

Step-by-Step Guide: How to Apply for an MRN (Movement Reference Number) as a Private Individual in Germany

Step 1: Check if you need an export declaration.

You need an export declaration (MRN) if:

- The goods you're shipping leave the EU, and Their value is over €1,000.

Examples:

- Sending a €2,000 Watch from Germany to UK → Yes, you need an MRN.
- Sending a €200 Watch from Germany to UK → No, you don't need a full declaration.

Step 2: Get an EORI number.

You need an EORI (Economic Operator Registration and Identification) number to access the export system.

How to get it:

1. Go to Zoll EORI information page.
2. Download Form 0870 – "EORI number application".
3. Fill it out (you can be a private person).
4. Email it to: stammdaten.management@zoll.de or send by post to
Generalzolldirektion – Dienstort Dresden, Team
Stammdatenmanagement, 01067 Dresden, Germany.
5. You'll receive your EORI number by email or post (usually within a week).

Step 3: Go to Zoll's export declaration portal.

<https://www.zoll-iaa.de>

This is the official Internet-Ausfuhranmeldung Plus (IAA Plus) system.

This is in German - please use Chrome's translation if needed.

Step 4: Start your export declaration (Ausfuhranmeldung)

Once inside the IAA Plus website:

1. Click on "Anwendung starten" (Start application).
2. Choose "Neue Ausfuhranmeldung erstellen" (Create new export declaration).
3. Fill in the required sections.

Step 5: Fill in your personal and shipment details.

- "Anmelder" (Declarant) - Your name and address (private person) - Your EORI number
- "Empfänger" (Recipient) - Christopher Ward London Ltd

Customer Service

The Yard

14-18 Bell Street

Maidenhead, SL6 1BR

United Kingdom

Tel No: +441628763040

Vanya.Kerk@christopherward.co.uk

- "Ausgangszollstelle" (Exit customs office) - Where the shipment will leave the EU:
 - DHL Express = Ask courier (often Leipzig, DE007100)
- "Warenbeschreibung" (Goods Description)
- Write a clear description of the goods:
- Product Description = Automatic wristwatch.
- Please add the following:
 - Value in € XXXX
 - Weight X KG
 - Number of pieces
 - "Warennummer (TARIC)" (HS Code) - HS Code – 91022100

Step 6: Submit the declaration

Click "Senden" (Submit).

The Zoll system (ATLAS) will:

- Check your details for errors.
- Assign a unique MRN (Movement Reference Number).

Step 7: Download your Export Accompanying Document (ABD)

When the declaration is accepted, you'll get:

- A PDF with barcode and MRN number (e.g., 25DE00330512345678A).
 - Save and print this document — it is your proof of export.

Step 8: Attach the document to your parcel.

1. Tape the ABD (Ausfuhrbegleitdokument) securely to your package.
2. Label the parcel "Achtung! Ausfuhranmeldung" (Attention: export declaration).
3. Give the parcel to your courier or take it to your customs office if they need to inspect it.

Step 9: Track your MRN.

Use Zoll's MRN Status Check here: <https://www.zoll-iaa.de/status>

Enter your MRN to see:

- If the export declaration was accepted,
- When it left the EU (you'll later get an "Ausgangsvermerk" – exit confirmation).

Step 10: Keep your proof.

Keep the ABD and exit confirmation.

You may need them:

- To prove the goods left the EU (VAT refund, relocation, etc.).
- Or for future customs inquiries.