for Export Authorisation

- Individual Dual Use
- Technical Assistance Dual Use
- Anti-Torture
- Global Dual Use
- Global Transfer
- Military Goods
- Brokering Dual Use
- Brokering Military
- Firearm
- UGEA (Union General Export Authorisation)
- General Transfer

Exporter Profile

AnneTestExporter

Switch Profile

Most Recent Applications

| | | |
|------------|--------------------|-----------------------------------|
| 20/08/2024 | Receipt No: 001010 | Go To Application |
| 15/08/2024 | Receipt No: 001008 | Go To Application |

View All Exporter Applications

Screenshot 66 Dashboard showing submitted applications

4.1 Reviewing Application Status

Another view available to AOs (including an RO who is also an AO) is via “My Applications” at the top of the portal screen. This will give you a full list of all applications you have made and the status of the application

The screenshot shows the EAS (Export Authorisation System) dashboard. The top navigation bar includes 'Dashboard', 'Profile', 'Authorised Officers', 'My Applications', and 'RO'. A search bar is present on the right. Below the navigation, there is a 'License Type' dropdown menu and a 'Filter' button. The main content area displays a table of applications.

| Last Updated | Licence No. | Licence Type | Ref/Draft No. | Status | Application Date | Destination | Exporter |
|---------------------|--------------|---------------------|---------------|-----------|------------------|--------------------------------|--------------|
| 21/08/2024 2:58 PM | | Individual Dual Use | 001018 | Submitted | 21/08/2024 | NORTHERN IRELAND | TestExporter |
| 21/08/2024 2:52 PM | | Individual Dual Use | 001017 | Submitted | 21/08/2024 | UNITED STATES | TestExporter |
| 21/08/2024 2:26 PM | | Individual Dual Use | 001016 | Submitted | 21/08/2024 | ALAND ISLANDS | TestExporter |
| 20/08/2024 5:30 PM | | Global Transfer | 001015 | Submitted | 20/08/2024 | Please View in the application | TestExporter |
| 21/08/2024 12:00 PM | | Military Goods | 001014 | Submitted | 20/08/2024 | BRAZIL | TestExporter |
| 21/08/2024 9:58 AM | | Individual Dual Use | 001012 | Denied | 20/08/2024 | BRAZIL | TestExporter |
| 20/08/2024 1:57 PM | | Global Dual Use | 001011 | Draft | | Please View in the application | TestExporter |
| 21/08/2024 9:59 AM | IE 2436030 | Individual Dual Use | 001010 | Issued | 20/08/2024 | ANDORRA | TestExporter |
| 16/08/2024 1:25 PM | IE 242436029 | Individual Dual Use | 001008 | Issued | 15/08/2024 | COLOMBIA | TestExporter |

Screenshot 67 Viewing Applications

4.2 Draft Applications

Having started an application for authorisation, you discover you do not have the full information available to complete the application you can save and exit the application. The draft will be available for you to recommence when all information is available to you.

4.3 Withdrawing an application

Having submitted an application, and before a decision has been made on it, you can withdraw your application by opening the relevant application from your dashboard and clicking withdraw at the bottom of the screen.

5. Processing of Applications

Having submitted an application for authorisation, your application will be assessed by members of the Department's Export Control team under the provisions of the [Control of Exports Act 2023](#).

All export authorisation applications are assessed on a case-by-case basis in accordance with the criteria set out in EU and national legislation.

The department is obliged to consult with other EU member states if the products being exported are located in another EU Member State or if the products will transit through another EU Member State before reaching the ultimate end-user of the products. Consideration must also be given to end-users located in sanctioned countries.

The department may also consult with the Department of Foreign Affairs or other relevant government departments regarding the political and human rights situation in the country of final destination or other relevant matters at the time of the application.

5.1 Requests for further information

Where a member of the Export Control team determines that further information is required with regard to an authorisation application the person who made the application will be contacted by email for further details and instructions on how to provide them.

5.2 Decisions

Where the decision is made to approve an application, you will receive an email notification of this, followed by an email confirming that the authorisation has been issued to you.

There are strict terms and conditions of use attached to each authorisation type and exporters should familiarise themselves with these to ensure full compliance.

The duration of an authorisation cannot be extended. Once issued, authorisations are valid only for the specified period. If an unused authorisation expires, a new application will be required. Exporters are responsible for ensuring they apply for the appropriate authorisation type in ample time.

Where the decision is made to deny an application, you will receive an email notifying you of this followed by further information regarding the reasons for the denial and the process for appealing this decision if you wish to do so.

Appendix 1: Glossary of Terms

| Term | Explanation |
|-------------------------------------|---|
| Agent | Individual/Company whose details are added in Exporter profile. This will be used as point of contact for Exporter company |
| Attachment | Any extra documentation that an external user must submit to further their application – examples include End User Certificates, Trade Compliance Certificates etc. |
| Authorised Officer | Signatory authorised by the Responsible Officer for the licence application process (forms and letters) |
| Commodity Code | 8- or 10-digit customs tariff number based on product description |
| Consignee | The first recipient of the goods being exported |
| Contract Date | Date provided by the Authorised Officer (contractual agreement) |
| Control List No. | Dual-Use Control List No. from Council Regulation (EU) No. 2021/821, as amended. Military Control List No. from Control of Exports Order 2000 (new order to be published before year end). |
| Country of Consignment | First country that exported goods go to or pass through |
| Country of Final Destination | Final country licensed to receive goods |
| Country of Origin | Country in which the goods originated |
| Currency | Dollars/Euro/Sterling |
| Customs exp. Proc | Customs Export Procedure Code (2- or 4-digit code) |
| Description | Concise description of goods to be exported |
| DETE | Department of Enterprise Trade and Employment |

| Term | Explanation |
|---|--|
| Dual-Use | Goods which have both a civil and a military end use |
| EAS Portal | Online access for exporters to manage and submit applications for authorisations. |
| End Use Certificate | Document completed by the end user, in certain instances, that contains conditions required by licensing authority |
| End Use | What the goods will be used for as stated by the end user |
| End User | Final recipient of exported goods |
| Export Licence | Authorisation used for the export of dual-use or military goods |
| Exporter Profile | Specific Details relating to the Exporter Company & their Products |
| Global Dual-Use Licence | License for 1 or more countries of final destination |
| Goods | Dual-Use/Military items and/or technology and/or technical assistance |
| International Import Certificate | A certificate issued by the appropriate authorities in the country of destination, that authorises the importation of the goods detailed on the certificate. |
| License Number | Unique identification number assigned to license by licensing authority |
| Member State | EU Member State |
| Military Use | Use of goods for military purposes. |
| OELAS | Online Export Licensing Application System |
| Password | Password for Authorised Officer/Responsible to access the Export Authorisation System |
| Quantity | Amount of goods to be exported |

| Term | Explanation |
|-------------------------------------|---|
| Reference Number | Number assigned to an exporter profile registered for Export Authorisation System |
| Responsible Officer | Individual within the Exporter Company with responsibility for managing the exporter profile and AO access to the EAS Portal |
| Status | Processing stage of the license i.e. awaiting approval, issued etc. |
| Trade Compliance Certificate | A certificate of agreement signed by a distributor confirming their acceptance of export compliance conditions. These conditions are prescribed by the exporter but incorporate conditions laid down by this Department (national licensing authority). These normally include export compliance requirements of the EU (and US requirements for US subsidiaries) |
| Unit Type | Type of measurement of goods to be exported e.g. Pieces, Units, KG's etc. |
| Username | Username for Authorised Officer/Responsible Officer to access the Trade License |
| VAT Number | Exporting Company's VAT Number |

Appendix 2: List of Screenshots

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