

**Applying for, changing and ending
the EORI number
for Estonian Economic Operators**

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1. Applying for the EORI number

In order to get the EORI number, an electronic application should be filed at e-MTA. The form of the application is pre-populated.



An E-resident from the European Union, who has been issued a personal identification number, should apply for an EORI number from his home country.



One single person can only have one (valid) EORI number, and this unique number should be used in all customs related activities on the territory of the European Union and in other operations related to customs.

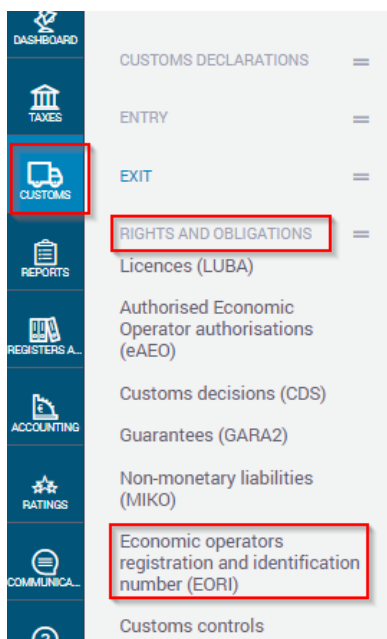
Application forms submitted electronically are pre-populated. If you need to make changes in the pre-populated data, you should make changes in them before applying for the EORI number.

In order to change the pre-populated data, the date in the source register (Commercial Register, Population Register) should be changed first.

Contact details are general contact details submitted to the Estonian Tax and Customs Board by a person via the e-MTA.

In order to change contact details, enter e-MTA and choose "Settings" > "Contact details". Whenever required, you can send an e-mail via the e-MTA communication module. In order to do that, enter e-MTA and choose from the menu "Communication" > "Correspondence".

In order to apply for the EORI number, enter e-MTA and choose from the menu "Customs" > "Rights and obligations" > "Economic operators registration and identification number (EORI)".



The page with EORI opens up. In order to apply for the EORI number, press the “New application” button.

EORI

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is mandatory for foreign trade enterprises for import, transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs proceedings.

[Uus taotlus](#)

Current status

Teil ei ole kehtivat EORI numbrit

The page for entering the data required for applying for the EORI number opens up. Personal and contact details are pre-populated. The fields in grey are locked and cannot be changed.

Answer the question whether or not you agree to the disclosure of your data in the event of searching for your EORI number via the homepage of the European Commission. In order to do that, choose "Yes, I agree" or "No, I do not agree" from the pull-down menu next to the relevant field. Also indicate the name of a contact person.

Person information

Name

Registry code

VAT number

Date of establishment

Code of principal economic activity

Address

Country

Do you agree to disclose your data?

Contact information

Address

Country

Phone number

Fax number

Email address

Name of contact person

1.1. A person has not been issued VAT numbers in other countries of the European Union

If a person has not been issued VAT numbers in other countries of the European Union, press "Submit".

After you press "Save", data will be saved, so that you could continue filling out the application form later. The application will be saved with the status "Not submitted". If you select "Back", the submission of the application will be interrupted.

After you press the "Submit" button, the notification about the submission of the EORI data together with the application is displayed.



The screenshot shows a user interface with two main sections: "Current status" and "Applications".

- Current status:** A message states "You do not have an active registered EORI number."
- Applications:** A table with three columns: "Submission date", "Registration date", and "Status".

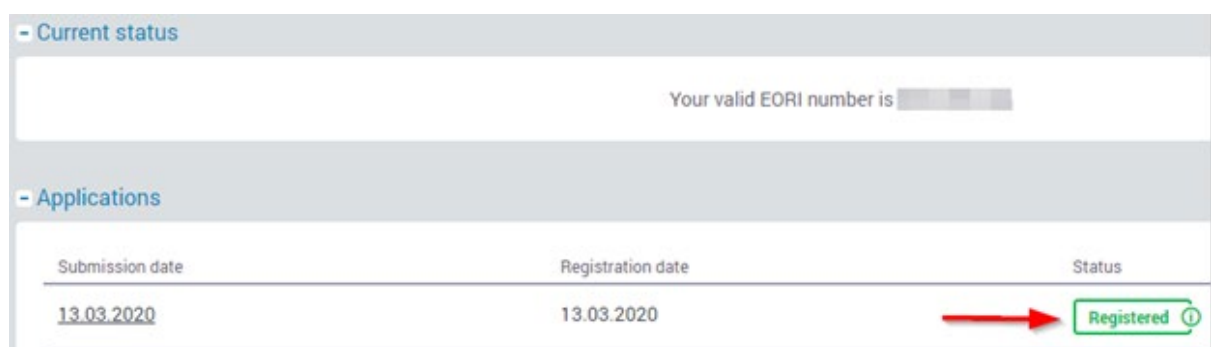
Submission date	Registration date	Status
13.03.2020		Not registered ⓘ

A red arrow points from the "Not registered" status to the right.



The "Not registered" status means that the application has been submitted, but it has not been registered in the central register of the European Commission yet.

After the EORI number is registered in the central register, it is displayed on the page with EORI data.



The screenshot shows the same user interface as above, but with updated information:

- Current status:** A message states "Your valid EORI number is" followed by a greyed-out box representing the number.
- Applications:** The table now shows the registration date as "13.03.2020" and the status as "Registered ⓘ". A red arrow points from the "Registered" status to the right.



After the EORI number has been assigned, you can start using it in carrying out customs related operations right away.



As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.



The structure of the EORI number issued to Estonian economic operator is as follows:
 EE + code in the Commercial Register;
 EE + personal identification number (sole proprietor and persons other than economic operators).

1.2. A person has been issued VAT numbers in other countries of the European Union

If a person has been issued VAT numbers in other countries of the European Union, press the "Save" button to save data and then press "New number".

⇒ VAT numbers issued in other EU Member States

If you have VAT numbers issued in other EU Member States, please add them to the application.

Buttons: Back, Save, Submit, New number

The page for adding VAT numbers issued in other EU countries opens up.

In order to enter a VAT number, choose the member state that has issued a VAT number from the pull-down menu in the column "Country". Then enter the VAT number issued by the member state that you have selected beforehand in the column "VAT number" in the same line and press "Add".

Country VAT number

Buttons: Add



You can indicate up to 98 different VAT numbers registered in other EU countries.

In order to register a VAT number, press buttons “Change” or “Delete”.

Country	VAT number	Change	Delete
Belgium - BE	BE0099999999		
Finland - FI	FI00999999		

You must confirm the deletion of a VAT number by pressing “Delete” or “Refuse”. In order to go back to the page of submission of the application, press “Back”.

Make sure that the numbers you have entered are correct and then press “Submit”.

BE - BE0099999999
FI - FI00999999

If you have VAT numbers issued in other EU Member States, please add them to the application.

Buttons: Back, Save, Submit

After submission, the page with EORI data is displayed, where you can see the date and status of EORI application.

- Current status

You do not have an active registered EORI number.

- Applications

Submission date	Registration date	Status
13.03.2020		Not registered



The "Not registered" status means that the application has been submitted, but it has not been registered in the central register of the European Commission yet.



As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.

After the EORI number has been registered in the central register, it is displayed on the page with EORI data.

The screenshot shows a web interface with two main sections: 'Current status' and 'Applications'. The 'Current status' section displays 'Your valid EORI number is' followed by a greyed-out input field. The 'Applications' section contains a table with three columns: 'Submission date', 'Registration date', and 'Status'. The first row of the table shows a submission date of '13.03.2020', a registration date of '13.03.2020', and a status of 'Registered' in a green box. A red arrow points to the 'Registered' status.

Submission date	Registration date	Status
13.03.2020	13.03.2020	Registered



After the EORI number has been assigned, you can start using it in carrying out customs related operations right away.



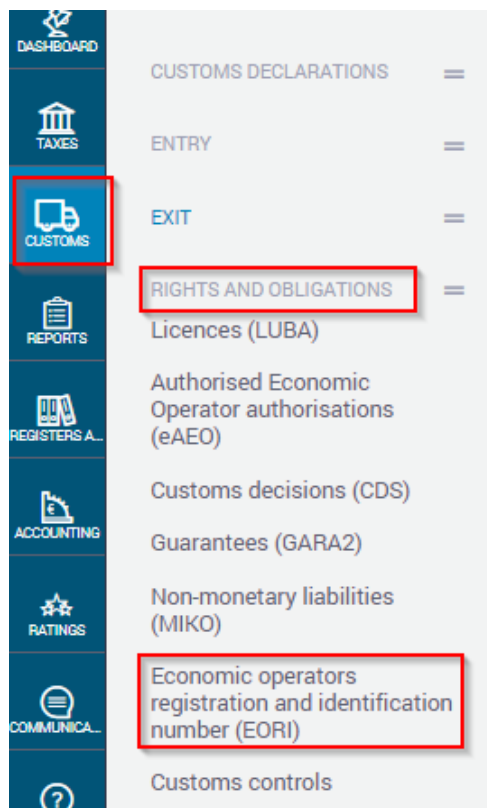
The structure of the EORI number issued to Estonian economic operator is as follows:
EE + code in the Commercial Register;
EE + personal identification number (sole proprietor and persons other than economic operators).

2. Making changes in EORI data

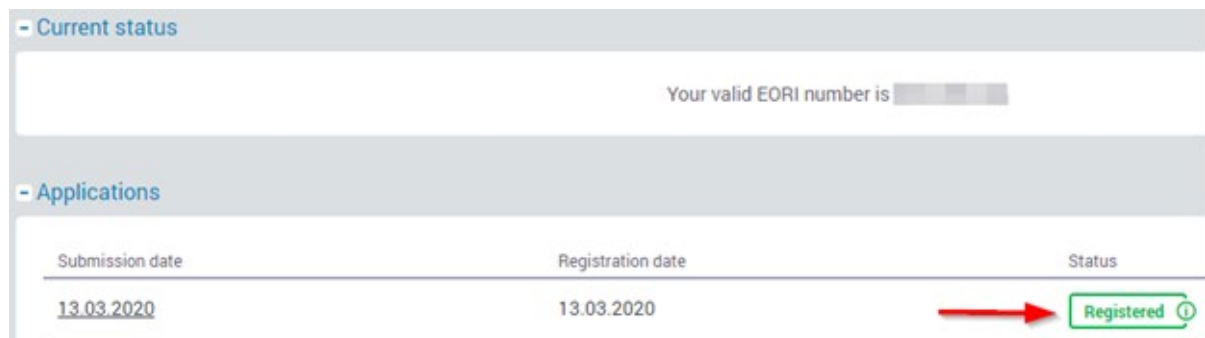
If data or contact data in a source register change (Commercial Register, Population Register), the EORI data do not change by default. A person must change them on his/her own at e-MTA application.

The updates of data in source registers do not reach the Register of Taxable Persons in real-time mode. The delay is for about a week. EORI data cannot be changed before changes made in the source register are displayed in the Register of Taxable Persons. If contact details are changed, a new EORI application can be submitted after the changes in contact details have been saved in the e-MTA application

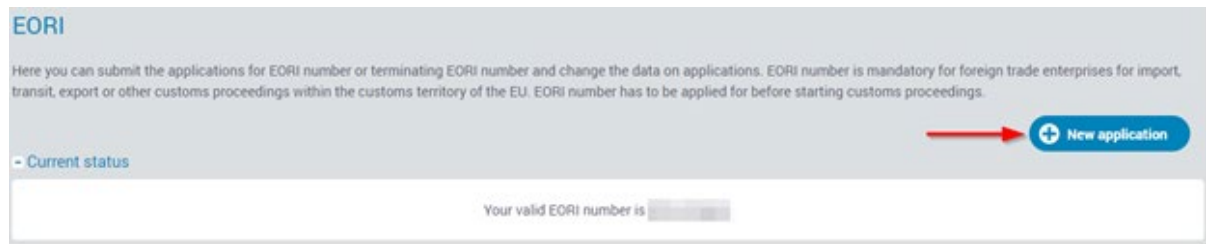
In order to change EORI data, enter e-MTA and choose from the menu "Customs" > "Rights and obligations" > "Economic operators registration and identification number (EORI)".



The page with EORI opens up, where valid EORI data are displayed.



In order to make changes in EORI data, press the “New application” button.



EORI

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is mandatory for foreign trade enterprises for import, transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs proceedings.

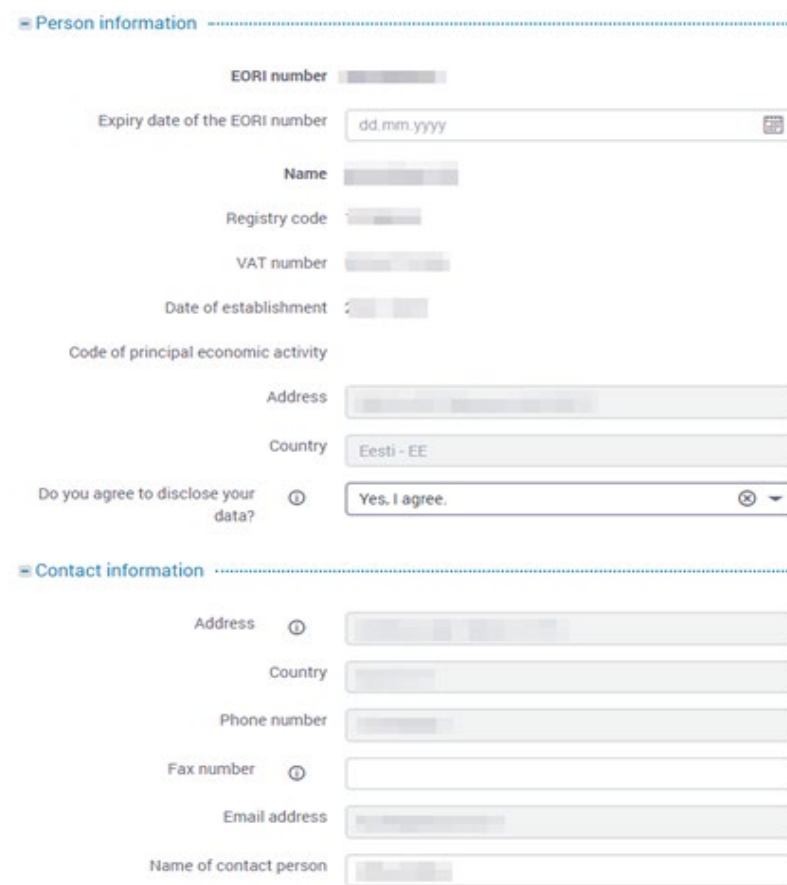
- Current status

Your valid EORI number is

[+ New application](#)

The page with EORI data is displayed, where the data about a person contained in the Register of Taxable Persons are displayed.

The fields in grey are locked and cannot be changed.



Person information

EORI number

Expiry date of the EORI number dd.mm.yyyy

Name

Registry code

VAT number

Date of establishment

Code of principal economic activity

Address

Country Eesti - EE

Do you agree to disclose your data? Yes, I agree.

Contact information

Address

Country

Phone number

Fax number

Email address

Name of contact person

2.1. A person has not been issued VAT numbers in other countries of the European Union

If a person has not been issued VAT numbers in other countries of the European Union (VAT registration number), press "Submit".

After you press "Save", data will be saved, so that you could continue filling out the application form later. The application will be saved with the status "Not submitted". If you select "Back", the submission of the application will be interrupted.

After you have pressed "Submit", the notification concerning the submission of EORI data appears, together with the application.

The screenshot shows a green notification bar at the top with the text "Application submitted successfully." Below this is the "EORI" section header. A message states: "Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is used for transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs proceedings." Under the "Current status" section, it says "Your valid EORI number is EE12788140." The "Applications" section contains a table with the following data:

Submission date	Registration date	Status
<u>14.03.2020</u>		Not registered ⓘ

A red arrow points from the "Not registered" status to the right.



The "Not registered" status means that the application has been submitted, but it has not been registered in the central register of the European Commission yet.

After the EORI number is registered in the central register, it is displayed on the page with EORI data.

The screenshot shows the "Current status" section with the message "Your valid EORI number is [redacted]". The "Applications" section contains a table with the following data:

Submission date	Registration date	Status
<u>14.03.2020</u>	14.03.2020	Registered ⓘ
<u>13.03.2020</u>	13.03.2020	Registered ⓘ

A red arrow points from the "Registered" status of the 14.03.2020 application to the right.



As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.

2.2. A person has been issued VAT numbers in other countries of the European Union

If a person has been issued VAT numbers in other countries of the European Union, press the “Save” button to save data and then press “New number”.

≡ VAT numbers issued in other EU Member States

If you have VAT numbers issued in other EU Member States, please add them to the application.

2 → [New number]

1 → [Save] [Submit]

[Back]

The page for adding VAT numbers issued in other EU countries opens up.

In order to enter a VAT number, choose the member state that has issued a VAT number from the pull-down menu in the column "Country". Then enter the VAT number issued by the member state that you have selected beforehand in the column "VAT number" in the same line and press "Add".

Riik

Käibemaksukohustuslase number

1 → [Leia sobiv...]

2 → [Käibemaksukohustuslase number]

3 → [Lisaa]

Austria - AT
Belgia - BE
Bulgaaria - BG
Hispaania - ES



You can indicate up to 98 different VAT numbers registered in other EU countries.

In order to register VAT numbers, press “Change” or “Delete” buttons.

Adding VAT number issued in other EU member states

Country	VAT number	
[Leia sobiv...]	[]	[Add]
Belgium - BE	BE0099999999	[Change] [Delete]
Finland - FI	FI00999999	[Change] [Delete]

You must confirm the deletion of a VAT number by pressing “Delete” or “Refuse”. In order to go back to the page of submission of the application, press “Back”.

Make sure that you have entered the correct numbers, and then press "Submit".

☰ VAT numbers issued in other EU Member States

BE - BE0099999999
FI - FI00999999

If you have VAT numbers issued in other EU Member States, please add them to the application.

[New number](#)

[Back](#) [Save](#) [Submit](#)

After submission, the page with the EORI data is displayed with the date and status of submission of EORI application.

Application submitted successfully.

EORI

Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is used for transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs

- Current status

Your valid EORI number is EE12788140.

- Applications

Submission date	Registration date	Status
14.03.2020		Not registered ⓘ

After the EORI number is registered in the central register, it is displayed on the page with EORI data.

- Current status

Your valid EORI number is ██████████

- Applications

Submission date	Registration date	Status
14.03.2020	14.03.2020	Registered ⓘ
13.03.2020	13.03.2020	Registered ⓘ

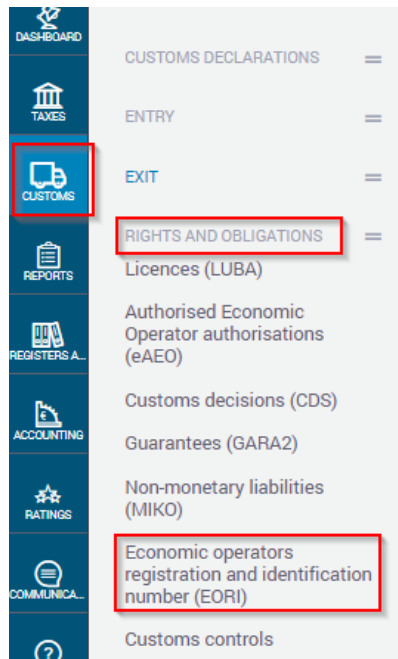


As usual, the data about a person is entered into the EORI central register within 24 hours. Within this time period, you cannot make changes in the data you have submitted.

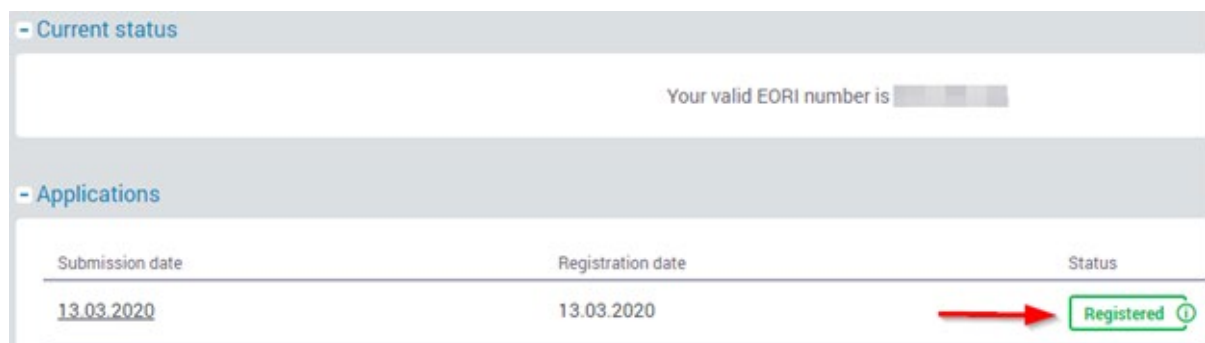
3. Closing the EORI number

If a person wants to close the EORI number (for example, it has been registered by mistake, or the company is terminating its activities), it can be done by submitting a new EORI application, by adding the date of termination of the term of validity of the EORI number.

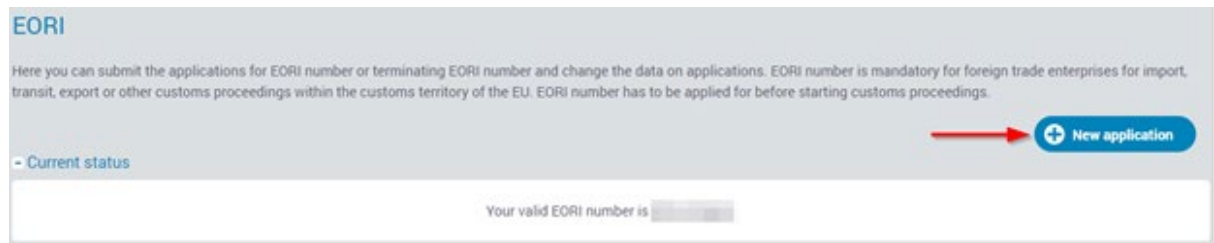
In order to close the EORI number, enter e-MTA and choose from the menu “Customs” > “Rights and obligations” > “Economic operators registration and identification number (EORI)”.



The page with EORI data opens up, where the latest registered EORI data are displayed.



Press the button "New application".



EORI

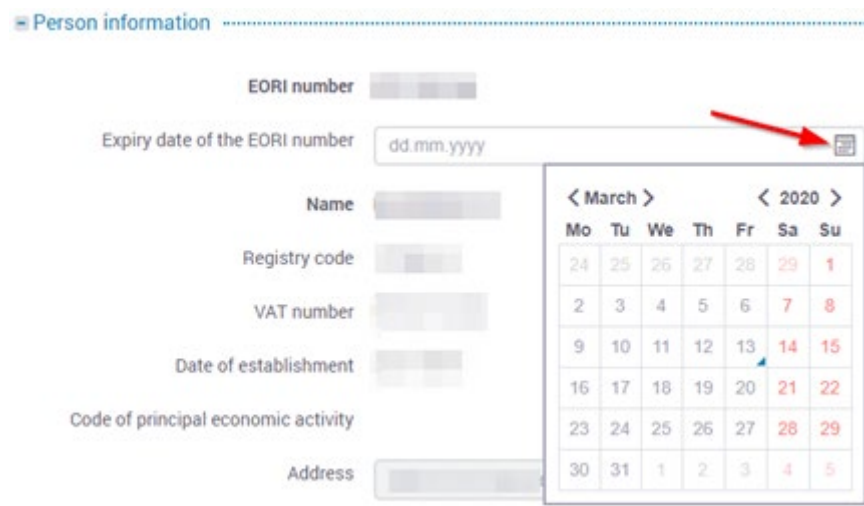
Here you can submit the applications for EORI number or terminating EORI number and change the data on applications. EORI number is mandatory for foreign trade enterprises for import, transit, export or other customs proceedings within the customs territory of the EU. EORI number has to be applied for before starting customs proceedings.

- Current status

Your valid EORI number is


The page with EORI data opens up with pre-populated data about a person contained in the Registry of Taxable Persons.

Enter the date manually or choose the date using the calendar button in the field "Expiry date of the EORI number", from which you wish to end the term of validity of the EORI number. Then press the "Submit" button.



Person information

EORI number

Expiry date of the EORI number 

Name

Registry code

VAT number

Date of establishment

Code of principal economic activity

Address

Calendar: < March > < 2020 >

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



The date of the end of the term of validity of the EORI number cannot be in the past!

After submission, the page with the EORI data is displayed with the date and status of submission of EORI application.

The screenshot shows a green notification bar at the top with the text "Application submitted successfully." Below this, the heading "EORI" is displayed. A paragraph explains that users can submit applications for EORI numbers or terminate existing ones. The "Current status" section shows a valid EORI number: "EE12788140". The "Applications" section contains a table with the following data:

Submission date	Registration date	Status
<u>14.03.2020</u>		Not registered ⓘ

A red arrow points from the "Not registered" status to the right.

After the EORI number closing operation is registered in the central register, it is displayed on the page with EORI data.

The screenshot shows the "Current status" section with a valid EORI number and an expiry date: "Expiry date of the EORI number is 15.03.2020." Below, the "Applications" section shows the following table:

Submission date	Registration date	Status
<u>14.03.2020</u>	14.03.2020	Registered ⓘ

A red arrow points from the "Registered" status to the right.



After you confirm data, the term of validity of the EORI number will end on the day following the date that has been entered.



Starting from the date of termination of the term of validity of the EORI number, it is no longer possible to use the relevant EORI number.