



Send the form to:
Swedish Customs
Box 12854
112 98 Stockholm

REGISTRATION / WITHDRAWAL of contact person authorised to administer signature certificates

Date

Swedish Customs reference No.

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)

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

Name	Employee number
Email	Telephone number
Name	Employee number
Email	Telephone number

The authorisation to administer signature certificates has been withdrawn for the following contact person(s)

Name	Employee number
Name	Employee number
Name	Employee number

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

These are the *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. Thus, make sure you have procedures that ensure you order new Company Signature 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 and when a new version of Swedish Customs Signature Certificate is available for downloading from tullverket.se.
- A valid and up-to-date email address being registered with Swedish Customs. Form Tv 404.36 is used to change email address.

Companies that only receive UTL and ZKB messages from Swedish Customs

Companies that only receive electronic message about goods released for a customs procedure or re-export (UTL) and electronic message of the release of goods for export (ZKB) only need to download and install Swedish Customs Signature Certificate in their EDI system.

Swedish Customs recommends that these companies also register one or more contact persons for signature certificates for electronic data interchange. This is because Swedish Customs sends an email to said persons when a new version of Swedish Customs Signature Certificate is available for downloading from the website.

Information on processing of personal data

As regards this registration, Swedish Customs is the data controller for the processing of personal data. The personal data is processed under the act (2001:185) on the processing of personal data in Swedish Customs' operations.

If you have any questions about the processing of personal data within Swedish Customs, you can contact:

Swedish Customs
Box 12854
SE-112 98 Stockholm, Sweden
Telephone: +46 771 520 520