

**DETAILED INSTRUCTIONS CONCERNING FILLING OUT
the
12VKT**

Datasheet for foreign operators
for the application for a customs identification number (VPID) used in
customs authority procedures and for the change of data

Filled out by applicant

Heading 1

- enter an "X" in the first blank box if new data are being submitted
- enter an "X" in the second blank box if changes of data are being submitted
- if changes of data are requested your already existing VPID or EORI number is to be entered
- enter the letter "I" into the third box if you do not possess an EORI number and wish to use your VPID number as an EORI number also. Enter the letter "N" if you do not wish to use your VPID number as an EORI number
- enter the letter "I" in the fourth blank box if – on the basis of Paragraph (2) of Article 4 of the Provisions Implementing the Community Customs Code – you consent to the publication of your EORI data (EORI number, name, address) on the Council website. If you do not consent to the publication, enter the letter "N".

Heading 2

Country (ISO) code: Enter the ISO country code of your company seat (e.g. DE; AT etc.)

Community Member State tax number: In case the operator possesses a tax number in a Member State, this box is to be filled out. In case tax numbers in several Member States exist you can continue in the first supplemental sheet. In case a new tax number is being submitted the letter "U" is to be entered into the blank box after the tax number. The letter "T" is to be entered into the same box if you wish to have your already submitted tax number cancelled from the register.

Declare if you possess a Hungarian tax number: In case you do, enter the letter "I" into the blank box. In case you do not, enter the letter "N".

Enter your Hungarian tax number if you possess one

If the Hungarian tax number functions as a Community tax number also, enter the letter "I", if it does not, enter the letter "N".

Heading 3

Full name: the entire name of the company or organization as indicated in the court decree.

Heading 4

Company seat data

Country (ISO) code: Enter the ISO country code of your company seat (e.g. DE; AT etc.)

ZIP code: your (postal) ZIP code

Name of city: name of the city or settlement

Name of public domain: please enter the full name of public domain (e.g. Kossuth, Fő etc.)

Public domain: type of public domain (e.g. street, avenue, road, square)

Street number/lot number

Floor, Door, Post Office Box, E-mail

Heading 5

Bank account data: When giving bank account data you are always required to make a declaration about the type of the account which may be an account in Hungarian Forints or a foreign currency (bank account contracts do contain the type of currency) by placing an “X” in the required box.

Country Code: Enter the ISO country code of the bank (e.g. HU, DE etc.)

Bank account number: Bank account number is a number of 24 characters. In case the bank account number consist of 16 characters, the last 8 characters are to be filled out with eight 0s (zeroes) so that the string adds up to 24 characters. In case of a foreign bank account number it is to be given in a format determined in that given country.

Date of opening account: Date of opening account in the given bank.

Date of closing account: In case a given bank account is terminated following the issue of a VPID number then the date of account closing is to be indicated on the datasheet with reference to bank account number.

Dated and place of submitting: The date and place of submission.

Signatures:

**DETAILED INSTRUCTIONS CONCERNING FILLING OUT
the
12VKM**

Datasheet for foreign natural persons
for the application for or the change of a customs identification number (VPID) used in
customs authority procedures

Filled out by applicant

Heading 1

- enter an "X" in the first blank box if new data are being submitted
- enter an "X" in the second blank box if changes of data are being submitted
- if changes of data are requested your already existing VPID or EORI number is to be entered
- enter the letter "I" into the third box if you do not possess an EORI number and wish to use your VPID number as an EORI number also. Enter the letter "N" if you do not wish to use your VPID number as an EORI number
- enter the letter "I" in the fourth blank box if – on the basis of Paragraph (2) of Article 4 of the Provisions Implementing the Community Customs Code – you consent to the publication of your EORI data (EORI number, name, address) on the Council website. If you do not consent to the publication, enter the letter "N".

Heading 2

Country (ISO) code: Enter the ISO country code of your company seat (e.g. DE; AT etc.)

Heading 3

The applicant must provide the types and number of documents submitted as a means of certification, their date of issue and expiry, as well as the authority of issue.

Heading 4

Family name: the family name of the VPID applicant

First name: the first name of the VPID applicant

Name at birth: the family name of the applicant at birth

First name at birth: the first name of the VPID applicant at birth

Nationality (Nationalities): the nationality of the foreign private individual on the basis of the submitted documentation (e.g. personal identity card, passport). Nationality is also to be indicated by codes (e.g. DE). Dual or multiple citizenship is to be given in the following format, e.g. AT-DE.

Mother's name: the first and family name of the mother of the VPID number applicant.

Place of birth: the place of birth of the VPID applicant.

Date of birth: year, month, day.

Heading 5

Address data

Country (ISO) code: Enter the (ISO) country code of your residence (e.g. DE, AT etc.)

ZIP code: ZIP (postal) code

Name of city: name of the city or settlement

Name of public domain: please enter the full name of public domain (e.g. Kossuth, Fő etc.)

Public domain: type of public domain (e.g. street, avenue, road, square)

Street number/lot number

Floor, Door, Post Office Box, E-mail

Date and place of submitting:

Signatures: The date and place of submission.

GUIDELINES FOR FILLING OUT

the application for the issue or changing of a customs identification number (VPID) and Community customs identification number (EORI number) used exclusively in the framework of customs authority procedures

GENERAL INFORMATION

Dear Client,

By way of the data sheets and fillout instructions uploaded to the website www.nav.gov.hu the National Tax and Customs Administration wishes to provide assistance to you when you apply for customs identification number (VPID) and Community customs identification number [EORI number as defined in Chapter 6 of Title I of Part I of Commission Regulation (EEC) No 2454/93 laying down provisions for the implementation of Council Regulation (EEC) No 2913/92 establishing the Community Customs Code (henceforward: PI of CCC)]. In order for easing the processing procedure, you are kindly requested to fill out the datasheet either with capital letters or in typewriting.

A general rule is that the application for a customs identification number (VPID) or EORI number is to be initiated by filling out

- the T34 datasheet for private individuals having a tax identification sign
- the T101 datasheet for private individuals having tax identification number
- the T101E datasheet for sole proprietors listed in the registry of sole proprietors and having tax identification numbers
- the T201 / T201T and C / T201TSZ datasheets for economic operators having tax numbers

and handing the document in at the local taxation authority competent in the area where the applicant's residence/company seat is located.

In case our client has not used the option of pre-registration in accordance with the above, they may apply **exclusively** for a customs identification number (VPID) or EORI number by filling out

- the 12VBM datasheet if the applicant is a private individual having a tax identification sign.
- the 12VBM datasheet if the applicant is a private individual having a tax identification number
- the 12VBT datasheet if the applicant is a sole proprietor listed in the registry of sole proprietors and having tax identification numbers
- the 12VBT datasheet if the applicant is an economic operator having a tax number

issued by the Hungarian state taxation authority.

The datasheet is to be handed in simultaneously with the customs clearance application at the customs and finance guard directorate (including service points and border branch offices) conducting the clearance.

If you wish to use the generated **VPID** number **also** as an EORI number **both declarations on the datasheet are to be signed.**

Changes in the data of the filled datasheet attached to the fill out guidelines may only be reported by clients having no tax identification sign or tax identification number.

When reporting a change in data please always refer to your VPID/EORI number.

Hungarian private individual:

/Natural person of Hungarian nationality (private individual) or such person who has dual citizenship one of which is Hungarian/

Application can be done by submitting a 12VBM datasheet.

The following attachments are necessary for the application:

Any of the following documents proving identity:

- personal identity card with the “address card” certifying home address or the old-type personal identification pass.
- Hungarian passport.
- Driving license issued after 1 January 2001.

and a tax ID card.

Foreign private individual:

/person based outside the Community or person based in the Community but having no Hungarian citizenship/

Application can be done by submitting a 12VKM datasheet.

The following attachments are necessary for the application:

Any of the following documents proving identity:

- Passport.
- ID card.

Hungarian operators or sole proprietors:

Application can be done by submitting a 12VBT datasheet.

Foreign operators:

Application can be done by submitting a 12VKT datasheet.

Necessary attachments to the application

For Community operators not based in Hungary

- A certificate issued by the competent foreign authority on the Community tax number of the operator based in the Community.
- Document certifying name, business association type and company seat.

Third country clients

- Document certifying name, business association type and company seat.

If the foreign operator does have a Hungarian tax number, all 11 digits of the tax number are to be entered.

Following the entry in the register, the client/applicant receives back one copy of the datasheet with the VPID number on it. The original copy becomes the customs authority's copy together with those document copies and attachments that served the purpose of certifying submitted data. The customs authority does not withhold original or certified documentation, those are given back to the client.