Business Continuity Plan (BCP) for LUCCS Automated Export System (AES)

A. Economic operator system is unavailable

1. Unavailability of the EO´s system at Export

How to proceed:

a. Use nationally developed Web service (LUCCS-NTP)
b.
   ➢ Submit customs declaration by a customs representative
     or
   ➢ Use the BC-EAD form*

N.B.: for detailed information on how to use BC-EAD see Chapter C &D here under

*Prerequisite: BCP activation by National Service Desk (= NSD)

In case the BC-EAD has been used to fulfil the customs formalities at OoExp during the unavailability of the EO´s system, the declarant shall submit the export declaration (IE515) type "R" in the AES within 7 days of their system being up and running again.

2. Unavailability of the EO´s system at Exit

How to proceed:

a. Use nationally developed Web service (LUCCS-NTP)
b. Accomplishment of exit formalities by a customs representative
c. Accomplishment of exit formalities by customs office of exit:

   ➢ If export declaration (IE515) has already been submitted electronically at OoExp
      i. presentation of the goods at exit is carried out by using the MRN (e.g. using a barcode)

   ➢ If BCP has been used at OoExp (no IE515 exists in AES)
      i. presentation of the goods at exit is carried out by using the BC-EAD form

Based on the received information, the exit formalities are carried out by OoExt.

B. Underline National AES application at Office of Export is unavailable

1. National AES application at Office of Export is unavailable

    a. NSD notifies unavailability to EO's at export
    b. NSD notifies BCP activation* to EO's at export

    BCP activation (= use of BC-EAD) for all declarations at export submitted that have a status prior to "movement released for export" (no messages IE560/IE529/IE501 can be sent to the EO and OoExt) and for all movements not yet declared for export.

    c. NSD notifies recovery to EO's at export

    In case the BC-EAD has been used to fulfil the customs formalities at OoExp during the unavailability of national AES, the declarant shall submit the export declaration (IE515) type "R" in the AES within 7 days of the system being up and running again.

2. National AES application at Office of Exit is unavailable

    a. NSD notifies unavailability to EO's at exit
    b. NSD notifies BCP activation* to EO's at exit

    * After BCP activation at OoExt, presentation of the goods at exit is carried out by using the EAD form. The Trader at Exit may provide the declaration information to the OoExt using either the printed version of the EAD or using other alternative means (tablet, smartphone).

    In case of BCP activation, the exit of the goods is subject to authorisation by the OoExt.

    c. NSD notifies recovery to EO's at exit

    After system recovery, the OoExt closes the concerned export movements electronically in the system (IE518 is sent back to OoExp) & consequently the declarant at export side receives the certification of the goods for exit (IE599).

C. End-to-end usage of the BC-EAD

    The following steps shall be carried out when the BCP is activated:

    1. The BC-EAD and BC-EAD LoI shall be completed by the exporter/declarant and submitted to the customs office of export;

    2. The customs office of export shall allocate a BCP identification number and shall register it in the BC-EAD and BC-EAD LoI forms using the 'BCP MRN' BOX;

    3. Where the findings of the verification are consistent with the declaration, the customs office of export shall release the goods and record the result of verification, the seals used (if any) and date of release for export in Box 'Control by Office of Export' on the BC-EAD;

4. The BC-EAD shall be stamped by the customs office of export, using the nationally applicable customs stamp;

5. Goods declared for (re)export using the BC-EAD shall be carried under cover of the BC-EAD and BC-EAD LoI.

6. The customs office of exit shall handle the BC-EAD and the BC-EAD LoI, using Box 'Control by Office of Exit' to record the date of arrival, to enter the details of controls carried out, including for seals, if needed and to register the date of release for exit.

7. The customs office of exit shall return the BC-EAD and BC-EAD LoI to the customs office of export without delay for the purposes of exchange of information between customs offices as referred to in Article 333(2) of the UCC IA.

8. The Trader at Exit and the customs office of exit might keep a copy of the BC-EAD and BC-EAD LoI (in paper or in any electronic format).

9. The declarant shall submit the export declaration (IE515) in AES within 7 days.

10. The BC-EAD and BC-EAD LoI are used as alternative evidence about the exit of the goods. Based on the returned BC-EAD and BC-EAD LoI, the office of export closes the export declaration without sending out the IE501 message to the office of exit.

N.B.: Where the BC-EAD and BC-EAD LoI are not returned to the customs office of export within 90 days after the goods were released for export, enquiry procedure may be initiated by the customs office of export and the declarant may be requested to provide proof that the procedure has ended correctly.

D. BC-EAD Printing Guidelines XLS table

Detailed information on what and how to print the content of a (re)export declaration using the BC-EAD Form and BC-EAD LoI can be found under the following link:

https://douanes.public.lu/content/dam/douanes/publications/documents/edouane/aes/bcp-ead-form-printing-guidelines.xlsx