



Tullverket

Send the form to:
Swedish Customs
Box 27311
102 54 Stockholm

REGISTRATION / WITHDRAWAL of contact person authorised to administer signature certificates

Date

Swedish Customs reference No.

3.13.1.8

Business name and address	EORI number
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- We already have a registration for electronic communication via EDI (TVEDI)
- We have applied for registration for electronic communication via EDI (TVEDI)

Purpose of application

- Registration of contact person for signature certificates
- Change of email address for current contact person for signature certificates
- Withdrawal of contact person for signature certificates

The following contact person(s) has been authorised to administer signature certificates

Name	
Email	Telephone number
Name	
Email	Telephone number

The authorisation to administer signature certificates has been withdrawn for the following contact person(s)

Name
Name
Name

Signature

Email	Telephone number
Signature of authorised company signatory or person with power of attorney ¹	Name in block letters

¹ According to Swedish regulations, an authorised company signatory is the person(s) who has/have the authority to make signatures for the company. It is usually the CEO or someone in the Board of Directors or a person with power of attorney. In case the signatory is not the CEO, you should submit a power of attorney confirming that the authorised company signatory has delegated the authority.

Information for the form Registration/Withdrawal of a contact person authorised to administer signature certificates for electronic data interchange

Contact person authorised to administer signature certificates

When a company applies to register for communication via EDI (TVEDI), the company must also register one or more contact persons who have power of attorney to handle, on the company's behalf, signature certificates for electronic data interchange. To avoid key person-dependence, Swedish Customs recommends that the company have one or more persons registered. Only registered contact persons have authority to order certificates.

Most companies need two types of certificates: *Company Signature Certificate* and *Swedish Customs Signature Certificate*. Without a valid *Company Signature Certificate*, all EDI messages will be rejected by Swedish Customs' system. Consequently, the company's goods flow stops. Therefore, ensure that the company has internal procedures to order new certificates in time.

The *Swedish Customs Signature Certificate* can be downloaded from tullverket.se. The *Company Signature Certificate* is ordered via mail and email. For more information, see tullverket.se.

The contact person authorised to administer signature certificates is responsible for:

- Ordering new Company Signature Certificate in good time before its validity expires.
- Receiving and installing certificates in the company's EDI system.
- Receiving information, by email, from Swedish Customs, e.g. information about the validity period of Company Signature Certificate.
- Ensuring that a valid and up-to-date email address is being registered with Swedish Customs. Form Tv 404.36 is used to change email address.