

5 STEPS TO PREPARE FOR CDS

The checklist to get you ready to transition from CHIEF to CDS

As a reminder: the closure of CHIEF imports is scheduled for 30 September 2022. This means that the declaration filing of all imports using CDS into the UK is required by this deadline. Exports will follow on 31 March 2023. To ensure your goods keep moving smoothly, it is important to organise now to be prepared for when CHIEF is fully decommissioned.

1 If your business has not already done so, you will need to **register for a Government Gateway account.**

2 You need to **register for access to CDS**

If you receive a message indicating that your EORI is already registered for CDS, it is likely that someone else from your organisation has already registered for Postponed VAT Accounting (PVA). You will need to identify who within the organisation has registered, and that individual will need to add team members, e.g., the Customs Manager, to the account.

To do so:



1. Sign into the business tax account pages.
2. Select **'Manage Account'** and then **'Give a team member access to a tax, duty or scheme'**
3. On the **'Manage who can access your taxes and schemes'** page, select the **'Taxes and schemes'** tab. In the row for **'Customs Declaration Service'** choose **'Manage team members'**
4. Select the team members you want to give access to the **'Customs Declaration Service'** and **'Save'** your choices.

3 Declaration payments processing will change with CDS. Therefore, you need to **review the payment methods you use.**

You will be affected if you use any of the payment methods below:

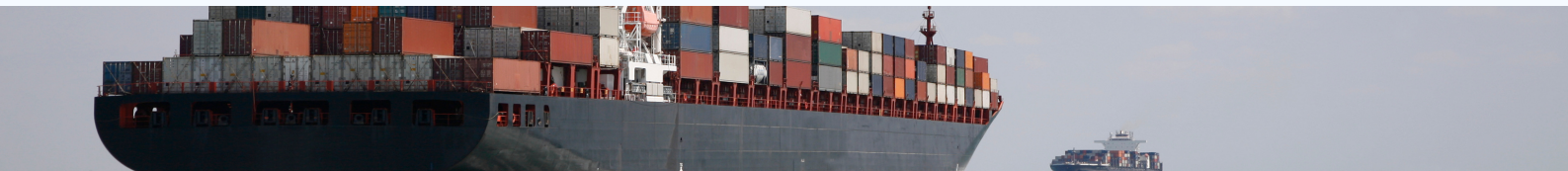
- Cash accounts
- Duty deferment accounts
- Immediate payments
- Guarantee accounts
- Individual guarantees

Further explanation can be found within the [CDS Finance Factsheet](#) provided as part of the HMRC Declaration Service Toolkit. Note that, where a deferment account is used, you will need to set up a [New Direct Debit Instruction](#).

4 You may want to [review the Trade Tariff Tool](#), which has been re-designed for use with CDS, providing access to both the UK Integrated Tariff and the Northern Ireland Tariff.

There are some changes to the Document Codes you can use within CDS. For example, the LIC99 waiver code used within CHIEF is no longer valid in CDS. As a temporary facilitation, HMRC has introduced an equivalent document waiver code '999L' that may be entered in Data Element (DE) 2/3 to satisfy certain Tariff measures for goods imported or exported from GB (note: it cannot be used for NI). This code is available for use until 30 September 2023.





5 **Register for access to the Trader Dress Rehearsal (TDR)** to familiarise yourself with the new declaration system and processes ahead of your planned migration date.

Trader Dress Rehearsal (TDR) effectively provides the equivalent service of the current CHIEF Training mode, which allows you to submit declarations within a test environment that mirrors the behaviour and validations in the live Production environment. This will allow you to complete User Acceptance Testing using your live authorisations and validate declaration submission to CDS via CAS before moving to Production.

If you use inventory-linked locations, we also need to co-ordinate connectivity and obtain a ‘test’ badge from your CSP provider.

The CDS migration deadline is approaching, so
make sure you are ready for the change.

