

## SUBSCRIBER – ACCOUNT REGISTRATION FORM

Ref: ACCT-REG

System: **CNP, TEPS, TN PHASE III DECLARATION (FRONT END), WEBBOE, PDMS, TN Phase III-FS, TN Phase III -FM, TN Phase VI, FOTS, MCCI, TRADELINK, WMS, EAR, TRANSHIPMENT**

Please specify system from the above list. \_\_\_\_\_

### 1. SUBSCRIBER DETAILS

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Company BRN: \_\_\_\_\_

Declarant Code\*: \_\_\_\_\_ WMS Code\*: \_\_\_\_\_

*\*Declarant code field to be completed for TN PHASE III DECLARATION (WEBBOE & FRONT END) and WMS Code field to be completed for Warehouse Management System.*

VAT Registered:  YES  NO VAT Registration No: \_\_\_\_\_

Would you like your invoices to be emailed:  YES  NO Billing Email: \_\_\_\_\_

Billing contact person: \_\_\_\_\_

### 2. AUTHORISED SIGNATORIES - CONTACT PERSONS

#### 2.1 MAIN CONTACT PERSON

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Signature: \_\_\_\_\_

#### 2.2 ALTERNATE CONTACT PERSON

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Signature: \_\_\_\_\_

### 3. ADMINISTRATOR AND USERS

#### 3.1 SYSTEM ADMINISTRATOR \* To be completed for CNP, TEPS, TN PHASE III DECLARATION -WEBBOE only.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Signature: \_\_\_\_\_

### 3.2 GENERAL USER (1)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Signature: \_\_\_\_\_

### 3.3 GENERAL USER (2)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Please provide ONLY email address created for you by your employer. We strongly recommend that you do NOT provide email addresses used by a group, or created by yourself for your personal use, such as under Gmail, Yahoo, Hotmail, etc. Using your personal email presents security risks to the company/business information, and personal email accounts may not be covered by your company's security policies.

### 4. I CERTIFY THAT ALL THE ABOVE INFORMATION GIVEN ARE CORRECT AND TRUE

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Official seal

#### Notes:

- Section 2.1 and 4.1 must be completed by the Director, Partner, Owner, or Proprietor only.
- Please submit a copy of VAT/ BRN certificate if applicable.
- The signed form must not be dated more than 14 days.
- Login credentials will be sent to the system administrator and users respectively for CNP, TEPS and WEBBOE and to the main contact person for TN PHASE III DECLARATION (FRONT END).
- The System Administrator is responsible for giving access rights to all users.
- All correspondence will be addressed to authorised signatories only.
- Any future change request must be authorised by the main /alternate signatories only.

I have read and acknowledge the [Privacy Notice](#) and I understand that all personal data shall be collected and processed in accordance with the Data Protection Act 2017