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DSEI

15 - 18 September 2015
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**Exhibitor Guidance on
Firearms, Import and
Export/Trade Control and
Customs at DSEI 2015**

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Introduction

The purpose of these instructions is to advise Exhibitors on the requirements that they must comply with in order for them to exhibit equipment at DSEI safe in the knowledge that they are operating within UK law.

As the main contact for the stand you are responsible for ensuring that all of your sharing divisions or companies receive this information and act on it as required.

If you are a sharing company and this document applies to you, you must follow these procedures. You must keep the main stand holder informed of any equipment you intend to bring to DSEI and any licences you have applied for and/or received.

UK Law

Failure to obtain the appropriate Import, Export, Trade Control Licenses, Registered Firearms Dealer Certificate and/or Section 5 Authority is against UK Law. Customs Officers will check documentation at port of entry and Government Officials will be in attendance at DSEI and will check that all the relevant documentation and licences are in order. Companies found to be in breach of UK Law are liable to have their weapons/exhibits seized and could face prosecution.

Definitions

Live (active) Weapons

A weapon will be considered live (active) if it is capable of discharging any shot, bullet or other missile.

Deactivated Weapons

A weapon will be considered de-activated if it has been **permanently** rendered incapable of discharging any shot, bullet or other missile or being converted back to its original classification, consequently ceasing to be a firearm within the meaning of the firearms legislation.

Removing the working parts and firing pin does not permanently render a weapon de-activated, and it retains its original classification as a live (active) weapon.

Exhibitors who have de-activated weapons at DSEI must have a weapon proof certificate from a UK Proof House. Failure to obtain this certificate will mean the weapon retains a “live (active)” status and will need all appropriate import/export and weapons licences.

See the ‘Deactivation Certificate’ section overleaf for further information.

Dummy/Realistic Imitation Firearm (D/RIF)

An item will be treated as a D/RIF if it contains no component parts that could be used in a live (active) firearm. Component parts are considered to be those elements necessary to the action of the weapon, such as trigger mechanism, barrels, frames etc. but not screws, springs, nuts and bolts etc. that may be used for other purposes.

D/RIF can be imported for DSEI purposes only.

Deactivation Certificate

Deactivated weapons imported into the UK must be deactivated to UK standards (a standard approved by the secretary of state) and have a UK deactivation certificate issued by an authorised UK Proof House. Exhibitors are to note that this process can take a considerable amount of time to complete provided the item has been pre-booked and this period should be taken into consideration when deciding on the date of import.

Overseas deactivation certificates are not acceptable under UK Law

Items that do not meet UK standards of deactivation will be classified as live (active) weapons and will be handled and licensed accordingly (see Annex A).

Exhibitors may wish to have a company carry out the deactivation process (Import - transport by Section 5 Carrier to Proof House – deactivation - transport to DSEI) to deactivate their weapon/s to UK standards.

Exhibitors are reminded that this process requires the weapon to be handled and transported as a live (active) weapon until any necessary work has been completed, and this may add further delays to the arrival date on-site at DSEI. Any costs involved in this process are the responsibility of the Exhibitor.

Further information on deactivating weapons to UK standards can be sought from:

Birmingham Proof House
Banbury Street
Birmingham
B5 5RH
United Kingdom

Tel: +44 (0)121 643 3860
Fax: +44 (0)121 643 7872

London Proof House
48-50 Commercial Road
London
E1 1LP
United Kingdom

Tel: +44 (0)207 481 2695
Fax: +44 (0)207 480 5102

What documentation do I need?

See **Annex A** for further information

To bring live (active) and/or deactivated weapons with no UK deactivation certificate to DSEI you will need the following:

<u>Documentation</u>	<u>Resident UK Company¹</u>	<u>Overseas Company²</u>	<u>Final date for application</u>
Registered Firearms Dealer Certificate	✓	✓	10 July 2015
Section 5 Licence (as appropriate)	✓	✓	10 July 2015
Import Licence	N/A	N/A	10 July 2015
Export Licence		✓	10 July 2015
EU Transfer authorisation ³	✓	✓	10 July 2015
Trade Control License	✓ ⁵	✓	10 July 2015

Registered Firearms Dealer's Certificate

Any exhibitor who, by way of trade or business, manufactures, sells, transfers, repairs, tests or proves or exposes for sale or transfer or has in his possession for sale, transfer, repair, test or proof any live (active) firearms or ammunition to which Sections 1 and 5 of the UK Firearms Act 1968 (as amended) apply, must first obtain a Metropolitan Police Service Registered Firearm Dealer's Certificate to cover their temporary exhibiting activities at ExCeL during DSEI.

Exhibitors must apply to the Metropolitan Police for a certificate to exhibit firearms at DSEI before

10 July 2015

Applications received on or after the above closing date will not be processed and the exhibitor will be unable to bring any weapons or ammunition into the country and to DSEI.

¹ Weapons are permanently stored within the UK

² Weapons will be imported/exported to/from the UK for DSEI

³ Article 11 of the EU Weapons Directive 91/477/EEC for import of weapons from another member state of the European Community only

⁴ If importing for the exhibition

⁵ If promoting overseas-sourced Military list items to potential overseas customers or otherwise facilitating the supply of Military list goods between two or more overseas countries, which will not be coming from, through or via the UK

Applications are to be made on either Firearms Form 116 or Form 116A (for new place of business). Examples of both forms are at Annex B. Alternatively the forms can be downloaded from the Firearms Enquiry Team website (details below). Those who already hold a certificate as part of their ongoing business or for a previous DSEI exhibition should check that it is in date for DSEI 2015 and allows them to exhibit at ExCeL, London. If the certificate has expired they should apply for a renewal.

Applications will not be processed unless accompanied by the appropriate Registration fee. For new or renewed applications the fee is £200.00 Sterling. For existing certificate holders' registering a new place of business the fee is £12.00 Sterling. The only acceptable methods of payment are by sterling cheque drawn on a UK bank, Sterling Banker's draft or cash. Cheques and draft should be made payable to the "MAYORS OFFICE FOR POLICING AND CRIME".

Enquiries and further information on Firearms Dealer Certificates:

Metropolitan Police Service
SCO 19 Firearms Enquiry Team
6th Floor
Empress State Building
Empress approach
LONDON
SW6 1TR
United Kingdom

Tel: + 44 (0) 207 161 4750

E-mail: fetlondonall@met.pnn.police.uk

Website: <http://www.met.police.uk/firearms-enquiries/>

Section 5 Authority

The Home Office is responsible for issuing a Section 5 Authority on behalf of the Secretary of State and will include various conditions relative to the circumstances of DSEI. Applications must specifically include the DSEI 2015 exhibition, regardless of whether an exhibitor already holds an authority for business purposes elsewhere.

A Section 5 authority will be required if the weapon, component parts or ammunition falls within the "prohibited items" category. These include:

- all weapons which are so designed or adapted that two or more missiles can be successively discharged without repeated pressure on the trigger
- any self-loading or pump-action rifled gun other than one which is chambered for .22 rim fire cartridges
- any firearm which either has a barrel less than 30 cm in length or is less than 60 cm in length overall, other than an air weapon, a muzzle loading gun or a firearm designed as a signalling apparatus
- any self-loading or pump-action smooth-bore gun which is not an air weapon or chambered for .22 rim fire cartridges and either has a barrel less than 24 inches in length or is less than 40 inches in length overall

- any smooth-bore revolver gun other than one which is chambered for 9 mm rim fire cartridges or a muzzle-loading gun
- any rocket launcher, or any mortar, for projecting a stabilised missile, other than a launcher or mortar designed for line-throwing or pyrotechnic purposes or as a signalling apparatus
- any air rifle, air gun or air pistol which uses, or is designed or adapted for use with a self-contained gas cartridge system
- any weapon of whatever description designed or adapted for the discharge of any noxious liquid, gas or other thing
- any cartridge with a bullet designed to explode on or immediately before impact, any ammunition containing or designed or adapted to contain any such noxious thing and, if capable of being used with a firearm of any description, any grenade, bomb (or other missile), or rocket or shell designed to explode as aforesaid
- any firearm which is disguised as another object
- any rocket or ammunition which consists in or incorporates a missile designed to explode on or immediately before impact and is for military use
- any launcher or other projecting apparatus which is designed to be used with any rocket or ammunition
- any ammunition for military use which consists in or incorporates a missile designed so that a substance contained in the missile will ignite on or immediately before impact
- any ammunition for military use which consists in or incorporates a missile designed, on account of its having a jacket and hard-core, to penetrate armour plating, armour screening or body armour
- any ammunition which incorporates a missile designed or adapted to expand on impact
- anything which is designed to be projected as a missile from any weapon and is designed to be, or has been, incorporated in any ammunition

Exhibitors who intend to bring live (active) prohibited weapons to DSEI must apply to the Home Office for a Section 5 authority before

10 July 2015

Applications received on or after the above closing date will not be processed and the exhibitor will, therefore, be unable to import any prohibited weapons into the country and to DSEI.

If you require a **Section 5 Authority** you will be required to first hold a **Registered Firearms Dealers Certificate**, issued by the Metropolitan Police.

Exhibitors are most strongly advised to apply for an authority on receipt of these instructions. Applications received on or after the above closing date will not be processed and the exhibitor will, therefore, be unable to bring any prohibited weapons to the event.

Exhibitors must provide the Home Office with full details of the type and quantity of the prohibited weapons, component parts and ammunition they propose to bring to DSEI, together with company details and details of the person who will be responsible for the weapons, component parts and ammunition during the event. In addition, exhibitors should give consideration to the date of import, delivery and export to/from DSEI and make clear their requirement when applying.

To assist exhibitors in submitting their application to the Home Office a draft letter has been prepared at Annex C. There is no cost for obtaining this authority.

Any exhibitor who is uncertain whether they require a Section 5 authority for DSEI should seek early clarification from the DSEI Security Manager at security@dsei.co.uk or on +44 (0)207 384 7793.

Further information on Section 5 Authority is available from:

The Home Office
Firearms Section
Public order unit
5th Floor
Fry Building
2 Marsham Street
London
SW1P 4DF
United Kingdom

Tel: +44 (0)20 7035 1778

Tel: +44 (0)20 7035 1783

Email: firearms@homeoffice.gsi.gov.uk

Website: <http://www.homeoffice.gov.uk/>

Trade Control

Any visitor or exhibitor at DSEI, regardless of nationality, may require a UK Trade Control licence to undertake certain clearly defined activities at the event under the terms of *The Export Control Order 2008*, which came into force on 6th April 2009 and which can be viewed on the following website:

<https://www.gov.uk/trade-control-licences-for-brokering>

Additionally, if you are intending to engage in any trade activity involving, or post show export to, any destination which is subject to UK, EU, UN or OSCE sanctions or trade restrictions you should contact the UK Export Control Organisation at eco.help@bis.gsi.gov.uk or on +44 (0)20 7215 4594 for further advice. A full list of such destinations can be found on the UK Foreign and Commonwealth Office (FCO) website:

<https://www.gov.uk/current-arms-embargoes-and-other-restrictions>

The 2008 Order controls the act of supply and delivery, agreeing to supply or deliver, and in certain circumstances, any act calculated to promote the supply or delivery, of military or para-military goods (including goods banned by the European Union because of evidence of their use in torture) between two overseas nations arranged by any person in the UK.

The UK Trade Controls arrange military and para-military goods into three categories, which are arranged in order of most sensitive in Category A to least sensitive in Category C.

Category A goods include:

- Goods banned by the EU because of evidence of their use in torture.
- Restraints specially designed for restraining human beings.
- Riot control or self-protection devices designed or modified to administer an electric shock.
- Certain cluster munitions, including components.

If you are caught promoting category A goods without a relevant UK licence, you will be ejected from the event and could face enforcement action from relevant authorities.

For more information and to access a copy of the legislation please see the guide on the Export Control Order 2008 on the ECO website. www.gov.uk/trade-controls-military-goods-on-trade-fairs-and-exhibitions

Full guidance on the UK Trade Controls, including information detailing when promotional activities do not require a licence, is available on the Business Link website:

<http://www.businesslink.gov.uk/bdotg/action/layer?r.s=tl&r.l1=1079717544&r.lc=en&r.l2=1084228483&topicId=1084572098>

Import Control

License Requirements

Exhibitors will not need to apply for a licence to import all live (active) firearms and ammunition as an Open Import Licence will be granted for this exhibition. Imports under this open licence are only valid for those with the appropriate authority issued by the UK authorities, that is a valid Registered Firearms Dealer Certificate and a Home Office Section 5 authority, as appropriate, and have been pre-registered to attend DSEI. There is a prohibition on the import of military equipment originating in **Iran, Libya North, Korea, Russian Federation and Syria**, anti-personnel mines and torture equipment. All import licence reference details must be declared in box 44 of the Customs Declaration (C88).

Enquiries for details and further information of how to apply for an import licence:

Import Licensing Branch
Department for Business, Innovation & Skills (BIS)

Email: enquiries.ilb@bis.gsi.gov.uk
Website: <https://www.gov.uk/import-controls>

Export Control

License Requirements

A BIS Export Licence will be required before firearms and other military, dual-use or paramilitary goods can be re-exported.

The UK's export controls are based on national and international commitments concerning transfers of conventional weapons, missiles, chemical and biological weapons and nuclear-related goods and technology, and components thereof. Exports are also controlled to destinations which are subject to UN trade sanctions or EU/UK embargoes. Additionally, the "trade" (i.e. trafficking and brokering) of military and paramilitary goods between third countries is also subject to control. In certain circumstances (i.e. trade in Category A goods to all destinations, and of all military and paramilitary goods to embargoed destinations) the controls apply to marketing and promotional activities.

Two Open General Export Licences (OGELs) that may be used for export as a result of importing for the exhibition are:

OGEL (Export after Exhibition or Demonstration: Military Goods)

OGEL (Export After Exhibition: Dual-Use Items)

These allow the export of specified controlled items by any person, removing the need for exporters to apply for an individual licence, provided the items and destination are eligible and the conditions are met.

Where an OGEL does not permit the export of goods imported for the exhibition, a specific licence will be required. These can be obtained on line by following the procedures at Annex D. For further information and details of the licence, visit the following web sites:

<https://www.gov.uk/government/publications/open-general-export-licence-export-after-exhibition-or-demonstration-military-goods>

<https://www.gov.uk/government/publications/open-general-export-licence-export-after-exhibition-dual-use-items>

Enquiries and further information on applying for export licences:

Export Control Organisation,
3rd Floor
1 Victoria Street
London
SW1H 0ET

Email: eco.help@bis.gsi.gov.uk
Tel: 020 7215 4594

<https://www.gov.uk/government/organisations/export-control-organisation>

All exhibitors and visitors are advised to ensure that they have all necessary trade control licences in place for any business that may be conducted at DSEI in line with the statutory legal requirements outlined above. All visitors and exhibitors are also advised that any business activity not related to DSEI but which is conducted anywhere else in the UK could also be affected by the legislation.

Clarion Events, as the organisers of DSEI, accepts no legal responsibility for any actions resulting in prosecutions arising from the failure by any visitor or exhibitor to obtain the necessary trade control licences from the British Government prior to DSEI.

If you are unsure whether an Import or Export License is required there is an online rating service via the SPIRE website. This can be used for guidance on licensing of individual exhibits. To utilise this free service visit the following link:

<http://webarchive.nationalarchives.gov.uk/20120823131012/http://www.businesslink.gov.uk/bdotg/action/layer?r.s=tl&r.l1=1079717544&r.lc=en&r.l2=1084228483&topicId=1084339714>

Customs

Goods imported from outside the European Union

Imported goods must have a valid import licence issued by the Department for Business, Innovation and Skills (BIS).

You, or your agent, must complete a Customs Declaration (Form C88 - SAD) for all goods imported from outside the EU for this exhibition. This form can be completed electronically or if completed by hand, a manual version is available from the Customs National Advice Centre. It is recommended that you use the services of an agent who is fully aware of these procedures.

The make, model and serial number of all weapons of whatever description must be shown in Box 31 of the C88 form.

The BIS licence details must be recorded in Box 44 of the C88 form.

If the weapons and ammunition are arriving as freight an electronic customs declaration will normally be required using a freight agent or company approved to make such entries.

If you are personally accompanying the weapons and ammunition, the import licence and the goods must be presented to Border Force (Customs) upon arrival in the UK. The C88 declaration can be made either electronically (as for freight) or by hand. In the latter case this can be given to the Border Force Officer on arrival.

Weapons and ammunition - imported from another Member State of the European Union

Every firearm and weapon within the meaning of Council Directive 91/477/EEC (the 'Weapons Directive') that is brought into the UK must be accompanied by an EU Transfer authorisation issued by the Member State of dispatch in accordance with Article 11 of the Directive.

The authorisation shall contain, among others things:

The name and address of the consignor, the address where the firearms are to be consigned or transported

The number of firearms to be consigned or transported

Particulars enabling the firearms to be identified i.e. make, type, model, serial number and category of firearms as determined under Annex 1 of the Directive.

Temporary Admission (TA) from outside the European Union without payment of Duty and Tax

Any non-EU goods (firearms and weapons, ammunition, models, stands, brochures, vehicles etc.) imported for use at DSEI will be liable to customs duty and import VAT. TA can relieve these charges but only if you have obtained an authorisation to use the procedures, and the goods are going to be re-exported after the exhibition.

Items to be given away free of charge at the exhibition (such as brochures) may be eligible for relief from customs duty and import VAT under the Community System of Duty Reliefs (CSDR).

Temporary Admission (TA) procedures allow you to temporarily import goods from countries outside the EU and obtain relief from customs duty and import VAT. TA does not apply to goods being brought in from other Member States of the EU that are in free circulation.

While goods remain under TA in the EU, they must not be processed, altered or repaired other than routine maintenance necessary to preserve them in the condition in which they were imported.

Important Note: An authorisation for TA does not remove the need for you to hold any import or export licences, Police certificates or Home Office authorities as required elsewhere in these instructions.

Authorisation for Temporary Admission

An application for a Simplified TA authorisation can be made at the time the goods are imported by quoting TA relief customs procedure code (CPC) 53 00 D23 (or 53 00 003 where liable to import VAT only) on the Customs Declaration (C88). Full details of how to complete Form C88 can be found in the Integrated Tariff of the United Kingdom, Volume 3 (Part 3) and in the CPC completion notes. Access to the Tariff is available at <http://www.uk-customs-tariff.co.uk> (further information on this can be found in the Tariff volume 3 part 3). Each importation is treated as a separate application for authorisation.

Information regarding eligibility of "Give Away" goods and how to make the declaration can be found in the Tariff under CPC 40 00 C32

Financial Security

At the time of entry to TA you will be required to provide customs with financial security to cover all charges that may become due if the goods are not re-exported from the EU within the approved time limits. This security will cover customs duty and import VAT and can be given either by cash deposit or banker's guarantee.

Export Procedures

Exports to other Member States of the European Union

Exporters of weapons or firearms must apply to BIS for the issue of an export licence authorising them to transfer the goods from the UK to another Member State (including any Member States through which the weapons or firearms will pass). Licence conditions must be complied with and a copy of the licence must accompany the goods until they reach their destination in the Member State concerned.

Where the goods to be exported are covered by an Open General Export Licence, details of the relevant licence should be recorded on commercial documents accompanying the movement.

Firearms and weapons covered by form EC3 (EU transfer authorisation for firearms and ammunition – Directive 91/477/EEC, Article 11) need not be pre-notified to HMRC / UKBA before shipment from the UK but the form must accompany the shipment. However, please also refer to the section covering Transportation of Weapons (below).

Exporters of military goods that are not covered by an Open General Export Licence (OGEL) and exporters of certain dual use goods that are subject to export licensing controls within the EU (items on Annex IV of the dual-use list) must apply to BIS for the issue of an export licence authorising them to transfer the goods from the UK to another Member State. Shipments under Standard Individual Export Licences (SIEL) must pre-notify HMRC of the intention to ship these products. A listing of the imported goods (due to be re-exported), the reference number of the SIEL, details of intended dates and routes for shipment and copies of any related commercial documents should be submitted to it.audit.south.district@hmrc.gsi.gov.uk by 8 July 2015. HMRC will provide e mail response confirming permission to ship.

Re-exportation of TA relief goods to Destinations outside the European Union

When the event is over, the goods imported under TA relief must be re-exported from the EU under cover of an Export Declaration (C88) quoting customs procedure code (CPC) 31 53 000.

The make, model and serial number of all weapons of whatever description must be shown in Box 31 of the C88 form.

The BIS licence details must be recorded in Box 44 of the C88 form.

The discharge/repayment of your financial security will be organised by the supervising office for TA Simplified authorisations once you have provided them with evidence that the goods have been re-exported from the EU using the correct CPC. You will need to send a copy of the re-export declaration together with any supporting commercial documentation to:

National Temporary Admission Section (NTAS)
Custom House
Furness Quay
Salford
Greater Manchester
M50 3XN
United Kingdom

Telephone: +44 (0)161 261 7211 or 7212
Email: NTAS@hmrc.gsi.gov.uk

You can find full details of all Customs publications, including Notice 200 Temporary Admission on the HM Revenue and Customs website:

<http://www.hmrc.gov.uk> – click on 'Import and Export' under 'Businesses and corporations'

OR

through the **Excise and Customs Helpline** on +44 (0)845 010 9000

Opening hours 8.00am to 6.00pm, Monday to Friday

Closed weekends and Bank Holidays

Transportation of Weapons

Firearms and prohibited weapons moved from the port/airport of arrival to the exhibition and returned to the port/airport of departure must be transported by a "carrier" who holds an authority issued by the Secretary of State, Home Office, issued under Section 5 of the Firearms Act 1968 to possess and transfer prohibited weapons.

If you fail to use a licensed carrier your goods will be seized.

A list of licensed carriers and airlines for your region is available on request. Please contact DSEI's Official Freight Contractor on:

enquiries@dseilogistics.com

Stand builds can be delayed because exhibitors ship all materials, firearms and Section 5 exhibits in the same container. Firearms and prohibited weapons exhibits entering the UK undergo rigorous scrutiny and, until they are cleared, they cannot be separated from any other material in the same shipment. Therefore, we strongly recommend that you do not ship firearms and prohibited weapons to the exhibition with your other general stand material as this could delay all of the material arriving on site.

No controlled live (active) Firearms (exhibits) will be allowed on site at ExCeL without the presence of relevant exhibitor or duly appointed agent with a Registered Firearms Dealer's Certificate and, as applicable, Section 5 authority.

DSEI's Official Freight Contractor, Agility Logistics and their worldwide agents, can manage all of the shipping and customs requirements on your behalf. We strongly recommend that exhibitors use the official freight contractor for the shipment of these types of exhibits. Agility Logistics can be contacted by:

T: +44 (0)843 227 2032 or +44 (0)121 780 2627

E: license@dseilogistics.com

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Annex A - What weapons documentation do I need at DSEI?

Any exhibitor who brings any weapon/firearm to DSEI must obtain a Metropolitan Police Services Registered Firearms Dealer Certificate to cover their activities at DSEI.

In addition, any exhibitor who has in his possession, or purchases or acquires, or manufactures, sells, or transfers any firearms and ammunition to which Section 5 of the Firearms Act 1968 (as amended) applies also requires a separate authority issued by the Home Office to cover their activities at ExCeL.

Failure to obtain a Registered Firearm Dealer's Certificate and Section 5 Authority as applicable, prior to arrival in the UK will prohibit the issue of licences for the importation of such goods and will preclude a company from exhibiting such items at DSEI.

UK exhibitors failing to obtain the correct documentation prior to arrival on site at ExCeL will preclude the exhibiting of such goods.

Stand sharers are to comply with the firearms licensing requirements. Regardless of whether they have taken space in a pavilion or are a subsidiary of a parent company, which is also exhibiting, each company (exhibitor) in its own right must obtain a Registered Firearms Dealer's Certificate and Section 5 authority, as applicable.

HMRC Exhibitors Checklist

If you are exhibiting firearms at DSEI 2015, please ensure that you have completed the following steps:

If you are exhibiting **deactivated weapons**, please make sure that you have a certificate authorised by a UK proof house to prove their deactivation. Overseas deactivation certificates are **not** acceptable under UK law.

If you are exhibiting **live weapons** and your company is based in the **UK**, you need the following documentation:

- Registered Firearms dealer certificate
- Section 5 Licence (if appropriate)
- EU Transfer Authorisation (if appropriate)
- Trade Control Licence

If you are exhibiting **live weapons** and are from an **overseas company**, you need the following documentation:

- Registered Firearms dealer certificate
- Section 5 Licence (if appropriate)
- Export Licence
- EU Transfer Authorisation (if appropriate)
- Trade Control Licence

Exhibitors will not need to apply for a licence to import all live (active) firearms and ammunition as an Open Import Licence will be granted for this exhibition. Imports under this open licence are only valid for those with the appropriate authority issued by the UK authorities, that is a valid Registered Firearms Dealer Certificate and a Home Office Section 5 authority, as appropriate, and have been pre-registered to attend DSEI. There is a prohibition on the import of military equipment originating in **Iran, Libya North Korea, Russian Federation and Syria**, anti-personnel mines and torture equipment. All import licence reference details must be declared in box 44 of the Customs Declaration (C88).

Enquiries for details and further information of how to apply for an import licence:

Import Licensing Branch
Department for Business, Innovation & Skills (BIS)
Email: enquiries.ilb@bis.gsi.gov.uk
Website: <https://www.gov.uk/import-controls>

- Check your **promotional material for any category A goods**. Category A goods include:
- Goods designed for the execution of human beings
 - Goods banned by the EU because of evidence of their use in torture.
 - Restraints specially designed for restraining human beings.
 - Riot control or self-protection devices designed or modified to administer an electric shock.
 - Hand held spiked batons
 - Certain cluster munitions, explosive sub munitions including components.

If you are caught promoting category A goods without the licence that permits it, you will be ejected from the event and could face enforcement action from relevant authorities.

If you are exhibiting firearms or prohibited weapons, book a **licensed carrier** to transfer these goods from the port/airport of arrival to the exhibition and from the exhibition to the port/airport of departure.

If you fail to use a licensed carrier your goods will be seized.

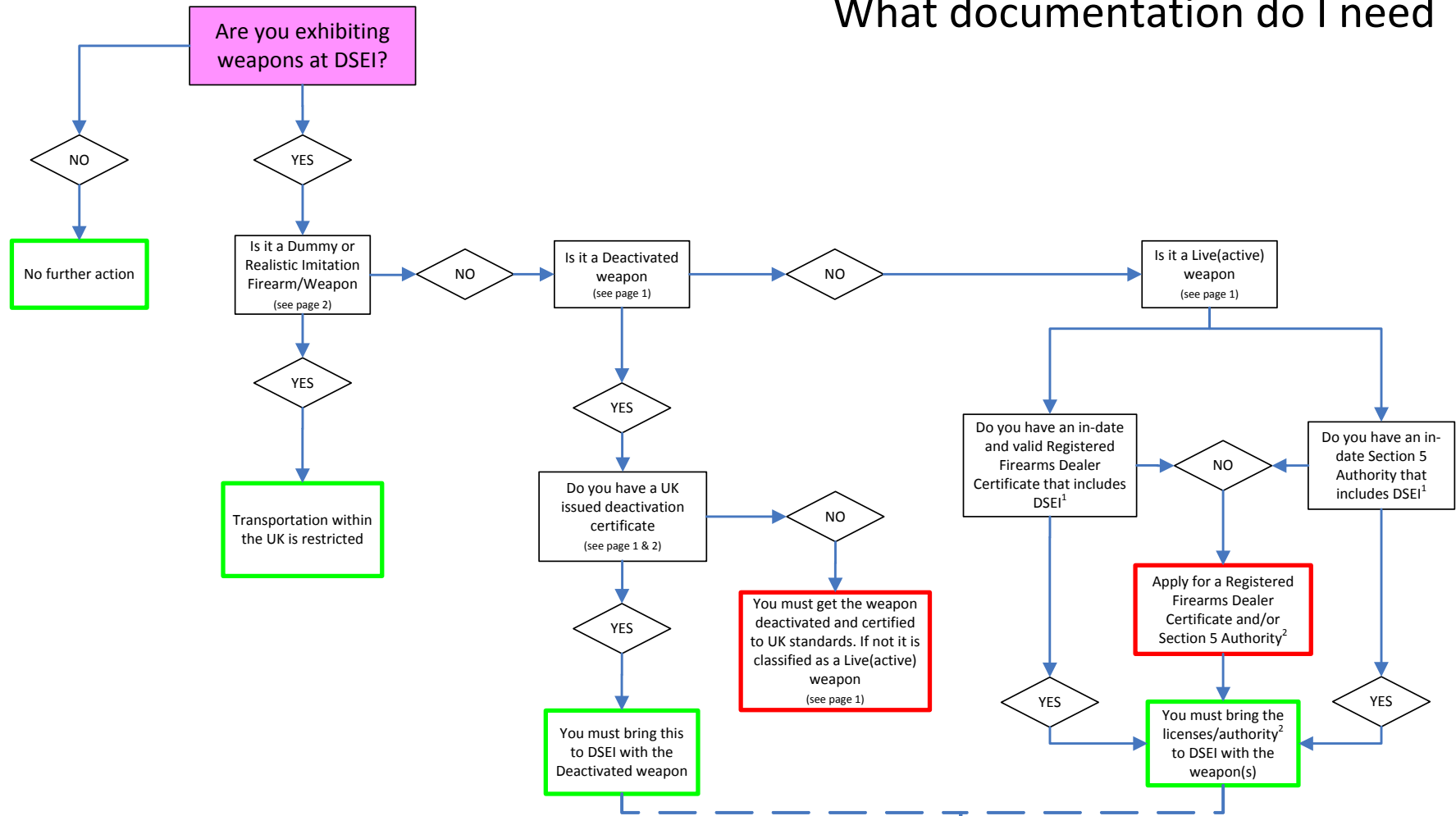
Useful resources

Further information on any of these requirements can be found in your Exhibitor Guidance Booklet or at: www.gov.uk/browse/business/imports-exports

The legislation which outlines these controls is the Export Control Order 2008. This legislation is available at: www.legislation.gov.uk/ukSI/2008/3231/schedule/4/made.

Guidance on this legislation is also available on the gov.uk website at: www.gov.uk/export-control-order-2008.

What documentation do I need



1 The certificate/license, issued by the Metropolitan Police, must cover the dates of DSEI and any period the weapons will be in the UK, and include dealership and promotion at DSEI, ExCeL, London. (See page 3)

2 Registered Firearms Dealer Certificate and Section 5 Authority as appropriate. (See page 3 & 4)

Documentation **WILL** be checked by UK Police during registration. Failure to produce the correct licenses/authority may result in exhibits being seized.

Annex B – Firearms Dealer Application

Firearms Acts 1968 to 1988

Firearms Form 116

Firearms dealers: Application for registration or for new Certificate of Registration

Please complete this form in **BLOCK CAPITALS** except when signing.

Note

Part A must be completed where an application is made by a person wishing to be registered as a firearms dealer.

Parts B and C must be completed where an application is made on behalf of a company. In all cases **Parts D and E** must be completed.

Part A Personal details

1 Title (e.g. Mr, Mrs, Ms)	<input type="text"/>	2 Surname	<input type="text"/>	
3 Forename(s)	<input type="text"/>			
4 If you have at any time used a name other than those quoted at 2 and 3 above, please give details (including in the case of a married woman, surname before marriage)	<input type="text"/>			
5 Date of birth	<input type="text"/>	6 Place of birth	<input type="text"/>	
7 Nationality	<input type="text"/>			
8 Occupation	<input type="text"/>			
9 Current home address	<input type="text"/>			
	Post Code	<input type="text"/>	Telephone number	<input type="text"/>
10 Permanent home address (if different from 9)	<input type="text"/>			
	Post Code	<input type="text"/>	Telephone number	<input type="text"/>
11 If you have lived elsewhere than at the addresses quoted at 9 and 10 above during the last five years please give details	<input type="text"/>			
	Post Code	<input type="text"/>	Telephone number	<input type="text"/>
12 Have you previously been registered as a firearms dealer in Great Britain?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes state police force area	<input type="text"/>			
Name under which you were registered	<input type="text"/>			
Period of registration	from	<input type="text"/>	to	<input type="text"/>

Part A Continued

- 13 Have you ever had an application for the grant or renewal of a firearm or shot gun certificate refused or a certificate revoked? Yes No

If yes give details

- 14 Have you ever had an application for registration as a firearms dealer refused, or been removed from a police register of dealers? Yes No

If yes give details

- 15 Have you ever been convicted of any offence? Yes No

If yes give details

(Note: You are not entitled to withhold information about any offence. This includes convictions in places outside Great Britain.)

Part B Company details

- 16 Full name of company

- 17 Registered number of company

- 18 Has the company ever traded under a different name? Yes No

If yes, state full name of such company

- 19 Has the company been registered as a firearms dealer in another police force area, under this or any other name? Yes No

If yes, state police force and certificate of registration number

- 20 Principal nature of the business with which the company is concerned

- 21 Names of the officers of the company (including Chairperson, Secretary, Directors, Treasurer etc.)

- 22 Do any of the above named officers hold a firearms dealer's certificate of registration? Yes No

If yes, state full name of such officers

Part B Continued

23 Is any officer of the company also an officer of another company which holds a firearms dealer's certificate? **Yes** **No**

If **yes** state details

24 Has the company traded under this or any other name, ever been removed from a police register of firearms dealers? **Yes** **No**

If **yes** state details

25 Has a court ever ordered any of the officers of the company not to be registered as a firearms dealer? **Yes** **No**

If **yes** state details

26 Has a court ever ordered the company not to be registered as a firearms dealer? **Yes** **No**

If **yes**, state details

27 Has the company been convicted of any offence? **Yes** **No**

If **yes**, state details

Part C Officer making an application on behalf of a company

28 Title (e.g. Mr, Mrs, Ms.)

29 Full name

30 Date of birth

31 Position held in company

32 Length of time in position stated in question 31?

Part D Place of business

33 Details of places of business

	Name and address of business	Nature of business e.g. manufacturing, wholesale, retail, full or part time	Nature of other business conducted at this address
a)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
b)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
c)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

34 If this is an initial application, please give details of previous experience of handling firearms

35 Proposals for ensuring the safe custody of firearms and/or ammunition if the application is granted

Part E Application and declaration

36 I hereby apply to the chief officer of police*/

** delete as appropriate*

I hereby submit this application on behalf of the company named in Part B above*

a) for registration as a firearms dealer b) for a new certificate of registration

Note: It is an offence for any person to make any statement which he knows to be false for the purpose of procuring either for himself or for another person registration as a firearms dealer or the entry of any place of business on a register of firearms dealers.

I declare that the above statements are true
Usual signature of applicant

Date

For official use only

Fee Paid £

Signature

Receipt Number

Rank / Number

Date

Station

Notification by a Registered Firearms Dealer of a place of business not already entered in the register

Please complete this form in BLOCK CAPITALS except when signing.
This form should be completed by a registered firearms dealer, when notifying a new place of business to the chief officer of police in whose area he is registered.

Part A Details of new place of business

1 Name of firearms dealer	<input type="text"/>	
2 Certificate number	<input type="text"/>	
3 Name of proposed business	<input type="text"/>	
4 Address of proposed business	<input type="text"/>	
5 Principal nature of the business to be carried on at the premises	<input type="text"/>	
6 Other business (if any) which will be carried on at the proposed address (i.e. by whom carried on, nature of business and name under which business will be carried on)	<input type="text"/>	
7 Full name of applicant or person submitting the application on behalf of a company	<input type="text"/>	8 Telephone number <input type="text"/>

Part B Declaration

I, being registered as a firearms dealer in this police force area, hereby notify the chief officer of police that I propose to carry on business as a firearms dealer at a place of business in this area which is not entered in the register.

I declare that the statements made on this form are true.

Usual signature of applicant or person acting on behalf of the company.

Date

For official use only

Fee Paid £	<input type="text"/>	Signature	<input type="text"/>
Receipt Number	<input type="text"/>	Rank / Number	<input type="text"/>
Date	<input type="text"/>	Station	<input type="text"/>

Annex C – Section 5 Application

Example letter for Home Office Section 5 Authority

Natasha Drummond
Home Office
Firearms Casework Section
Drug & Firearms Licensing Unit
5th Floor
Fry Building
2 Marsham Street
London
SW1P 4DF
☎ 020 7035 1778

DSEI: Section 5 Authority Firearms Act 1968 (as amended)

[Insert Company Name] is participating in the Defence and Security Equipment International Exhibition at ExCeL, Royal Docks London between 15-18th September 2015. I wish to apply for a Section 5 Authority to allow my company to exhibit and conduct business with a view to sales or future sales.

We intend to exhibit live (active) weapons or their component parts and/or prohibited ammunition which are not deactivated to a standard compliant with UK law. I have attached a list of these exhibits.

I have a current Registered Firearms Dealer's certificate.

Number:.....

or

I have applied for a Registered Firearms Dealer's certificate from the Metropolitan Police SO19 North East Firearms Enquiry Team.

[Tick appropriate box]

The person who will be at the exhibition throughout the period and responsible for the security of our exhibits will be:

Name.

Company Address.

Contact Tel Number.

Email Address.

Signed:

Print Name:

Annex C – Section 5 Application

Description	Type	Quantity	Remarks

Annex D – Applying for an Export Control Licence

The UK has a web-based electronic trade and export licensing system called SPIRE. All details of SPIRE, including how to register a new account and make an application, can be found on the following website:

<http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1084613486&type=PIP>

Exhibitors must apply, using SPIRE, for their respective license **before the 10th July 2015**. Applications received on or after the deadline date will not be processed.

Annex E - Exhibitor Registration and Security Instructions

Exhibitors that will be exhibiting live (active) controlled exhibits are to register these items at the appropriate armoury (see below) when their equipment first arrives on site. At this time they will need:

Registered Firearm Dealers' Certificate, and,
Home Office Section 5 Authority (as applicable)

Exhibitors should be aware that these documents will be inspected by the Metropolitan Police Firearms Enquiry Team (FET). Exhibits which are considered portable and physically capable of being stored in the Armoury will be taken on charge.

Exhibitors are responsible for the security of any controlled exhibits at all times, particularly when they are on display in the exhibition hall. **These items must be secured to the stand by tether or other means at all times.**

To guard against misappropriation, portable exhibits are to be removed from stands overnight. To facilitate the secure storage the Organisers will have two on site temporary armouries, one each in the North and South halls. The schedule of opening times for both is detailed below.

Registration Procedures

Registration of weapons will take place on **Sunday 13th & Monday 14th September 2015**

Armoury Schedule of Opening Times

No movement of armoury exhibits is permitted outside the times indicated below:

- Sunday 13th September
- Monday 14th September 0830–1730 Armoury Registration
- Tuesday 15th September }
Wednesday 16th September } 0730–0915 Issues/1715-1815 Returns
Thursday 17th September
- Friday 18th September 0730-0915 Armoury De-Registration/Issues
1615-1930 Collection of empty/Return of sealed
weapon cases (As required)
- Saturday 19th September 0830-1200 Collection of sealed weapon cases (As
required)

Exhibition Open Day Routine

During show days the issue and return of exhibits will be conducted within the times prescribed on the above schedule. Before an exhibit is issued the recipient will be required to sign for it in the Armoury Accounts Ledger and a tally will be issued. On returning exhibits the authorised signatories will be required to sign the ledger to state they have returned all items to the armoury.

Exhibits will not be handed over to non-authorised signatories. Exhibitors' representatives should carry some form of personal photographic identification such as a passport, national ID card or photo-driving licence.

Movement of Exhibits within the Exhibition Building

All transfers of weapons between any armoury and exhibitors' stands, and vice-versa, are to be made within the exhibition halls. No movement of controlled exhibits will be permitted outside of the armoury open times. When the show is open all exhibits are to remain on stands in the exhibition halls.

Under no circumstances will any Exhibit be issued overnight.

De-Registration of Exhibits

De-registration will take place on the morning of the final day, 18th September. This will allow those exhibitors who wish to move their exhibits offsite on completion of the show to do so.

Subject to prior agreement with the organiser, any exhibitor who does not wish to remove their armoury controlled exhibits off site on 18th September is to follow the following procedure. They are to:

Draw empty weapon cases from the armoury by 1730 hours 18th September 2015 and pack their weapons on their stands.

Return the sealed cases to the armoury by 1930 hours, 18th September 2015. Under no circumstances are sealed cases to remain on exhibitors' stands.

Remove the sealed cases from the armoury and transport offsite by 1200 hours 19th September 2015.

The organiser takes no responsibility for the security and accounting for any controlled exhibits not under their direct custody. All controlled exhibits are to be removed from the ExCeL site by 1200 hours 19th September 2015 unless there are exceptional circumstances and with the prior agreement of the Security Manager.

Loss or Suspected Theft of a Controlled Exhibit

The DSEI Security Manager is to be informed immediately of any actual or suspected loss or theft of a controlled exhibit – live (Active) Firearm or Weapon, converted, deactivated, dummy or Realistic Imitation Firearm. The Security Manager is contactable through the Exhibition organiser's office during venue open hours or the ExCeL Security suite out of hours.