

The Customs Declaration Service (CDS)

Authorising a Customs Broker to use your Deferment Account Number (DAN)

If you have a Duty Deferment Account with HMRC, you will need to authorise your Customs Clearance Agent to use your Deferment Account Number (DAN) on CDS when making your import customs declarations.

Firstly, you will need to complete a new Direct Debit with HMRC. This is because CDS uses a different bank account to CHIEF.

You should be able to set up the HMRC Direct Debit through your CDS Customs Financial Accounts pages, which can be accessed through one of the links shown below.

Secondly, you will need to add your Customs Clearance Agents' EORI numbers to your account authorisations.

Again you should be able to do this through your CDS Customs Financial Accounts pages, which can be accessed through one of the following links:

- [get access to the Customs Declaration Service](#)
- [get your import VAT and duty adjustment statements](#)
- [get your postponed import VAT statement](#)
- [get copies of your duty deferment statements](#)
- [get your import VAT certificates](#)
- [manage your email address](#)

These links also appear on the [Customs Declaration Service: service availability and issues](#) page under Service availability.

Once you have added your Customs Clearance Agents' EORI numbers to your account authorisations, you should advise them that this has been accomplished.

Note for importers who use Special Procedures:

If you are authorised to use **Special Procedures**, your Customs Clearance Agent will also need to be advised of your new authorisation numbers and guarantee reference numbers (note that these are vastly different to the CHIEF reference numbers).

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Screenshots: How to add an EORI to your Account Authorisations

Manage your account authorities

You have not given anyone permission to use any of your accounts yet. You can add authority for someone to use your duty deferment, general guarantee or cash accounts.

Authorities you add here will only be valid for use on the Customs Declaration Service (CDS).

Add an authority

Help and support

If you are having issues, phone 0300 200 3701.

Open 8am to 6pm, Monday to Friday (closed bank holidays).

What is the EORI number of the company or person you want to give authority to?

It starts with GB followed by 12 digits. For example, GB345834921000.

Continue

Help and support

If you are having issues, phone 0300 200 3701.

Open 8am to 6pm, Monday to Friday (closed bank holidays).

Which account do you want to add authority to?

Select all that apply.

Cash: 9999999999

Continue

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Are these details correct?

EORI GB999999999999

The business name this number is registered to has not consented to their name being shared.

If you need more information, contact the business directly.

Yes

No, change EORI

Continue

Help and support

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Open 8am to 6pm, Monday to Friday (closed bank holidays).

Please note that you must have a government gateway account and be registered on CDS to be able to undertake these actions.