

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	

<b>OWNER:</b> DG TAXUD	<b>ISSUE DATE:</b> 18/11/2021	<b>VERSION:</b> 4.01
<b>European Commission</b> <b>Taxation and Customs Union DG</b>		
<b>SUBJECT:</b> <b>Excise High Level and Business Requirements BPM Report for -</b> <b>Registration and Authorisation Data Management</b> SC11-RfA#667		
<b>FRAMEWORK CONTRACT:</b> TAXUD/2013/CC/121		
<b>STATUS: MSI</b>		

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INTRODUCTION	

# 1. INTRODUCTION

## 1.1. Document Purpose

This document presents the high level and business requirement BPMs for Registration and Authorisation Data Management. Annexes to this report contain the model graphics and business requirements that support the readability of this report.

## 1.2. Deviation From TEMPO

The following TEMPO sections are not part of this document:

- Sign Off list;
- Distribution List;
- Scope;
- Applicable Documents;
- List of Tables;
- List of Figures.

The following TEMPO sections are added to this document:

- Project Ownership;
- Intended Audience.

## 1.3. Assumption and Constraints

The reader should have a basic knowledge of the levelling guidelines [R01].

## 1.4. Project Ownership

The unit DG TAXUD/C2 is the project owner of this Excise High Level and Business Requirements BPM Report.

## 1.5. Intended Audience

1. The purpose of this document is to establish a common understanding between readers that are familiar with the applicable documents and may belong to the following categories:

- Any person responsible for the Excise - EMCS business / system processes, requirements, functional specifications or conformance testing;
- Any person responsible for the Export - AES business / system processes, requirements, functional specifications or conformance testing;
- Any person of the development team of DG TAXUD/C5 who will use this document as a reference during the development cycle;
- Any person from the DG TAXUD units who has to verify whether the current document is consistent with the applicable documents and depicts the solution to be followed;
- Any Member State (MS) or Trade representatives who have to identify the actions, implications and consequences on their national domain, including both business people and people having an IT background.

## 1.6. Structure of Document

This document is organised as follows:

- Introduction;

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INTRODUCTION	

- References, containing a list of acronyms and abbreviations and the documents referenced in this report;
- Document History, listing the different versions and submission dates of this report;
- High Level Business Overview, providing an overview of the business domain and the actors, and mentioning the legal units responsible for the business domain covered in this report
- Process Models, visualising in separate sections information from the high level and business requirement BPMs relating to the business domain covered in this report.

In a separate report, the following related annex may be found:

- Annex 1: Model Graphics
- Annex 2: Business Requirements, providing a list of all business requirements for the processes covered in this report
- Annex 3: List of Amendments.

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## 2. REFERENCES

### 2.1. Acronyms and abbreviations

ACRONYM	DESCRIPTION
Art	Article
BPM	Business Process Model
CCN	Common Communication Network
COL	Customs Office List
DG TAXUD	Directorate General Taxation and Customs Union
e-AD	Electronic Administrative Document
e-SAD	Electronic Simplified Administrative Document
ELO	Excise Liaison Office
EMCS	Excise Movement and Control System
EOL	Excise Office List
EU	European Union
HL	High Level
ID	Identifier
IT	Information Technology
MS	Member State(s)
MSA	Member State Administration
N/A	Not Applicable
RADM	Registration and Authorisation Data Management
Reg	Regulation
TEMPO	TAXUD Electronic Management of Projects On-Line
UR	User Requirement

Table 2.1: Acronyms and abbreviations

### 2.2. Reference Documents

The following documents are of interest to this document and its annexes:

REF.	TITLE	ORIGINATOR	VERSION	DATE
R01	EU CUSTOMS BPM METHODOLOGY DOCUMENT-v4.00	DG TAXUD	4.00	10/11/2015
R02	Workshop MoM on ARIS Planning, L1 and L2 scope and expectations	DG TAXUD	1.00	15/04/2014

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R03	Baseline Legislation: (1) the Directive 2020/262, (2) the Commission Regulation 684/2009 and its updates, and (3) the Council Regulation 389/2012 and its Implementing Regulations.	DG TAXUD	N/A	N/A
R04	CED N° 824 rev1 - Strategic and Tactical Plan	DG TAXUD	rev1	01/04/2014
R05	FITSDEV3-Workshop BPMs L1-L2-MOM	FITSDEV3	0.01	28/07/2014
R06	FITSDEV3-Workshop BPMs L2-L3-MOM	N/A	0.01	N/A

Table

2.2:

Reference

Documents

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### 3. DOCUMENT HISTORY

ED.	REV.	DATE	DESCRIPTION	ACTION *	PAGES
0	01	01/07/2015	<p>Producing the L3 BPM models L3-RADM-AS-IS-01-01, L3-RADM-AS-IS-01-02, L3-RADM-AS-IS-01-03, L3-RADM-AS-IS-01-04, L3-RADM-AS-IS-01-05, L3-RADM-AS-IS-01-06, L3-RADM-AS-IS-01-07, L3-RADM-AS-IS-01-08</p> <p>in accordance with RFA 357- L3 AS-IS Registration and Authorisation Data management_Phase #A (L3 AS-IS BPMs)</p> <p>Submitted for review to DG Taxation and Customs Union.</p>	I,U	All
1	00	01/07/2015	<p>Producing the L3 BPM models L3-RADM-AS-IS-01-01, L3-RADM-AS-IS-01-02, L3-RADM-AS-IS-01-03, L3-RADM-AS-IS-01-04, L3-RADM-AS-IS-01-05, L3-RADM-AS-IS-01-06, L3-RADM-AS-IS-01-07, L3-RADM-AS-IS-01-08</p> <p>in accordance with RFA 357- L3 AS-IS Registration and Authorisation Data management_Phase #A (L3 AS-IS BPMs)</p> <p>Submitted for acceptance to DG Taxation and Customs Union.</p>	I,U	All
1	01	28/04/2016	<p>Producing the following L3 FADs: Carry out corrective actions Collect active records of Central Register Extract the modifications applied to the Central Register Extract the Statistical information</p>	I,U	All

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			<p>from Central Register</p> <p>Forward notification of modification of the national register to the Commission</p> <p>Incorporate modifications received from the Central Register into the national register</p> <p>Inform Economic Operator how to make a Request for Correction, providing the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State</p> <p>Inform the Economic Operator that in the request made there is no correspondence between the unique excise number submitted and the extract of the Central Register the Economic Operator</p> <p>Make a Request claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect</p> <p>Notify the Central ELO or liaison department of the reason code for the refusal</p> <p>Notify the Central ELO or liaison department of the registered modifications</p> <p>Prepare a monthly report for the Member States</p> <p>Prepare confirmation of the validity of Excise Numbers held in Central Register, for movements under duty suspension arrangements</p> <p>Provide the Central ELO or liaison with the extract of the modifications applied to the Central Register</p> <p>Publish to Member States</p> <p>Register the modification in the Central Register</p> <p>Remove all details that do not correspond to the legally defined information based on each economic operator type or premises thereof, from any remaining record</p> <p>Remove any record retrieved from the Central Register that is not available for public consultation</p>		
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			<p>Reply to the MSA that made the request by using the SEED Statistics</p> <p>Request an extract of the modifications applied to the Central Register, via Common Request</p> <p>Request the Commission for extracted details of a record by submitting unique Excise Number, checking its validity for movements of excise goods under duty suspension arrangements</p> <p>Request the Commission to prepare a Specific Statistical Report on the Central Register in accordance with Common request, message set out in Table 1 of Annex I</p> <p>Return the extracted details, containing information, considering the Economic Operator type</p> <p>Specify the reason code for the refusal</p> <p>Take Follow-up actions</p> <p>Validate that the unique Excise Number in the Economic Operator's request, corresponds to an Excise Number present in Extract of the Central Register</p> <p>Verify the structure and the content of the Operations on the register of economic operators against Table 2 of Annex I</p> <p>and also the following L3 MADs:</p> <p>ActionType</p> <p>AddressType</p> <p>AttriburesforSEEDStatisticType</p> <p>AttributesTypeforCommonRequestType</p> <p>AttributesTypeforOperationsOntheRegisterofEconomicOperatorsType</p> <p>ConsignorTraderType</p> <p>EadListRequestType</p> <p>ExciseProductActivityAllMemberStatesType</p>		
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			<p>ExciseProductActivityType</p> <p>ExciseProductCategoryActivityAllMemberStatesType</p> <p>ExciseProductCategoryActivityType</p> <p>ExciseProductsCategoryType</p> <p>ExciseProductType</p> <p>ListOfCodesType</p> <p>ListOfMemberStatesType</p> <p>NameAndAddressType</p> <p>OperatorRoleType</p> <p>OperatorTypeAllMemberStatesType</p> <p>OperatorTypeType</p> <p>RaPrimaryCriterionType</p> <p>RaPrimaryValueType</p> <p>ReferenceRequestType</p> <p>Registration and Authorisation Data</p> <p>RejectionType</p> <p>StatisticsAllMemberStatesType</p> <p>StatisticsPeriodType</p> <p>StatisticsPerMemberStateType</p> <p>StatisticsRequestType</p> <p>TaxWarehouseType</p> <p>TemporaryAuthorisationDetailsType</p> <p>TemporaryAuthorisationType</p> <p>TraderAuthorisationType</p> <p>UsingTaxWarehouseType</p> <p>in accordance with RFA 357- L3 AS-IS Registration and Authorisation Data management_Phase #A (L3 AS-IS BPMs)</p> <p>Submitted for Review to DG Taxation and Customs Union.</p>		
1	02	09/06/2016	Producing the following L3 FADs: Carry out corrective actions Collect active records of Central	I,U	All

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			<p>Register</p> <p>Extract the modifications applied to the Central Register</p> <p>Extract the Statistical information from Central Register</p> <p>Forward notification of modification of the national register to the Commission</p> <p>Incorporate modifications received from the Central Register into the national register</p> <p>Inform Economic Operator how to make a Request for Correction, providing the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State</p> <p>Inform the Economic Operator that in the request made there is no correspondence between the unique excise number submitted and the extract of the Central Register the Economic Operator</p> <p>Make a Request claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect</p> <p>Notify the Central ELO or liaison department of the reason code for the refusal</p> <p>Notify the Central ELO or liaison department of the registered modifications</p> <p>Prepare a monthly report for the Member States</p> <p>Prepare confirmation of the validity of Excise Numbers held in Central Register, for movements under duty suspension arrangements</p> <p>Provide the Central ELO or liaison with the extract of the modifications applied to the Central Register</p> <p>Publish to Member States</p> <p>Register the modification in the Central Register</p> <p>Remove all details that do not correspond to the legally defined information based on each economic operator type or premises</p>		
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			<p>thereof, from any remaining record</p> <p>Remove any record retrieved from the Central Register that is not available for public consultation</p> <p>Reply to the MSA that made the request by using the SEED Statistics</p> <p>Request an extract of the modifications applied to the Central Register, via Common Request</p> <p>Request the Commission for extracted details of a record by submitting unique Excise Number, checking its validity for movements of excise goods under duty suspension arrangements</p> <p>Request the Commission to prepare a Specific Statistical Report on the Central Register in accordance with Common request, message set out in Table 1 of Annex I</p> <p>Return the extracted details, containing information, considering the Economic Operator type</p> <p>Specify the reason code for the refusal</p> <p>Take Follow-up actions</p> <p>Validate that the unique Excise Number in the Economic Operator's request, corresponds to an Excise Number present in Extract of the Central Register</p> <p>Verify the structure and the content of the Operations on the register of economic operators against Table 2 of Annex I</p> <p>and also the following L3 MADs:</p> <p>ActionType</p> <p>AddressType</p> <p>AttriburesforSEEDStatistcsType</p> <p>AttributesTypeforCommonRequestType</p> <p>AttributesTypeforOperationsOntheRegisterofEconomicOperatorsType</p> <p>ConsignorTraderType</p>		
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			<p>EadListRequestType</p> <p>ExciseProductActivityAllMemberStatesType</p> <p>ExciseProductActivityType</p> <p>ExciseProductCategoryActivityAllMemberStatesType</p> <p>ExciseProductCategoryActivityType</p> <p>ExciseProductsCategoryType</p> <p>ExciseProductType</p> <p>ListOfCodesType</p> <p>ListOfMemberStatesType</p> <p>NameAndAddressType</p> <p>OperatorRoleType</p> <p>OperatorTypeAllMemberStatesType</p> <p>OperatorTypeType</p> <p>RaPrimaryCriterionType</p> <p>RaPrimaryValueType</p> <p>ReferenceRequestType</p> <p>Registration and Authorisation Data</p> <p>RejectionType</p> <p>StatisticsAllMemberStatesType</p> <p>StatisticsPeriodType</p> <p>StatisticsPerMemberStateType</p> <p>StatisticsRequestType</p> <p>TaxWarehouseType</p> <p>TemporaryAuthorisationDetailsType</p> <p>TemporaryAuthorisationType</p> <p>TraderAuthorisationType</p> <p>UsingTaxWarehouseType</p> <p>in accordance with RFA 357- L3 AS-IS Registration and Authorisation Data management_Phase #A (L3 AS-IS BPMs)</p> <p>Submitted for Acceptance to DG Taxation and Customs Union.</p>		
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DOCUMENT HISTORY					
1	03	03/03/2017	Produced/Updated L2-L3 Models and Artefacts (EMCS P3.3 Evolution & EMCS Baseline Completion) under SC04-RFA#393.  Submitted for review to DG Taxation and Customs Union.	I,U	All
1	04	15/06/2017	Produced/Updated L2-L3 Models and Artefacts (EMCS P3.3 Evolution & EMCS Baseline Completion) under SC04-RFA#393.  Submitted for Acceptance to DG Taxation and Customs Union.	I,U	All
1	05	15/06/2017	Produced/Updated L2-L3 Models and Artefacts (Completion of EMCS 3.3 BPMs) under SC03-RFA#077.  Submitted for Acceptance to DG Taxation and Customs Union.	I,U	All
1	06	04/08/2017	Published for Member States (MSP).	I,U	All
1	07	03/04/2018	Submitted for Review to DG Taxation and Customs Union.	I,U	All
1	08	02/05/2018	Submitted for Acceptance to DG Taxation and Customs Union.	I,U	All
1	09	02/05/2018	Published for Member States (MSI).	I,U	All
1	10	08/10/2018	Implementation of EMCS 3.4 BPMs under SC05-RfA #525.  Submitted for Review to DG Taxation and Customs Union.	I,U	All
1	11	29/10/2018	Implementation of EMCS 3.4 BPMs under SC05-RfA #525.  Submitted for Acceptance to DG Taxation and Customs Union.	I,U	All
1	12	23/11/2018	Published for Member States (MSI).	I,U	All
3	92	11/11/2020	Implementation of EMCS Phase 4 BPMs under SC09-RfA#632.  Submitted for Review to DG Taxation and Customs Union.	I, U	All

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3	93	01/12/2020	Implementation of review comments for EMCS Phase 4 BPMs under SC09-RfA#632.  Submitted for Acceptance to DG Taxation and Customs Union.	I, U	All
3	94	16/12/2020	Implementation of Phase 4 BPMs under SC09-RfA#632. Submitted for Member States' review.	I, U	All
4	00	19/04/2021	Implementation of Phase 4 Member States review comments under SC09-RfA#632. Published for Member States Information (MSI).	I, U	All
4	01	18/11/2021	Implementation of the following RFCs: FESS-274, FESS-276, FESS-277, FESS-278, FESS-279, FESS-280, FESS-281, FESS-282, FESS-283, FESS-284, FESS-285.  Published for Member States Information (MSI).	I, U	All

Table

3.1:

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\*I = Insert, R = Replace, U = Update

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HIGH LEVEL BUSINESS OVERVIEW	

## 4. HIGH LEVEL BUSINESS OVERVIEW

### 4.1. Business Domain Overview

Registration and Authorisation Data Management domain encapsulates all processes that make up the the management of registration and authorisation of the data regarding excise movements under duty suspension arrangements.

### 4.2. Actors

ACTOR	ROLE
Commission	In accordance with Regulation No 612/2013, Paragraph (3), Paragraph (10), Regulation No 389/2012, Art. 19(4), the Commission is the executive body responsible to operate the central register of economic operators (Central Register) as a part of a computerized system in a manner that ensures at all times a correct up-to-date view of the national registered data provided by all Member States. Additionally, is responsible to extract statistical information from the register and deliver it to the Member States on a monthly basis. Finally, the Commission shall establish and maintain a list of the responsible central excise liaison offices or liaison departments on the basis of information provided by the Member States and shall make that list available to Member States.  The Commission is also the executive body responsible to operate the Central Reference Database.
Excise Authority	N/A
Central ELO or Liaison Department	In accordance with Regulation No 389/2012, Art. 19(3), the central excise liaison office or a liaison department of each Member State that ensures that the information contained in the national registers is complete, accurate, up to date, and communicated to the Commission in a timely manner. In accordance with Regulation No 612/2013, Art. 4, the central excise liaison office or a liaison department may or may not be registered to receive notifications of modifications.
Economic Operator	In accordance with the introduction of the Council Regulation (EU) No 389/2012 (paragraph 10), Economic operator means a person who, in the course of his business, is involved in activities covered by legislation on excise duties, whether authorised to do so or not.

### 4.3. Legal Units

The following legal units are responsible for the business domain: DG TAXUD.

- C2

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PROCESS MODELS	

## 5. Process Models

This section provides the full business process documentation of the processes within the scope of this business domain.

For each business process the process details, such as assumptions and reference documents, are documented. In addition a set of tables describe each process flow component (events and tasks) with further details regarding their legal references and additional descriptive information where necessary.

In Annex 1 and Annex 2 the related model graphic and business requirements can be found respectively.

### 5.1. L2 High Level BPM

#### 5.1.1. Process L2-RADM-01-00-Registration and Authorisation Data Management

##### 5.1.1.1. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L2-RADM-01-00
Full Name	Registration and Authorisation Data Management
Assumptions	N/A
Reference Documents	Commission Implementing Regulation (EU) No 612/2013 Council Regulation (EU) 389/2012

Table 5.1: Process Details

### 5.2. L3 Business Requirements BPM

#### 5.2.1. Process L3-RADM-01-01-Maintenance of the Central Register

##### 5.2.1.1. Objective of Process

The purpose of this process is to describe, the storage and exchange of information on authorisations of economic operators and tax warehouses, between the Commission and the central excise liaison office or liaison department of each Member State, in terms of maintenance of the Central Register and forwarding of modifications (\*) to national registers.

The process starts when a central excise liaison office or liaison department decides to notify the Central Register of modifications of its national register using the Operations on the register of economic operators, message set out in Table 2 of Annex I. Notifications of modifications of the national register are forwarded to the Central Register at the latest on the activation date (\*) of the modification. In case the activation date of the modification is greater than the date of the notification of the modification, the process ends, and the forwarding of notification of modification is unavailable.

Within two hours (\*\*) of receipt of notification of modification of the national register, the Commission processes that modification as follows, in accordance with Article 4.

It is also possible the Commission does not process that modification within the time limit. In case there is not any duly justified reason for this delay, the process ends at the Commission side. In case there is any duly justified reason (\*\*\*) for this delay, the process continues as follows.

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The Commission, upon receiving Operations on the register of economic operators, from a central excise liaison office or liaison department, containing a notification of a modification to a national register, verifies that the structure and content of the message comply with Table 2 of Annex I.

If the structure and content of the message comply with Table 2 of Annex I, the Commission registers the modification in the Central Register, without delay. The Commission confirms whether there is any Central ELO or liaison department registered to receive notifications of modifications. If this is the case, the process “Forward notifications of modifications” is triggered, the Commission forwards the notification of modification, and the process ends. If there are no Central ELO or liaison department registered to receive notifications of modifications, then notification of modification is not forwarded and the process ends.

If the structure or content of the Operations on the register of economic operators does not comply with Table 2 of Annex I, the Commission specifies the reason code for the refusal (in accordance with the values included in the data group 2 a set out in Table 3 of Annex I). Thereafter, the Commission returns the notification using the Refusal of update of economic operators, message set out in Table 3 of Annex I, to the central excise liaison office or liaison department that forwarded the notification. The process ends at the Commission side.

Upon receipt of a Refusal of update of economic operators, the central excise liaison office or liaison department carries out any necessary corrective action without delay. The process ends at this point and the Central ELO or liaison department is able to start the process again in order to forward the correct Notifications of modifications of the national register. If the Central ELO or liaison department does not proceed in any corrective actions, the process ends. The process ends at this point and the Central ELO or liaison department is able to start the process again. If the Central ELO or liaison department does not proceed in any corrective actions, the process ends.

In the case when the Central ELO or liaison department does not receive any Refusal of update of economic operators, corrective actions are not carried out and the process ends at the side of the Central ELO or liaison department that forwarded the notification of modification.

(\*) In accordance with Art.2(2) 2013/612/IR

- ‘modification’ means the creation, update or invalidation of a record;
- ‘record’ means an entry in a national register or the Central Register referred to in Article 19(4) of Regulation (EU) No 389/2012, making reference to excise goods under duty suspension arrangements;
- ‘activation date’ means the date in a record set by the responsible Member State, from which date the record is available for use in electronic verification in all Member States and from which the extracted details thereof are available for consultation for economic operators.

(\*\*) In accordance with Art.8(1) 2013/612/IR, there exists a service time limit of two hours, for the Commission to process a notification of a modification of a national register, in accordance with Article 4.

(\*\*\*) In accordance with Art.10 2013/612/IR, the service obligations of the Commission and the Member States, laid down in Art.8 2013/612/IR, do not apply under duly justified circumstances (as mentioned in paragraphs a, b, c, d).

### 5.2.1.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-01
Full Name	Maintenance of the Central Register
Assumptions	N/A
Reference Documents	Commission Implementing Regulation (EU) No 612/2013 Council Regulation (EU) 389/2012

Table 5.2: Process Details

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

### 5.2.1.3. Tasks and Events

#### Event Central ELO or liaison department decides to notify the Central Register of modifications of its national register in accordance with Art.19 Reg No (EU) 389/2012

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Central ELO or liaison department decides to notify the Central Register of modifications of its national register in accordance with Art.19 Reg No (EU) 389/2012
Event Type	Start event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.3: Event Central ELO or liaison department decides to notify the Central Register of modifications of its national register in accordance with Art.19 Reg No (EU) 389/2012

#### Task Forward notification of modification of the national register to the Commission

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Forward notification of modification of the national register to the Commission
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.19(4) Reg No (EU) 389/2012; Art.3(1);3(3);4(4) and Table 2 Annex I Reg No (EU) 612/2013;
Requirements	RAD_BUS_0005

Table 5.4: Task Forward notification of modification of the national register to the Commission

#### Event Operations on the register of economic operators received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Operations on the register of economic operators received
Event Type	Message start event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Comment	N/A
Legal Reference	N/A

Table 5.5: Event Operations on the register of economic operators received

### Event Activation date of the modification exceeded in accordance with Art.3(3) Reg No (EU) 612/2013

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Activation date of the modification exceeded in accordance with Art.3(3) Reg No (EU) 612/2013
Event Type	Timer intermediate event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.6: Event Activation date of the modification exceeded in accordance with Art.3(3) Reg No (EU) 612/2013

### Task Verify the structure and the content of the Operations on the register of economic operators

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Verify the structure and the content of the Operations on the register of economic operators
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.4(1) and Table 2 of Annex I Reg No (EU) 612/2013; Art.19(4) Reg No (EU) 389/2012;
Requirements	RAD_BUS_0027

Table 5.7: Task Verify the structure and the content of the Operations on the register of economic operators

### Task Take Follow-up actions

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Take Follow-up actions
Task Type	Task
Description	N/A
Appears in the following	L3-RADM-01-01-Maintenance of the Central Register

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
processes	
Comment	N/A
Legal Reference	No Legal Reference
Requirements	RAD_BUS_0025

Table 5.8: Task Take Follow-up actions

### Event Refusal of Operations on the register of economic operators not received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Refusal of Operations on the register of economic operators not received
Event Type	Conditional intermediate event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.9: Event Refusal of Operations on the register of economic operators not received

### Event Forward of notification of modification is unavailable due to exceeding activation date of the modification

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Forward of notification of modification is unavailable due to exceeding activation date of the modification
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.10: Event Forward of notification of modification is unavailable due to exceeding activation date of the modification

### Task Register the modification in the Central Register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Register the modification in the Central Register
Task Type	Task
Description	N/A

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.4(2.a) Reg No (EU) 612/2013; Art.19(4) Reg No (EU) 389/2012
Requirements	RAD_BUS_0016

Table 5.11: Task Register the modification in the Central Register

### Task Specify the reason code for the refusal

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Specify the reason code for the refusal
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.4(3) and Table 3 of Annex I Reg No (EU) 612/2013;
Requirements	RAD_BUS_0024

Table 5.12: Task Specify the reason code for the refusal

### Event Notification of modification forwarded and refusal of Operations on the register of economic operators not received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Notification of modification forwarded and refusal of Operations on the register of economic operators not received
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.13: Event Notification of modification forwarded and refusal of Operations on the register of economic operators not received

### Task Notify the Central ELO or liaison department of the reason code for the refusal

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
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EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Task Name	Notify the Central ELO or liaison department of the reason code for the refusal
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.4(3) and Table 3 Annex I Reg No (EU) 612/2013;
Requirements	RAD_BUS_0010

Table 5.14: Task Notify the Central ELO or liaison department of the reason code for the refusal

### Event Refusal of update of economic operators received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Refusal of update of economic operators received
Event Type	Message intermediate event (catch)
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.15: Event Refusal of update of economic operators received

### Event Central Register modified and notification of modification not forwarded

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Central Register modified and notification of modification not forwarded
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.16: Event Central Register modified and notification of modification not forwarded

### Task Forward notifications of modifications

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Forward notifications of modifications

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Task Type	Call activity (collapsed)
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.4(2)(b) 2013/612/IR
Requirements	N/A

Table 5.17: Task Forward notifications of modifications

### Task Carry out corrective actions

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Carry out corrective actions
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	Art.4(4) Reg No (EU) 612/2013
Requirements	RAD_BUS_0001

Table 5.18: Task Carry out corrective actions

### Event Time limit for performing corrective actions exceeded in accordance with Art.4(4) Reg No (EU) 612/2013

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Time limit for performing corrective actions exceeded in accordance with Art.4(4) Reg No (EU) 612/2013
Event Type	Timer intermediate event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.19: Event Time limit for performing corrective actions exceeded in accordance with Art.4(4) Reg No (EU) 612/2013

### Event Central Register not modified and reason code for refusal sent

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Central Register not modified and reason code for refusal sent
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.20: Event Central Register not modified and reason code for refusal sent

### Event Central Register modified and notification of modification forwarded

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Central Register modified and notification of modification forwarded
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.21: Event Central Register modified and notification of modification forwarded

### Event Central Register not modified and notification of modification refused and corrective actions performed

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Central Register not modified and notification of modification refused and corrective actions performed
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.22: Event Central Register not modified and notification of modification refused and corrective actions performed

### Event Central Register not modified and corrective actions not performed

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
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EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Event Name	Central Register not modified and corrective actions not performed
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-01-Maintenance of the Central Register
Comment	N/A
Legal Reference	N/A

Table 5.23: Event Central Register not modified and corrective actions not performed

## 5.2.2. Process L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications

### 5.2.2.1. Objective of Process

The purpose of this process is to describe the request of an extract from the Commission of the modifications (\*) of records as referred to in Art. 19(2) 2012/389/CR, concerning economic operators engaged in moving excise goods under duty suspension arrangements, applied to the Central Register.

The process runs at least twice a day.

The process starts when the central excise liaison office or liaison department, who is not registered to receive notifications of modifications, decides to request from the Commission an extract of modifications applied to the Central Register using the Common Request, message set out in Table 1 of Annex I.

Within two hours (\*\*) of receipt of a Common request message, the Commission extracts the modifications applied to the Central Register and provides the requested information to the requesting central excise liaison office or liaison department, who is not registered to receive notifications of modifications. Upon receiving the extract of the modifications applied to the Central Register, the central excise liaison office or liaison department, who is not registered to receive notifications of modifications, incorporates the modifications that have been received from the Commission into its national register and the process ends.

It is also possible the Commission does not provide the requested information within the time limit. In case there is any duly justified reason (\*\*\*) for this delay, the process continues as described in the previous paragraph.

In case the time limit of the two hours is reached and this delay is not duly justified (\*\*\*), the requested information is no longer possible to be provided and the process ends at the Commission side. When this occurs, the requested extract of the modifications applied to the Central Register is not received by the central excise liaison office or liaison department, who is not registered to receive notifications of modifications, and the process ends.

(\*) In accordance with Art.2(2) 2013/612/IR

- 'modification' means the creation, update or invalidation of a record;

- 'record' means an entry in a national register or the Central Register referred to in Article 19(4) of Regulation (EU) No 389/2012, making reference to excise goods under duty suspension arrangements.

(\*\*) In accordance with Art.8(2) 2013/612/IR, there exists a service time limit of two hours of receipt of a Common Request, message set out in Table 1 of Annex I, when the Commission shall provide the requested information to the requesting central excise liaison office or liaison department.

(\*\*\*) In accordance with Art.10 2013/612/IR, the service obligations of the Commission and the Member States, laid down in Art.8 2013/612/IR, do not apply under duly justified circumstances (as mentioned in paragraphs a, b, c, d).

### 5.2.2.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
------------------------	-------------------------

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Process ID	L3-RADM-01-02
Full Name	Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Assumptions	<ul style="list-style-type: none"> <li>In accordance with Regulation No 612/2013, Art. 4, the Central Excise liaison office or liaison department not registered to receive notifications of modifications shall request an extract at least twice a day.</li> </ul>
Reference Documents	<ul style="list-style-type: none"> <li>* Council Regulation (EU) 389/2012</li> <li>* Commission Implementing Regulation (EU) No 612/2013 (in accordance with Council Regulation (EU) 389/2012, Article 22 (a))</li> </ul>

Table 5.24: Process Details

### 5.2.2.3. Tasks and Events

**Event Central ELO or liaison department, decides to request an extract of the modifications applied to the Central Register**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Central ELO or liaison department, decides to request an extract of the modifications applied to the Central Register
Event Type	Start event
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	N/A

Table 5.25: Event Central ELO or liaison department, decides to request an extract of the modifications applied to the Central Register

**Task Request an extract of the modifications applied to the Central Register, via Common Request**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Request an extract of the modifications applied to the Central Register, via Common Request
Task Type	Task
Description	N/A
Appears in the following	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
processes	
Comment	N/A
Legal Reference	Art.4(5) and Table 1 Annex I Reg No (EU) 612/2013
Requirements	RAD_BUS_0020

Table 5.26: Task Request an extract of the modifications applied to the Central Register, via Common Request

### Event Common request received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Common request received
Event Type	Message start event
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	N/A

Table 5.27: Event Common request received

### Task Extract the modifications applied to the Central Register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Extract the modifications applied to the Central Register
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	Art.4(5) Reg No (EU) 612/2013
Requirements	RAD_BUS_0003

Table 5.28: Task Extract the modifications applied to the Central Register

### Task Provide the Central ELO or liaison with the extract of the modifications applied to the Central Register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Provide the Central ELO or liaison with the extract of the modifications applied to the Central Register

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	Art.4(5) and Table 2 Annex I Reg No (EU) 612/2013
Requirements	RAD_BUS_0014

Table 5.29: Task Provide the Central ELO or liaison with the extract of the modifications applied to the Central Register

### Event Extract of the modifications applied to the Central Register received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Extract of the modifications applied to the Central Register received
Event Type	Message intermediate event (catch)
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	N/A

Table 5.30: Event Extract of the modifications applied to the Central Register received

### Task Incorporate modifications received from the Central Register into the national register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Incorporate modifications received from the Central Register into the national register
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	Art.5(1) Reg No (EU) 612/2013
Requirements	RAD_BUS_0006

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

Table 5.31: Task Incorporate modifications received from the Central Register into the national register

### Event Requested extract of notifications of modifications provided

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Requested extract of notifications of modifications provided
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	N/A

Table 5.32: Event Requested extract of notifications of modifications provided

### Event Requested extract of notifications of modifications received and incorporated into the national register

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Requested extract of notifications of modifications received and incorporated into the national register
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications
Comment	N/A
Legal Reference	N/A

Table 5.33: Event Requested extract of notifications of modifications received and incorporated into the national register

## 5.2.3. Process L3-RADM-01-03-Forward notifications of modifications to national registers

### 5.2.3.1. Objective of Process

The purpose of this process is to describe the forwarding from the Commission via the Central Register, of modifications (\*) of records as referred to in Art. 19(2) 2012/389/CR, concerning economic operators engaged in moving excise goods under duty suspension arrangements, to Central ELO or Liaison Department Registered to Receive Notifications of Modifications; and the incorporation in national registers.

The process starts when the Commission registers notifications of modifications to the Central Register. The Commission sends a notification of modification to each Member State, of which the central excise liaison office or liaison department is registered to receive notifications of modifications, using Operations on the register of economic operators, message set out in Table 2 of Annex I; and the process ends at the Commission side.

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

Upon receiving the Operations on the register of economic operators, the central excise liaison office or liaison department registered to receive notifications of modifications, incorporates the modifications that have been received from the commission into its national register and the process ends.

(\* In accordance with Art.2(2) 2013/612/IR

- 'modification' means the creation, update or invalidation of a record;
- 'record' means an entry in a national register or the Central Register referred to in Article 19(4) of Regulation (EU) No 389/2012, making reference to excise goods under duty suspension arrangements.

### 5.2.3.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-03
Full Name	Forward notifications of modifications to national registers
Assumptions	<ul style="list-style-type: none"> <li>• In accordance with Regulation No 612/2013, Art. 4, a central excise liaison office or liaison department can be registered to receive notifications of modifications. A Notification is sent by the Commission upon modification is registered on the Central Register.</li> </ul>
Reference Documents	<ul style="list-style-type: none"> <li>* Council Regulation (EU) 389/2012</li> <li>* Commission Implementing Regulation (EU) No 612/2013 (in accordance with Council Regulation (EU) 389/2012, Article 22 (a))</li> </ul>

Table 5.34: Process Details

### 5.2.3.3. Tasks and Events

#### Event Notifications of modifications registered to the Central Register

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Notifications of modifications registered to the Central Register
Event Type	Conditional start event
Description	N/A
Appears in the following processes	L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	N/A

Table 5.35: Event Notifications of modifications registered to the Central Register

#### Task Notify the Central ELO or liaison department of the registered modifications

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Notify the Central ELO or liaison department of the registered modifications
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	Art.4(2.b) and Table 1 Annex I Reg No (EU) 612/2013
Requirements	RAD_BUS_0011

Table 5.36: Task Notify the Central ELO or liaison department of the registered modifications

### Event Operations on the register of economic operators received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Operations on the register of economic operators received
Event Type	Message start event
Description	N/A
Appears in the following processes	L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	N/A

Table 5.37: Event Operations on the register of economic operators received

### Task Incorporate modifications received from the Central Register into the national register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Incorporate modifications received from the Central Register into the national register
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-02-Request extract for Central ELO or liaison department not registered to receive notifications of modifications L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	Art.5(1) Reg No (EU) 612/2013

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Requirements	RAD_BUS_0006

Table 5.38: Task Incorporate modifications received from the Central Register into the national register

### Event Notifications of modifications sent to Central ELO or liaison department, by the Commission

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Notifications of modifications sent to Central ELO or liaison department, by the Commission
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	N/A

Table 5.39: Event Notifications of modifications sent to Central ELO or liaison department, by the Commission

### Event Modifications incorporated into the national register

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Modifications incorporated into the national register
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-03-Forward notifications of modifications to national registers
Comment	N/A
Legal Reference	N/A

Table 5.40: Event Modifications incorporated into the national register

## 5.2.4. Process L3-RADM-01-04-Prepare an extract from the Central Register of all active records

### 5.2.4.1. Objective of Process

The purpose of the current process is to describe the Commission extract preparation from the Central Register.

The process is running at least twice a day.

The process starts when the Commission decides to prepare an extract from the Central Register. The Commission collects all active records from the Central Register.

The Commission removes any record that is not available for public consultation. Thereafter, the Commission removes from any remaining record, all details for each type of Economic Operator or Premises

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

thereof that do not correspond to the descriptions of extracted details of entries laid down in points (a), (b) and (c) of Art.6(3).

Finally, the Commission has prepared the Extract from the Central Register and the process ends.

#### 5.2.4.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-04
Full Name	Prepare an extract from the Central Register of all active records
Assumptions	<ul style="list-style-type: none"> <li>In accordance with the Art. 6 Reg No (EU) 612/2013 the Commission, at least twice a day, shall prepare an extract from the Central Register of all active records.</li> <li>The respective L4 model is not provided since the preparation of an extract from the Central Register of all active records and the relative communication with SEED-on-EUROPA is part of CA SEED specifications.</li> </ul>
Reference Documents	<ul style="list-style-type: none"> <li>* Commission Implementing Regulation (EU) No 612/2013</li> <li>* Council Regulation (EU) No 389/2012</li> </ul>

Table 5.41: Process Details

#### 5.2.4.3. Tasks and Events

##### Event Commission decides to prepare an Extract from the Central Register

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Commission decides to prepare an Extract from the Central Register
Event Type	Start event
Description	N/A
Appears in the following processes	L3-RADM-01-04-Prepare an extract from the Central Register of all active records
Comment	N/A
Legal Reference	N/A

Table 5.42: Event Commission decides to prepare an Extract from the Central Register

##### Task Collect active records of Central Register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
---------------------	----------------------

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Task Name	Collect active records of Central Register
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-04-Prepare an extract from the Central Register of all active records
Comment	N/A
Legal Reference	No legal reference
Requirements	RAD_BUS_0002

Table 5.43: Task Collect active records of Central Register

**Task Remove any record retrieved from the Central Register that is not available for public consultation**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Remove any record retrieved from the Central Register that is not available for public consultation
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-04-Prepare an extract from the Central Register of all active records
Comment	N/A
Legal Reference	Art.6(1) Reg No (EU) 612/2013
Requirements	RAD_BUS_0018

Table 5.44: Task Remove any record retrieved from the Central Register that is not available for public consultation

**Task Remove all details that do not correspond to the legally defined information based on each economic operator type or premises thereof, from any remaining record**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Remove all details that do not correspond to the legally defined information based on each economic operator type or premises thereof, from any remaining record
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-04-Prepare an extract from the Central Register of all active records

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Comment	N/A
Legal Reference	Art.6(1);6(3) Reg. No 612/2013
Requirements	RAD_BUS_0017

Table 5.45: Task Remove all details that do not correspond to the legally defined information based on each economic operator type or premises thereof, from any remaining record

### Event Extract from the Central Register prepared

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Extract from the Central Register prepared
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-04-Prepare an extract from the Central Register of all active records
Comment	N/A
Legal Reference	N/A

Table 5.46: Event Extract from the Central Register prepared

## 5.2.5. Process L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators

### 5.2.5.1. Objective of Process

The purpose of the process is to describe the extract request made by Economic Operators, in order for them to receive Operations on the Register of Economic Operators.

The details returned to the Economic Operators who are present in the extract of the Central Register, are described in process “L3-REG-AS\_IS-01-04-Prepare an extract from the Central Register of all active records”.

The process starts when the Economic Operator decides to request the Commission for extracted details of a record by submitting the unique Excise Number referred to in point (a) of Art.19(2) of Regulation (EU) No 389/2012. The Economic Operator requests the Commission for extracted details of a record by submitting his/her unique Excise Number.

The Commission receives a request. The unique Excise Number included in the request is validated against the Extract of the Central Register. In case there is a correspondence, the Commission prepares a confirmation of the validity of Excise Numbers held in Central Register referred to in Art.19(4) 2013/612/IR. If the unique Excise Number does not correspond to the Excise Number present in the extract of the Central Register, the Commission informs the Economic Operator about this and the process ends at the Commission side.

The Economic Operator receives the information that there is no correspondence between the unique Excise Number present in the Extract of Central Register and the one present in the request of the Economic Operator and the whole process ends.

In the case that there is a correspondence between the unique Excise Number and the Excise Number present in the extract of the Central Register, extracted details of the register are returned as follows:

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

a) If the unique Excise Number submitted corresponds to a record for an authorised warehouse keeper, a registered consignee or a registered consignor, the extract shall contain any of the following:

- (i) the textual description of the operator type code (data group 2 e set out in Table 2 of Annex, Commission Implementing Regulation (EU) No 612/2013);
- (ii) at least one excise product category code (data group 2.4 a in the ‘Operations on the register of economic operators’ message) or at least one excise product code (data group 2.5 a set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013);
- (iii) a combination of data groups 2.4 a and 2.5 a that is in conformance with the rules contained in the description set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013.

The extracted details are returned to the Economic Operator and the process ends at the Commission side. Then, the Economic Operator receives the extract containing the mentioned above information and the whole process ends here.

b) If the unique Excise Number submitted corresponds to a record for a tax warehouse the extract shall indicate any of the following:

- (i) at least one excise product category code (data group 3.4 a set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013);
- (ii) at least one excise product code (data group 3.5 a set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013);
- (iv) a combination of data groups 3.4 a and 3.5 a that is in conformance with the rules contained in the description set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013.

The extracted details are returned to the Economic Operator and the process ends at the Commission side. After this, the Economic Operator receives the extract containing the mentioned above information and the whole process ends at this point.

c) If the unique Excise Number submitted corresponds to a registered consignee that falls under point (h) of Article 19(2) of Regulation (EU) No 389/2012, the extract shall, in addition to the data provided in point (a), contain the following information:

- (i) the expiry date of the authorisation (data group 4 c set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013);
- (ii) whether the authorisation may be used for more than one movement (data group 4 d in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013);
- (iii) at least one set of temporary authorisation details (data group 4.3 set out in Table 2 of Annex I, Commission Implementing Regulation (EU) No 612/2013).

The extracted details are returned to the Economic Operator and the process ends at the Commission side. Then, the Economic Operator receives the extract containing the mentioned above information and the whole process ends.

#### 5.2.5.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-05
Full Name	Access and Consultation of the Central Register by Economic Operators
Assumptions	N/A
Reference Documents	* Commission Implementing Regulation (EU) No 612/2013

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
	* Council Regulation (EU) No 389/2012

Table 5.47: Process Details

### 5.2.5.3. Tasks and Events

**Event Economic Operator Decides to request the Commission for extracted details of a record by submitting the unique Excise Number referred to in point (a) of Article 19(2) of Reg No (EU) 389/2012**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Economic Operator Decides to request the Commission for extracted details of a record by submitting the unique Excise Number referred to in point (a) of Article 19(2) of Reg No (EU) 389/2012
Event Type	Conditional start event
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.48: Event Economic Operator Decides to request the Commission for extracted details of a record by submitting the unique Excise Number referred to in point (a) of Article 19(2) of Reg No (EU) 389/2012

**Task Request the Commission for extracted details of a record by submitting unique Excise Number, checking its validity for movements of excise goods under duty suspension arrangements**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Request the Commission for extracted details of a record by submitting unique Excise Number, checking its validity for movements of excise goods under duty suspension arrangements
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	Art. 6(2); 6(3) Reg No (EU) 612/2013; Art.19(2(a)); 20(1) Reg No (EU) 389/2012
Requirements	RAD_BUS_0021

Table 5.49: Task Request the Commission for extracted details of a record by submitting unique Excise Number, checking its validity for movements of excise goods under duty suspension arrangements

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

### Event Request the Commission for extracted details of a record received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Request the Commission for extracted details of a record received
Event Type	Message start event
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.50: Event Request the Commission for extracted details of a record received

### Task Validate that the unique Excise Number in the Economic Operator's request, corresponds to an Excise Number present in Extract of the Central Register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Validate that the unique Excise Number in the Economic Operator's request, corresponds to an Excise Number present in Extract of the Central Register
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	Art.6(3) Reg No (EU) 612/2013; Art.20(1) Reg No (EU) 389/2012
Requirements	RAD_BUS_0026

Table 5.51: Task Validate that the unique Excise Number in the Economic Operator's request, corresponds to an Excise Number present in Extract of the Central Register

### Task Inform the Economic Operator that in the request made there is no correspondence between the unique excise number submitted and the extract of the Central Register the Economic Operator

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Inform the Economic Operator that in the request made there is no correspondence between the unique excise number submitted and the extract of the Central Register the Economic Operator
Task Type	Task
Description	N/A
Appears in the following	L3-RADM-01-05-Access and Consultation of the Central Register by

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
processes	Economic Operators
Comment	N/A
Legal Reference	Art.6(4) Reg No (EU) 612/2013
Requirements	RAD_BUS_0008

Table 5.52: Task Inform the Economic Operator that in the request made there is no correspondence between the unique excise number submitted and the extract of the Central Register the Economic Operator

### Task Prepare Confirmation of the validity of Excise Numbers held in Central Register, for movements under duty suspension arrangements

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Prepare Confirmation of the validity of Excise Numbers held in Central Register, for movements under duty suspension arrangements
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	Art.20(1) and 19(4) Reg No (EU) 389/2012
Requirements	RAD_BUS_0013

Table 5.53: Task Prepare Confirmation of the validity of Excise Numbers held in Central Register, for movements under duty suspension arrangements

### Event No correspondence between the Unique Excise number submitted and the extract of the Central Register received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	No correspondence between the Unique Excise number submitted and the extract of the Central Register received
Event Type	Message intermediate event (catch)
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.54: Event No correspondence between the Unique Excise number submitted and the extract of the Central Register received

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

**Event Economic Operator informed that no correspondence was found between the unique excise number submitted and the extract of the Central Register**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Economic Operator informed that no correspondence was found between the unique excise number submitted and the extract of the Central Register
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.55: Event Economic Operator informed that no correspondence was found between the unique excise number submitted and the extract of the Central Register

**Task Return the extracted details, containing information, considering the Economic Operator type**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Return the extracted details, containing information, considering the Economic Operator type
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	Art.6(3(a,b,c)) Reg No (EU) 612/2013
Requirements	RAD_BUS_0023

Table 5.56: Task Return the extracted details, containing information, considering the Economic Operator type

**Event No correspondence between the Unique Excise number submitted and the extract of the Central Register received upon Common Request**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	No correspondence between the Unique Excise number submitted and the extract of the Central Register received upon Common Request
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Comment	N/A
Legal Reference	N/A

Table 5.57: Event No correspondence between the Unique Excise number submitted and the extract of the Central Register received upon Common Request

**Event Extracted details, containing information in accordance with Art.6(3(a, b, c)) Reg No (EU) 612/2013 received**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Extracted details, containing information in accordance with Art.6(3(a, b, c)) Reg No (EU) 612/2013 received
Event Type	Message intermediate event (catch)
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.58: Event Extracted details, containing information in accordance with Art.6(3(a, b, c)) Reg No (EU) 612/2013 received

**Event Extracted details, containing information in accordance with Art.6(3(a, b, c)) Reg No (EU) 612/2013 received upon request**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Extracted details, containing information in accordance with Art.6(3(a, b, c)) Reg No (EU) 612/2013 received upon request
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.59: Event Extracted details, containing information in accordance with Art.6(3(a, b, c)) Reg No (EU) 612/2013 received upon request

**Event Extracted details, containing information in accordance with Art.6(3(a,b,c)) Reg No (EU) 612/2013, returned**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
----------------------	-----------------------

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Event Name	Extracted details, containing information in accordance with Art.6(3(a,b,c)) Reg No (EU) 612/2013, returned
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-05-Access and Consultation of the Central Register by Economic Operators
Comment	N/A
Legal Reference	N/A

Table 5.60: Event Extracted details, containing information in accordance with Art.6(3(a,b,c)) Reg No (EU) 612/2013, returned

## 5.2.6. Process L3-RADM-01-06-Request a correction of an Economic Operator's record

### 5.2.6.1. Objective of Process

The purpose of the process is to describe the actions made when the Economic Operator claims that a record relating to his/her authorisation is missing or is incorrect.

The process starts when the Economic Operator decides to claim that a record to his/her authorisation is missing or is incorrect. For this purpose, the Economic Operator makes a request to the Commission.

After the request is received by the Commission, the Commission informs the Economic Operator on how to make a request for a correction of the record and provides the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State. At this point, the process ends at the Commission side.

Then, the information is received by the Economic Operator and the whole process ends.

### 5.2.6.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-06
Full Name	Request a correction of an Economic Operator's record
Assumptions	N/A
Reference Documents	* Commission Implementing Regulation (EU) No 612/2013 * Council Regulation (EU) No 389/2012

Table 5.61: Process Details

### 5.2.6.3. Tasks and Events

**Event Economic Operator decides to claim that a Record relating to his Authorisation is missing or is incorrect**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
----------------------	-----------------------

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

Event Name	Economic Operator decides to claim that a Record relating to his Authorisation is missing or is incorrect
Event Type	Conditional start event
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	N/A

Table 5.62: Event Economic Operator decides to claim that a Record relating to his Authorisation is missing or is incorrect

**Task Make a Request claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Make a Request claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	Art.6(5) Reg No (EU) 612/2013
Requirements	RAD_BUS_0009

Table 5.63: Task Make a Request claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect

**Event Request, claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect, received**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Request, claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect, received
Event Type	Message start event
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	N/A

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

Table 5.64: Event Request, claiming that a Record relating to the Economic Operator's Authorisation is missing or is incorrect, received

**Task Inform Economic Operator how to make a Request for Correction, providing the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State**

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Inform Economic Operator how to make a Request for Correction, providing the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	Art.6(5) Reg No (EU) 612/2013
Requirements	RAD_BUS_0007

Table 5.65: Task Inform Economic Operator how to make a Request for Correction, providing the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State

**Event Information how to make a Request for Correction, and the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State received**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Information how to make a Request for Correction, and the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State received
Event Type	Message intermediate event (catch)
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	N/A

Table 5.66: Event Information how to make a Request for Correction, and the contact details of the Central Excise Liaison Office or Liaison Department of the responsible Member State received

**Event Economic Operator request made and information related to the request for incorrect/missing information on the Central Register received by the Commission**

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Economic Operator request made and information related to the request for incorrect/missing information on the Central Register received by the

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

	Commission
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	N/A

Table 5.67: Event Economic Operator request made and information related to the request for incorrect/missing information on the Central Register received by the Commission

### Event Economic Operator informed how to make a Request for Correction by the Commission

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Economic Operator informed how to make a Request for Correction by the Commission
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-06-Request a correction of an Economic Operator's record
Comment	N/A
Legal Reference	N/A

Table 5.68: Event Economic Operator informed how to make a Request for Correction by the Commission

## 5.2.7. Process L3-RADM-01-07-Prepare monthly report for the Member States

### 5.2.7.1. Objective of Process

The purpose of this process is to describe the preparation of a monthly report for the Member States. This process starts when the Commission intends to prepare a monthly report for the Member States. For this purpose, the Commission extracts the statistical information from the Central Register in accordance with Article 34(5) of Regulation (EU) No 389/2012. Thereafter, on the basis of the extracted statistical information, the Commission prepares a monthly report. The process ends with the Commission having prepared a monthly report for the Member States.

### 5.2.7.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-07
Full Name	Prepare monthly report for the Member States
Assumptions	

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
	Prepare report on monthly basis, in accordance with paragraph 10 of the introduction of the Implementing Regulation 612/2013
Reference Documents	* Commission Implementing Regulation (EU) No 612/2013 * Council Regulation (EU) No 389/2012

Table 5.69: Process Details

### 5.2.7.3. Tasks and Events

#### Event The Commission decides to prepare the Monthly Report for the Member States

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	The Commission decides to prepare the Monthly Report for the Member States
Event Type	Start event
Description	N/A
Appears in the following processes	L3-RADM-01-07-Prepare monthly report for the Member States
Comment	N/A
Legal Reference	N/A

Table 5.70: Event The Commission decides to prepare the Monthly Report for the Member States

#### Task Extract the Statistical information from Central Register

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Extract the Statistical information from Central Register
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-07-Prepare monthly report for the Member States
Comment	N/A
Legal Reference	Art.7(1) Reg No (EU) 612/2013
Requirements	RAD_BUS_0004

Table 5.71: Task Extract the Statistical information from Central Register

#### Task Prepare a monthly report for the Member States

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
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EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

Task Name	Prepare a monthly report for the Member States
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-07-Prepare monthly report for the Member States
Comment	N/A
Legal Reference	Art.7(1) Reg No (EU) 612/2013
Requirements	RAD_BUS_0012

Table 5.72: Task Prepare a monthly report for the Member States

### Task Publish to Member States

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Publish to Member States
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-07-Prepare monthly report for the Member States
Comment	N/A
Legal Reference	No Legal Reference
Requirements	RAD_BUS_0015

Table 5.73: Task Publish to Member States

### Event Monthly report for the Member States published

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Monthly report for the Member States published
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-07-Prepare monthly report for the Member States
Comment	N/A
Legal Reference	N/A

Table 5.74: Event Monthly report for the Member States published

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

## 5.2.8. Process L3-RADM-01-08-Request specific statistical report

### 5.2.8.1. Objective of Process

The purpose of this process is to describe the request for a specific statistical report by a Central Excise Liaison Office or Liaison Department of a Member State.

The current process is triggered when any Central Excise Liaison Office or Liaison Department of a Member State decides to request a specific statistical report from the Commission.

For this purpose, a request is made to the Commission for the preparation of a specific statistical report on the Central Register, by using the Common request message set out in Table 1 of Annex I, Commission Implementing Regulation (EU) No 612/2013.

The Commission receives the Common Request message set out in Table 1 of Annex I. Thereafter the Commission provides a reply using SEED statistics message set out in Table 4 of Annex I, Commission Implementing Regulation (EU) No 612/2013.

These statistics can be one of the following five types (data group 3 set out in Table 1 Annex I), Commission Implementing Regulation (EU) No 612/2013:

- Active and inactive economic operators
- Pending expirations
- Economic operators by type and tax warehouses
- Excise activity
- Changes to excise authorisations

The request from the MSA also permits to specify the Member States involved in the request and the considered period of time. Upon the reply is sent, the process ends at the Commission side.

The Central Excise Liaison Office or Liaison Department of the Member State, that made the request, receives the SEED statistics from the Commission and the whole process ends.

### 5.2.8.2. Process Details

PROCESS ATTRIBUTE NAME	PROCESS ATTRIBUTE VALUE
Process ID	L3-RADM-01-08
Full Name	Request specific statistical report
Assumptions	The process shall be executed in a monthly basis in accordance with the Art.7(1) 2013/612/IR
Reference Documents	* Commission Implementing Regulation (EU) No 612/2013 * Council Regulation (EU) No 389/2012

Table 5.75: Process Details

### 5.2.8.3. Tasks and Events

#### Event Requesting MSA decides to request a Specific Report

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Requesting MSA decides to request a Specific Report
Event Type	Conditional start event
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	N/A

Table 5.76: Event Requesting MSA decides to request a Specific Report

### Task Request the Commission to prepare a Specific Statistical Report on the Central Register in accordance with Common request

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Request the Commission to prepare a Specific Statistical Report on the Central Register in accordance with Common request
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	Art.7(2) and Table 1 of Annex I Reg No (EU) 612/2013
Requirements	RAD_BUS_0022

Table 5.77: Task Request the Commission to prepare a Specific Statistical Report on the Central Register in accordance with Common request

### Event Common request, message set out in Table 1 of Annex I, received

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	Common request, message set out in Table 1 of Annex I, received
Event Type	Message start event
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	N/A

Table 5.78: Event Common request, message set out in Table 1 of Annex I, received

### Task Reply to the MSA that made the request by using the SEED Statistics

EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	

TASK ATTRIBUTE NAME	TASK ATTRIBUTE VALUE
Task Name	Reply to the MSA that made the request by using the SEED Statistics
Task Type	Task
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	Art.7(2) and Table 4 of Annex I Reg No (EU) 612/2013
Requirements	RAD_BUS_0019

Table 5.79: Task Reply to the MSA that made the request by using the SEED Statistics

### Event SEED Statistics, message set out in Table 4 of Annex I

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	SEED Statistics, message set out in Table 4 of Annex I
Event Type	Message intermediate event (catch)
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	N/A

Table 5.80: Event SEED Statistics, message set out in Table 4 of Annex I

### Event SEED Statistics sent to the Central ELO or Liaison Department

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
Event Name	SEED Statistics sent to the Central ELO or Liaison Department
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	N/A

Table 5.81: Event SEED Statistics sent to the Central ELO or Liaison Department

### Event SEED Statistics received by the Central ELO or Liaison Department

EVENT ATTRIBUTE NAME	EVENT ATTRIBUTE VALUE
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EU Customs High Level and Business Requirement BPM Report	REF: EU Customs High Level and Business Requirements BPM Report for Registration and Authorisation Data Management
Excise High Level and Business Requirements BPM Report for - Registration and Authorisation Data Management	
PROCESS MODELS	
Event Name	SEED Statistics received by the Central ELO or Liaison Department
Event Type	End event
Description	N/A
Appears in the following processes	L3-RADM-01-08-Request specific statistical report
Comment	N/A
Legal Reference	N/A

Table 5.82: Event SEED Statistics received by the Central ELO or Liaison Department