

Guidelines
for the submission of electronic applications via KKK-Web
Only in case of foreigner trader and lodging foreigner natural person

Our Clients are kindly informed hereby that after filling out the registration form created by the National Tax and Customs Administration, the form is to be personally or by post submitted to the County Customs Directorate.

Registration at the customs authority: In the framework of conducting electronic procedures as defined by Act CXL of 2004 on the general rules of administrative authority procedures there is an opportunity to submit electronic customs declarations, applications for refunds and other electronic data via the KKK-Web.

Client: The client is a natural or legal person or an association without legal personality whose rights, rightful interests or legal situation are affected by an authority procedure, who has been rendered to undergo an authority control or about whom the registry of the authority keeps data (including their property, rights or assets). In the case of a connection via the KKK2 system between the National Tax and Customs Administration and registered clients, the client is a natural or legal person or an association without legal personality who conducts an electronic exchange of data. Registering the communication rights of the client takes place at the territorially competent County Customs Directorate. In the course of the registration process the client or its representative visits the County Customs and Finance Guard Directorate where the customs authority user – the finance guard – assists them in registering their application for electronic data exchange and the requisite rights allocated to the client are given out. In the registration process the client is given an activating code generated by the system which is required in order to associate the client intending to pursue electronic exchange of data and registered at the County Customs Directorate with the basic user registered in the KKK-Web who in the future will pursue information exchange on behalf of the client.

In view of the fact that NTCA's internal professional systems ECS, ICS, NCTS identify clients on the basis of their EORI the pre-requisite of registering a data exchange application is that the client possesses a valid EORI code.

KKK-user: The KKK-user is an actual or technical user registered through the web system and endowed with the necessary identifications (a user identification and a password generally) who is actually capable to exchange electronic information through the [KKK2](#) system. The basic KKK-user is a user registered in the web interface who gave their personal data (name, e-mail address etc.) but is not yet associated with a particular client. Only a basic user can become a prime KKK-user who is rendered to and identified with a particular client. The prime KKK-user in the KKK2 electronic system is the primary counterpart of the actual client who registered at the County Customs Directorate, who first registers as a basic client and then gives the activation code generated in the process of client registration in the regional control center or NTCA_CFG office. When the activation code is given the basic user becomes a prime KKK2 user and receives all channel authorizations rendered to the client in the course of registration. The prime user may transfer its authorizations to secondary users created by them and may also check messages sent to their own secondary users. Secondary KKK2-user(s) rendered to a client are directly associated with the client and send and receive their messages. Their creation, management of their authorizations and their deletion are all performed by the prime user.

Customs authority registration process: Those foreign clients who only have an EORI identification number (a unique number given to business operators or other persons in the European Communities allocated by a customs authority or other appointed authority or authorities of Member States) are not required to give their tax identification number or tax number. During registration the client must present the following documents to back up the application data:

- ***Document certifying legal representation:*** The client (tax subject) must give an authorization to a natural person who can register on its behalf.
- ***A copy of a personal identification card or passport:*** **Foreign** applicants may also submit forms to the Customs Directorate of the NTCA with the serial number of their identification document recorded – **for that purpose a copy of these documents must be attached.**

Modifying registration at the customs authority:

Modifying authorization data of a client (extension or restriction) is to be applied for by filling a new VPOP_R11 out and the procedure is identical to the one described at customs authority registration process.

Revoking customs authority registration:

There is an opportunity for a prime user to withdraw channel authorizations on behalf of the client either personally or through postal mail by submitting documents certifying legal representation at the territorially competent County Customs and Finance Guard Directorate. The form may not contain a correction or modifications in such cases the customs authority requests the tax subject to submit missing information.

National Tax and Customs Administration