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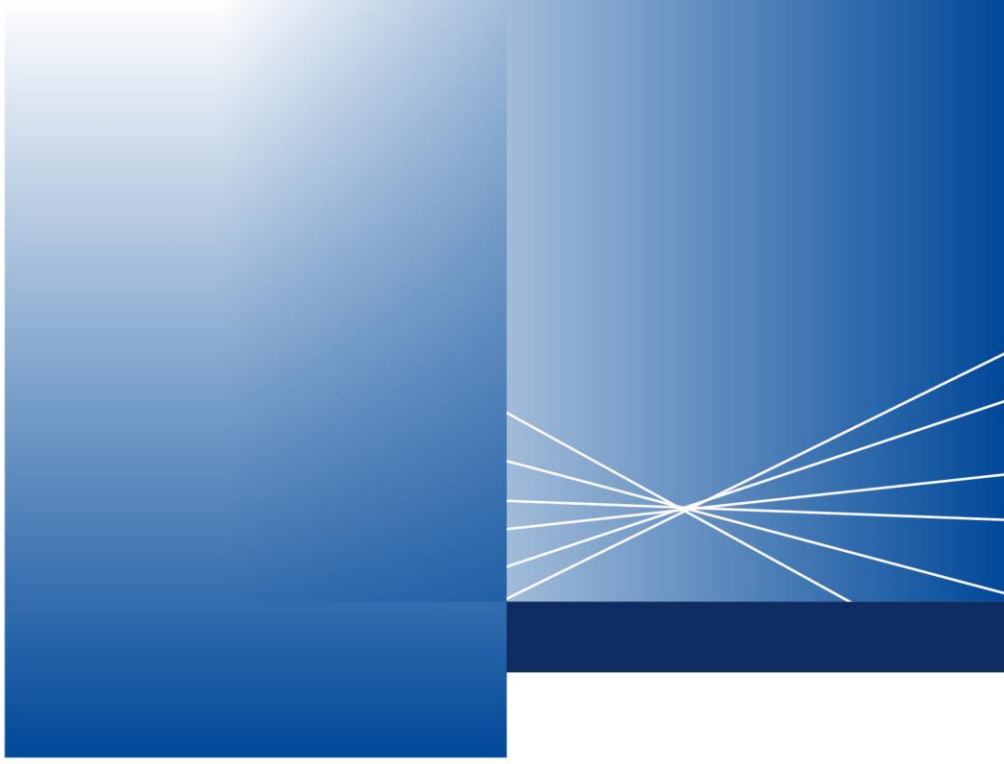

Instructions for the use of the Liquid asset Available app by external users

ATHENS, 14 JANUARY 2025

Table of Contents - Application User Guide Formatting and Structure instructions

1 Institutional Framework 5

2 Application features and requirements 6

2.1 Access to the application 6

2.1.1 User Registration 7

2.1.2 User Login 7

2.1.3 Retrieve Username 8

2.1.4 Retrieve User Password 8

2.2 Application Structure 9

2.2.1 Application Navigation GUI Tools 11

2.3 Functionality of the application 15

2.3.1 Selection of declaration type and transfer type 15

2.3.2 Personal information of the declarant 16

2.3.3 "Transfer Details" section 17

2.3.4 “Liquid asset Details” Section 18

2.3.4.1 Cash and Marketable Securities 19

2.3.4.2 Goods used as highly liquifiable assets of store of value 20

2.3.4.3 Adding a new type of cash available 20

2.3.5 Liquid assets owner declaration section 21

2.3.5.1 Option Yes - Financial origin and intended use of liquid assets 21

2.3.5.2 Option No - Registration Natural person / Legal Entity 22

2.3.6 Liquid asset recipient declaration section 29

2.3.6.1 Option Yes - Financial origin and intended use of liquid assets 29

2.3.6.2 Option No - Registration Natural person / Legal Entity 30

2.3.7 Signing and Submitting a Declaration 37

2.3.7.1 Finalization of declaration 38

2.3.7.2 Unsuccessful submission of the declaration 38

3 Appendix: Status of a declaration 39

Figure Index

Figure 1. Home Screen. 6
Figure 2. New user registration form. 7
Figure 3. Informational registration message 7
Figure 4. User entrance page. 8
Figure 5. Retrieve Username. 8
Figure 6. Retrieve Password. 9
Figure 7. Initial image of successful connection to the application. 9
Figure 8. User ID. 10
Figure 9. Main Menu. 10
Figure 10. Language Selection. 10
Figure 11. Submit a New Declaration. 11
Figure 12. Search section. 11
Figure 13. Automatic Date Entry. 12
Figure 14. Search. 12
Figure 15. Clearing Criteria. 12
Figure 16. Sorting. 13
Figure 17. Navigation. 13
Figure 18. Print declaration. 13
Figure 19. Edit declaration. 14
Figure 20. List of selected values. 14
Figure 21. Delete content. 14
Figure 22. Modify fields. 14
Figure 23. Delete entry. 15
Figure 24. Error warning. 15
Figure 25. Application lock. 15
Figure 26. Declaration type. 16
Figure 27. EU entry/exit. 16
Figure 28. Personal information section. 16
Figure 29. Adding a second identification document. 17
Figure 30. Update details. 17
Figure 31. Choice of means of transport. 18
Figure 32. Add transit. 18

Figure 33. Warning messages. 18
Figure 34. Liquid asset details section. 19
Figure 35. Types of liquid assets. 19
Figure 36. Cash and Negotiable Securities. 19
Figure 37. Goods used as highly liquifiable assets of store of value. 20
Figure 38. Adding liquid assets. 21
Figure 39. Warning message. 21
Figure 40. Declaration of owner of liquid assets. 21
Figure 41. Financial origin. 22
Figure 42. Intended use. 22
Figure 43. Declaration of liquid asset owners. 22
Figure 44. Declaration form of natural person as owner. 23
Figure 45. Liquid asset available list. 23
Figure 46. Declaration of liquid assets of a natural person. 24
Figure 47. Declaration of second type of liquid assets. 24
Figure 48. Declaration of financial origin by a natural person. 24
Figure 49. Intended use by a natural person. 25
Figure 50. Details of a natural person. 25
Figure 51. Liquid asset value warning message. 25
Figure 52. Declaration form of legal entity as owner. 26
Figure 53. Liquid asset available list. 26
Figure 54. Declaration of liquid assets of a legal entity. 27
Figure 55. Declaration of second type of liquid assets. 27
Figure 56. Declaration of financial origin by a legal entity. 27
Figure 57. Intended use by a legal entity. 28
Figure 58. Details of a legal entity. 28
Figure 59. Liquid asset value warning message. 28
Figure 60. Declaration of recipient of liquid assets. 29
Figure 61. Intended use. 30
Figure 62. Liquid asset recipient. 30
Figure 63. Natural person declaration form. 31
Figure 64. Liquid assets available list. 31
Figure 65. Declaration of liquid assets by a natural person. 31
Figure 66. Declaration of second type of liquid assets. 32

Figure 67. Declaration of financial origin of a natural person 32
Figure 68. Intended use by a natural person. 33
Figure 69. Details of natural person. 33
Figure 70. Liquid asset value warning message. 33
Figure 71. Legal entity declaration form. 34
Figure 72. Liquid assets list. 34
Figure 73. Declaration of liquid assets of a legal entity. 35
Figure 74. Declaration of second type of liquid assets. 35
Figure 75. Declaration of financial origin of a legal entity. 35
Figure 76. Intended use by a legal entity. 36
Figure 77. Details of a legal entity. 36
Figure 78. Liquid asset value warning message. 36
Figure 79. Signature 37
Figure 80. Submit a declaration. 37
Figure 81. Confirmation of submission for review. 38
Figure 82. LRN issuance. 38
Figure 83. Finalization of declaration by customs officer. 38
Figure 84. Unsuccessful declaration submission message 38
Figure 85. Failure to submit a declaration. 39

1 Institutional Framework

Regulation 2018/1672 of the European Parliament and of the Council of 23 October 2018, which applies from 3/6/2021, defines the obligation of the Customs Service to control liquid assets being imported to/exported from the European Union.

Pursuant to the above Regulation, carriers transporting liquid assets with a value equal to or greater than EUR 10,000, declare said liquid assets to the competent authorities of the member state through which they are imported to or exported from the Union and make them available for inspection.

In the context of facilitating the process of declaration and control of cash, the electronic system for registering the cash available declarations was created. The application consists of:
• the External User Environment
• the Internal User Environment (Customs)

The declaration concerns two separate forms with mandatory fields which are described in the above Regulation and are included in the Commission's standard forms. It foresees:
• The use of a form for the Accompanied Liquid assets Available.
• The use of an additional form for the Notification of Unaccompanied Liquid assets Available.

2 Application features and requirements

The purpose of this guide is the detailed presentation of the Liquid assets Available app and the provision of detailed instructions regarding the filling out of the electronic declaration of liquid assets available by external users.

2.1 Access to the application

Users enter the app through the link https://www1.aade.gr/aadeapps3/cashdeclaration/. The home screen has the following options:

- User registration
- User login
- Retrieve username
- Retrieve User Password

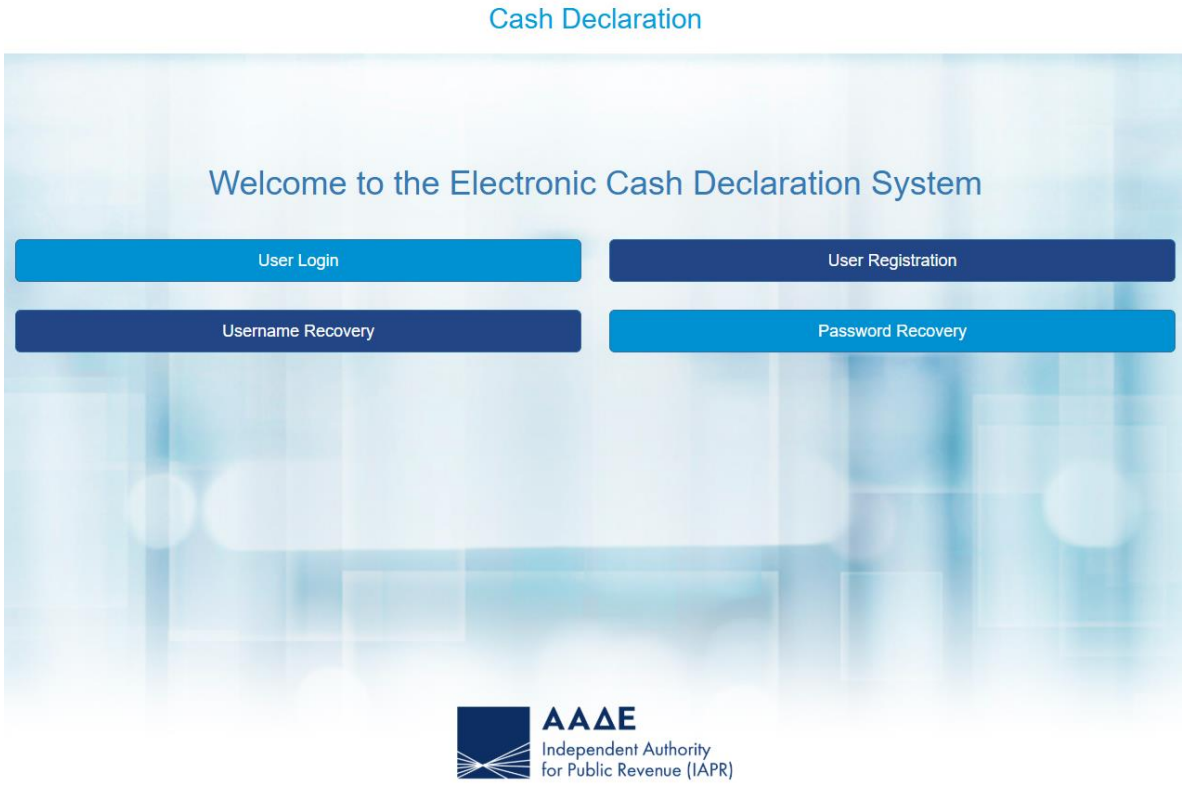

Figure 1. Home Screen.

2.1.1 User Registration

In the New User Registration Form, the user fills in the fields Surname, Name, Username, Username Confirmation, User Password and User Password Confirmation, e-mail and Captcha code.

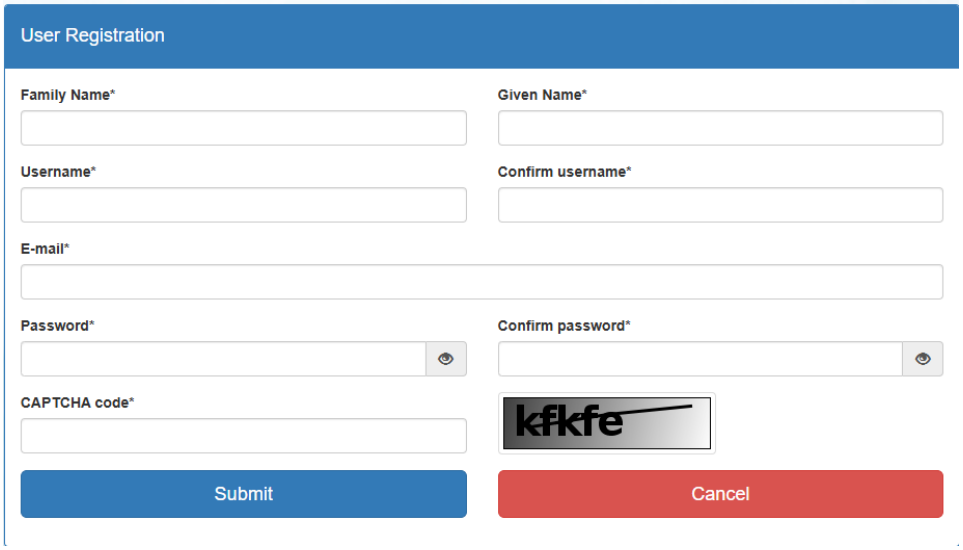

Figure 2. New user registration form.

Pressing Submit completes the registration. Then by clicking on the link sent to the user's e-mail, his account is activated.

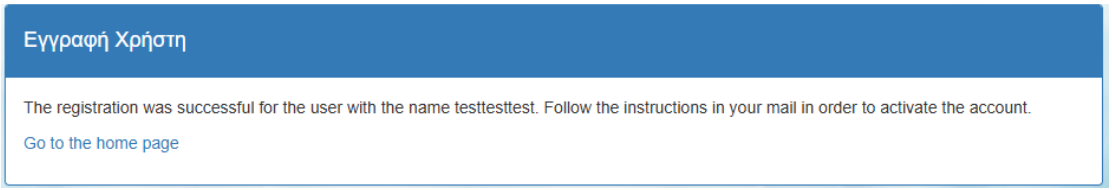

Figure 3. Informational registration message

2.1.2 User Login

To log in to the app, the user enters the Username and Password.

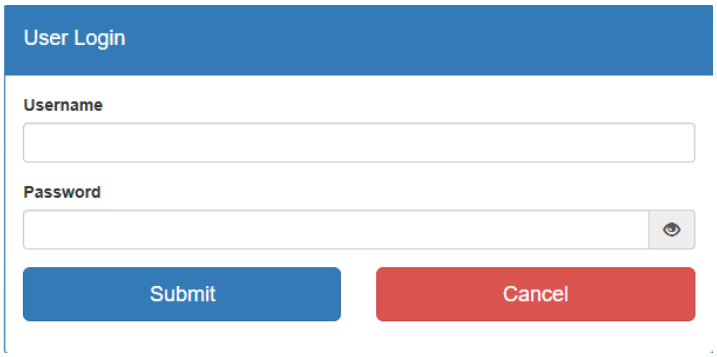

Figure 4. User entrance page.

2.1.3 Retrieve Username

The user fills in his e-mail and retrieves his Username with the link sent to him.

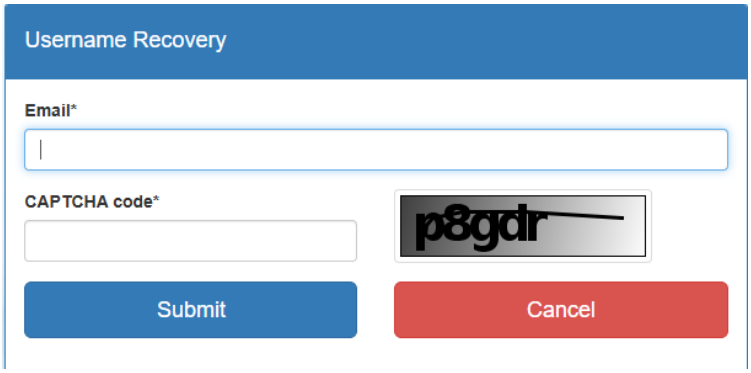

Figure 5. Retrieve Username.

2.1.4 Retrieve User Password

The user fills in his e-mail and retrieves his User Password with the link sent to him.

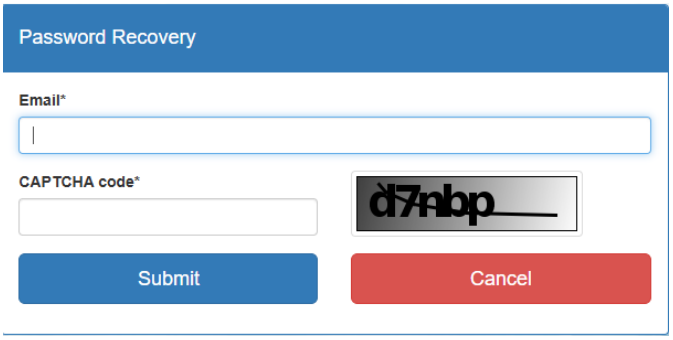

Figure 6. Retrieve Password.

2.2 Application Structure

Once the username and password are successfully verified, the user is logged into the application and taken to the home screen.
On the home screen, the functions that have been implemented appear enabled, and the functions that have not been implemented appear disabled. In case the user selects a disabled action, the appropriate message is displayed. The main sections are detailed below.

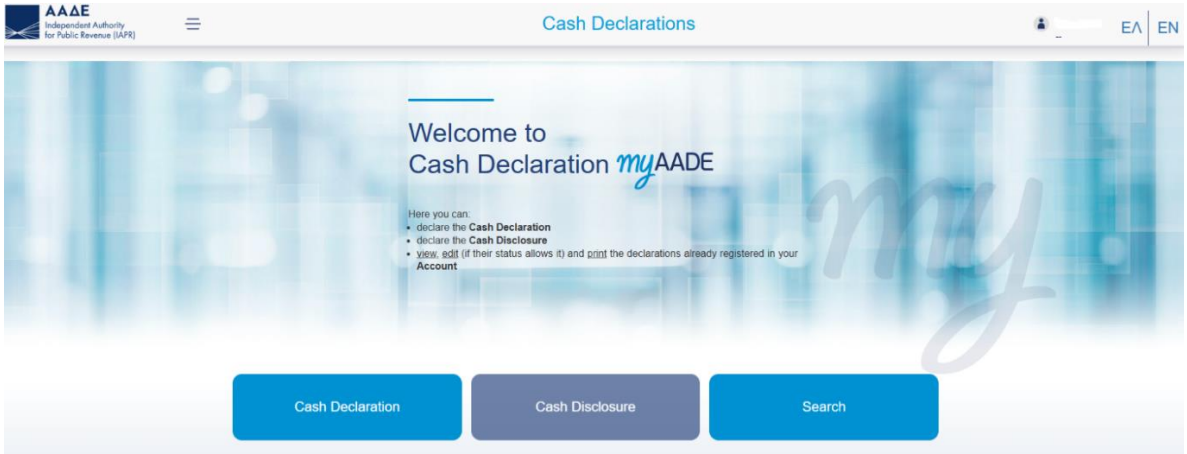

Figure 7. Initial image of successful connection to the application.

- User ID: It is the user's full name. By clicking on the user's name, his details are displayed. In addition, he can proceed to Log out of the app.

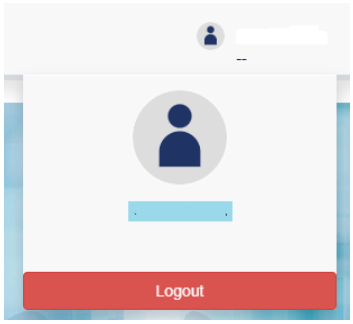

Figure 8. User ID.

- Main menu of options: The app's main menu contains navigation options to the app's various functions and screens. The menu includes the return to the Home Page when the user is on other screens of the application, as well as the app's main functions: Accompanied Liquid assets, Search, Instructions, FAQ and Exchange Rates.

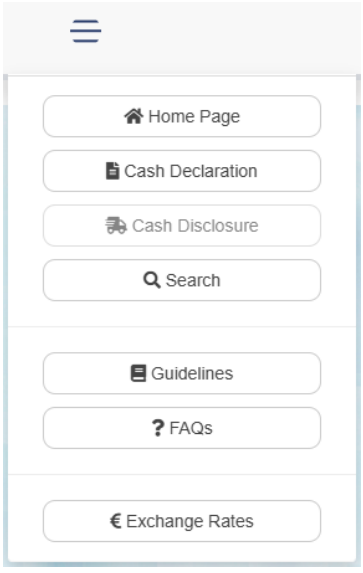

Figure 9. Main Menu.

- Language Selection Menu

Figure 10. Language Selection.

- Accompanied Liquid assets: By choosing Accompanied Liquid assets, the user starts the process of submitting a new declaration.

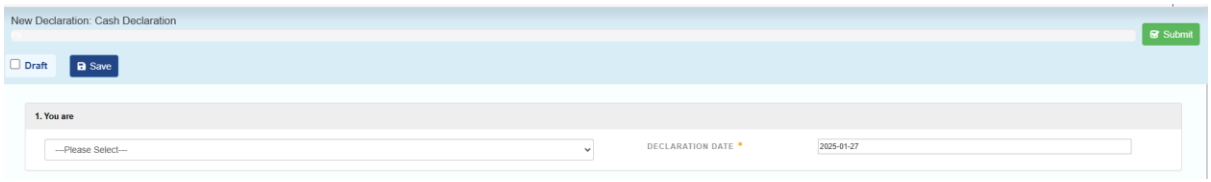

Figure 11. Submit a New Declaration.

- Search: In this section, the user can enter values and search for past declarations based on specific criteria. By pressing the search button, the results are displayed on the bottom screen. You can sort the results in ascending or descending order.

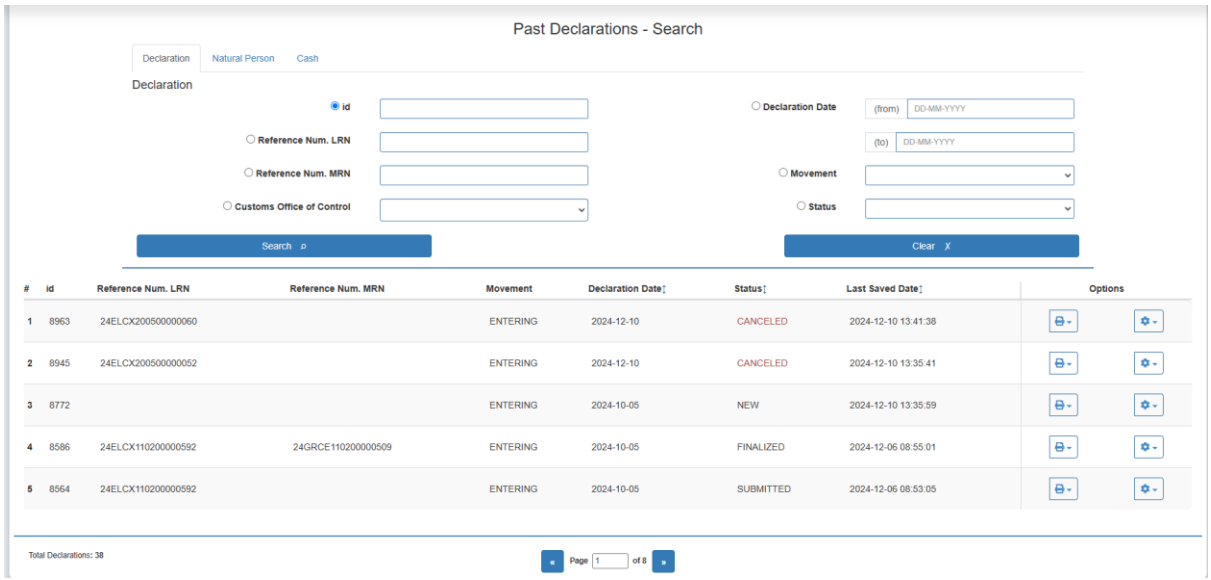

Figure 12. Search section.

2.2.1 Application Navigation GUI Tools

This section presents the most basic tools which the user can use in the various functions of the application.

- Date entry: The date can be entered either manually, by entering the desired date in the corresponding field, or automatically, by selecting the calendar icon on the right side of the field, as shown in the screen below.

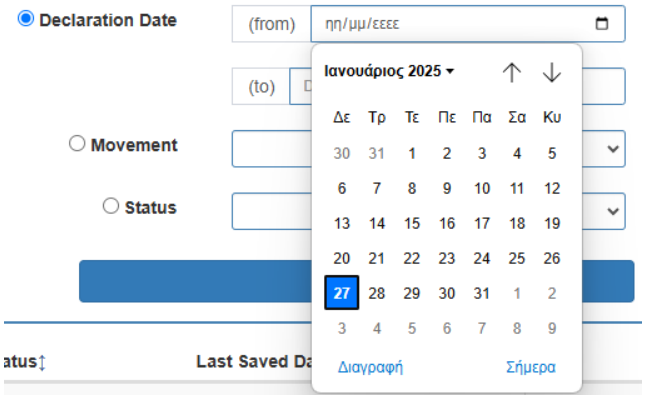

Figure 13. Automatic Date Entry.

- Search: The user can search for declarations by entering specific criteria which are divided into the following categories: Declaration, Natural Person and Liquid assets.

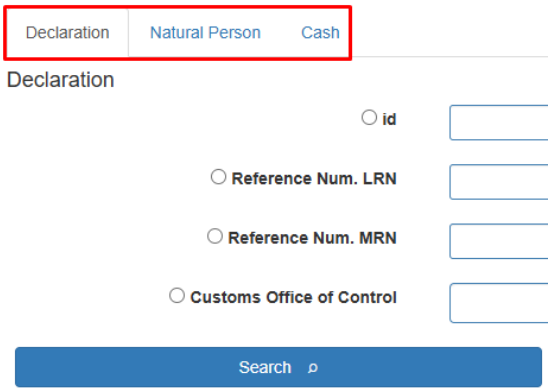

Figure 14. Search.

In case the user wishes to search with different criteria, they should select Clear to clear the default values and then select new criteria.

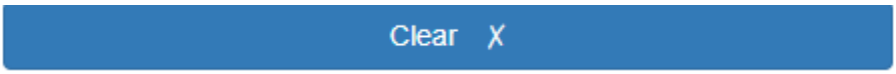

Figure 15. Clearing Criteria.

- Sorting: The user can sort the declarations by selecting the double arrow icon in the corresponding desired column. Sorting can be done on the following values: Type of Transfer, Declaration Date, Status and Last Storage Date. Sorting can be done in descending or ascending order.

Figure 16. Sorting.

- Navigation: The user can navigate between the previous and the next page where the declarations are displayed, with the help of the following icons (<< and >> keys).

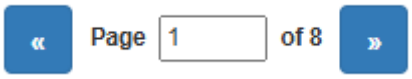

Figure 17. Navigation.

- Printing: The user can print or display a declaration either in AFIS style or in appendix style by selecting the corresponding icon.

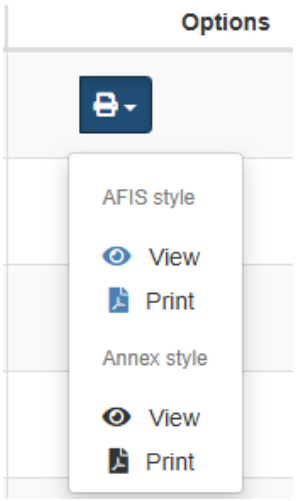

Figure 18. Print declaration.

- Functions: The user can Edit a declaration (the declaration will open in a new window where he can edit the declaration fields), Save as New and Cancel only in cases where the application status is Submitted (Note: the citizen cannot cancel the declaration once it has been finalized by customs).

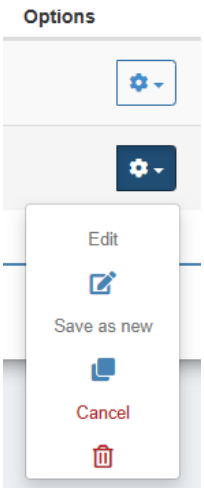

Figure 19. Edit declaration.

- List of options: In the fields where the following symbol appears, the user does not need to enter a value, but a list of default values is displayed and he selects one of them.

Figure 20. List of selected values.

- Delete completed fields: In the declaration form, the user can delete the content of the fields of each section by selecting the icon below.

Figure 21. Delete content.

- Modification: The user can modify some of the fields of the declaration. These fields usually open a new window containing a form with additional fields. To edit these fields and enter new values, the user should click on the icon below.

Figure 22. Modify fields.

- Delete entry: To delete all the fields and values that he has entered in an entry, the user should select the icon below.

Figure 23. Delete entry.

- Error warning: When the user has entered a wrong value or omitted a field, the application displays the following icon to warn him and fill in the fields by giving the appropriate values.

Figure 24. Error warning.

- Application Lock: The application cannot be processed whether in Submitted or Finalized status.

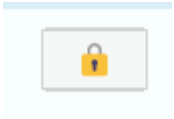

Figure 25. Application lock.

2.3 Functionality of the application

The following section describes the app's basic functionality, specifically the entry of a request for Accompanied Liquid assets Available.

2.3.1 Selection of declaration type and transfer type

To create a new declaration, the user goes to the app's home page and selects the type of declaration Accompanied or Unaccompanied (this function has not been implemented).

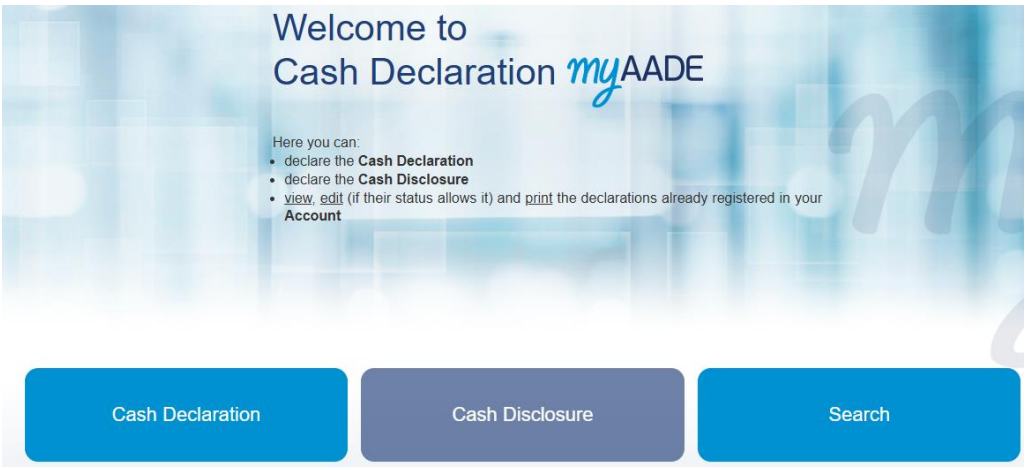

Figure 26. Declaration type.

On the screen that opens, the user must select the type of transfer (entering the EU or exiting the EU), and the declaration date is also displayed.

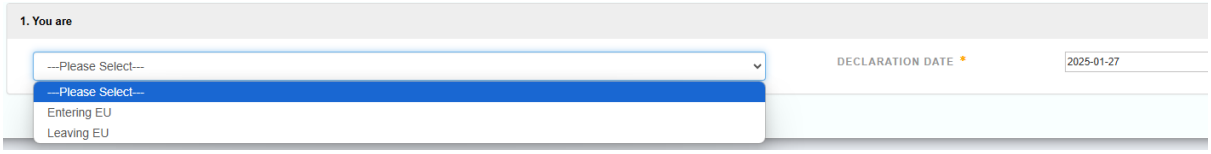

Figure 27. EU entry/exit.

2.3.2 Personal information of the declarant

By selecting the type of transfer, the next section "Personal information of the declarant" opens, where the user can enter his personal information.

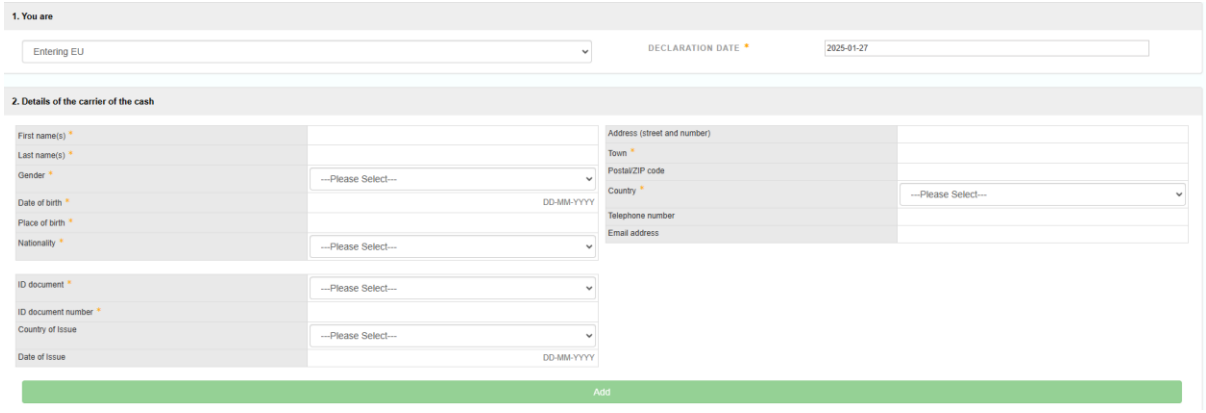

Figure 28. Personal information section.

In addition, the user can add a second identification document by selecting "Add Second Identification".

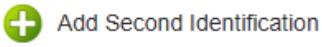

Figure 29. Adding a second identification document.

All fields with an asterisk are mandatory. If the user enters an incorrect value in a field, an error message is displayed. After all required fields have been filled out, selecting Add will take you to the next section. If the user has left a mandatory field blank, then the application does not allow him to proceed to the next section.
In addition, the user can return to the initial section "Personal information of the declarant", in order to modify some of the information he has entered and to save the changes by pressing the Update button.

Figure 30. Update details.

2.3.3 "Transfer Details" section

In the next section 'Transfer Details', the user has the option to fill in the travel details with all the mandatory fields.
The fields to fill in are the following:

- Means of Transport (Popup window with specific values)
- Details
- Add Departure
- Add Destination

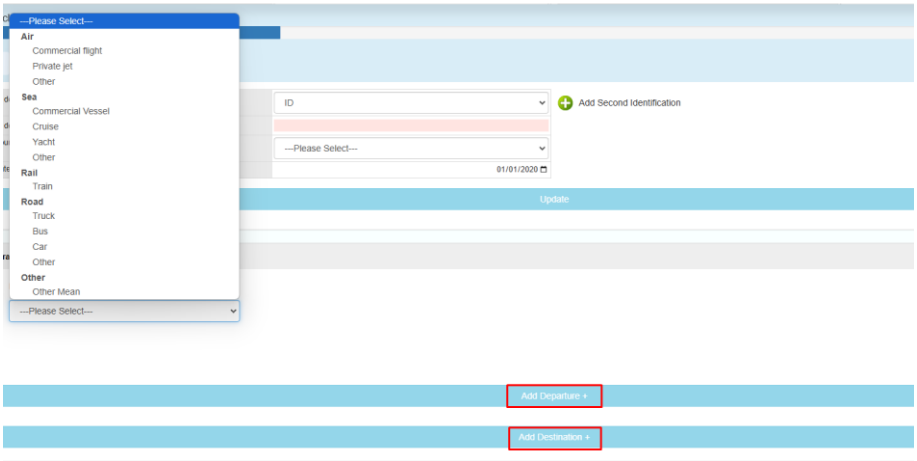

Figure 31. Choice of means of transport.

Depending on the departure and destination countries declared, the user may need to declare a transit country by selecting the Add Transit icon.

Figure 32. Add transit.

In addition, the application requires the introduction of at least one country belonging to the European Union.
Note that the application guides the user for the countries that must be declared with the corresponding warning messages shown below.

Figure 33. Warning messages.

2.3.4 "Liquid asset Details" Section

In this section the user can enter the details of the liquid assets he intends to transfer, i.e. cash and/or negotiable bearer securities and/or goods used as highly liquifiable means of store of value.

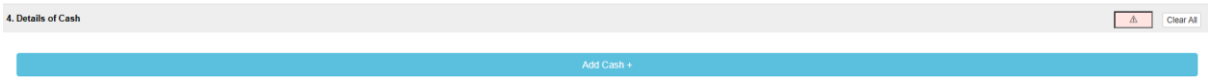

Figure 34. Liquid asset details section.

First the user should select the liquid asset type, which is a pop-up list field with specific values. Depending on the type of liquid asset selected, the corresponding fields to fill in will appear.

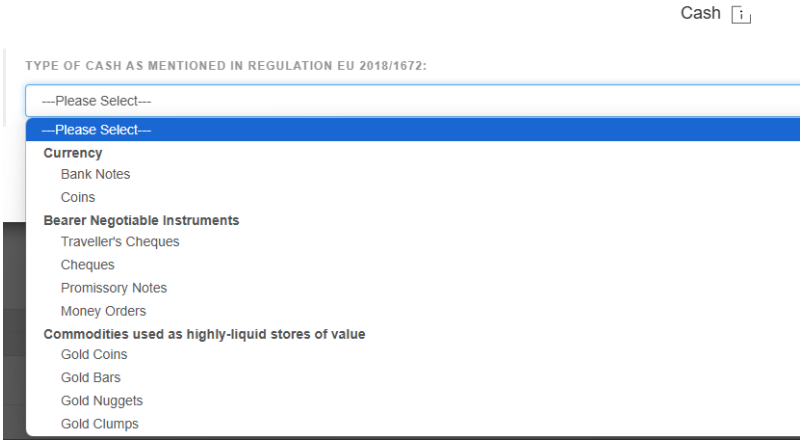

Figure 35. Types of liquid assets.

2.3.4.1 Cash and Marketable Securities

For the first two categories of liquid assets, Cash and Negotiable Securities on the Carrier, the fields displayed are the following:

- Value (numeric field)
- Currency (dropdown list field)
- Value in Euros (numeric field or autofill field)

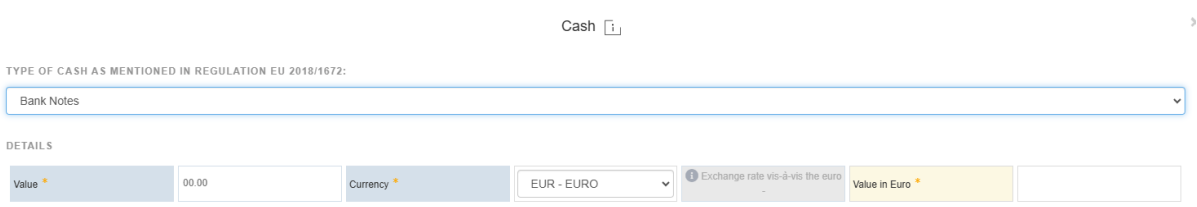

Figure 36. Cash and Negotiable Securities.

In the "Value" field, the user enters a numerical value and then in the "Currency" field selects from the pop-up list the type of currency held by the carrier. In case the value of the liquid assets is in Euro, then the third field, "Value in Euro", is automatically filled with the value of the "Value" field. In the event that the user selects a currency other than Euro, one of the following cases will follow:

- If the currency belongs to the list of currencies included in the application and automatically converted to euros, then the corresponding value in euros will automatically appear in the third field.
- If the currency does not belong to the list of currencies included in the application and automatically converted to Euros, then the user will need to enter the value, having previously converted the value to Euros. Note: From the Main Menu, you can go to the corresponding currency rates page.

2.3.4.2 Goods used as highly liquifiable assets of store of value

If the user selects Goods used as highly liquifiable assets of store of value as the liquid asset available category, then the following fields appear:

- Value (numeric field)
- Currency (dropdown list field with specific values)
- Value in Euros (numeric field or autofill field)
- Total weight in grams (numeric field)
- Quantity (numeric field)

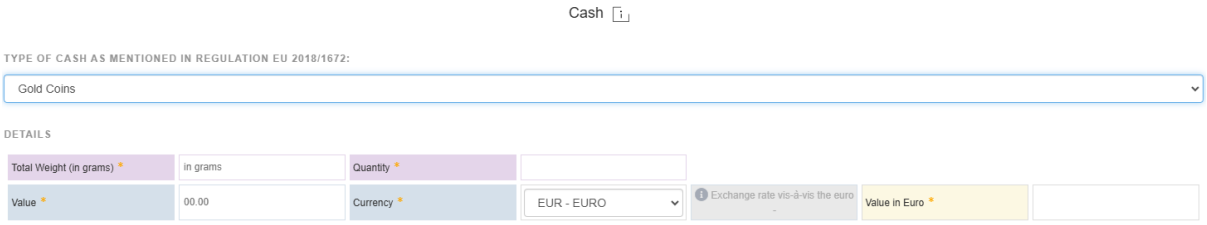

Figure 37. Goods used as highly liquifiable assets of store of value.

In the first three fields, Value, Currency and Value in Euro, the user enters the values described above (Section 2.3.4.1). In the "Total Weight (in grams)" field, the user enters the weight in grams of the liquid assets (gold coins, gold bars, gold nuggets, gold clusters). In the "Quantity" field, the user enters the quantity in units of the liquid assets (gold coins, gold bars, gold nuggets, gold clusters).

2.3.4.3 Adding a new type of cash available

The user can add other liquid asset entries by selecting the icon.

Figure 38. Adding liquid assets.

If the total amount of liquid assets declared by the user is less than €10,000, then the application displays a warning message.

Figure 39. Warning message.

2.3.5 Liquid assets owner declaration section

In this section the user can declare the owner of the liquid assets. There are two options, either that there is only one owner of the liquid assets, or that there are multiple. One option excludes the other.

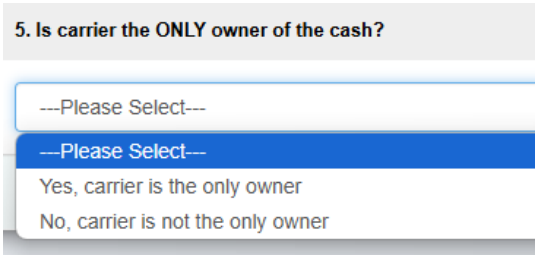

Figure 40. Declaration of owner of liquid assets.

Depending on the selection, different fields will open and a different flow of filling them will follow.

2.3.5.1 Option Yes - Financial origin and intended use of liquid assets

If "Yes" is selected that the carrier is the sole owner, he must fill in the fields of the next section "Financial origin and intended use of cash available". In this section, there are two dropdown list fields with specific values. More than one item can be selected.

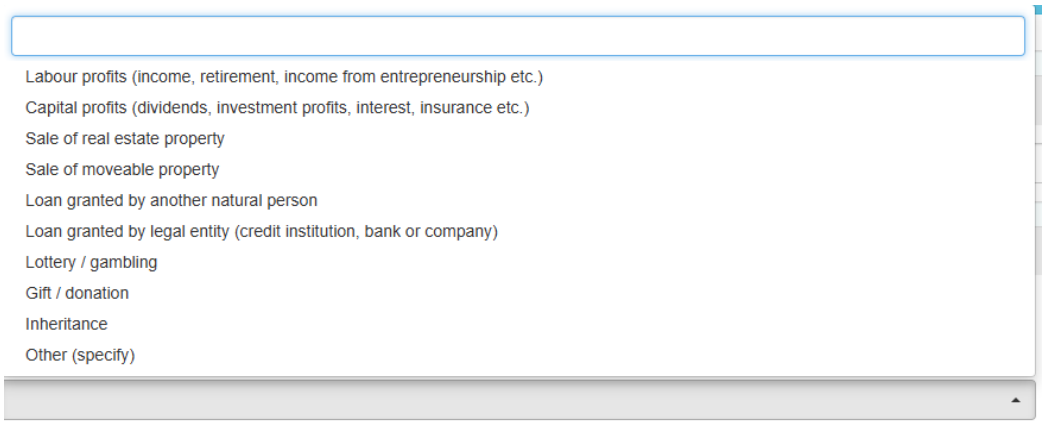

Figure 41. Financial origin.

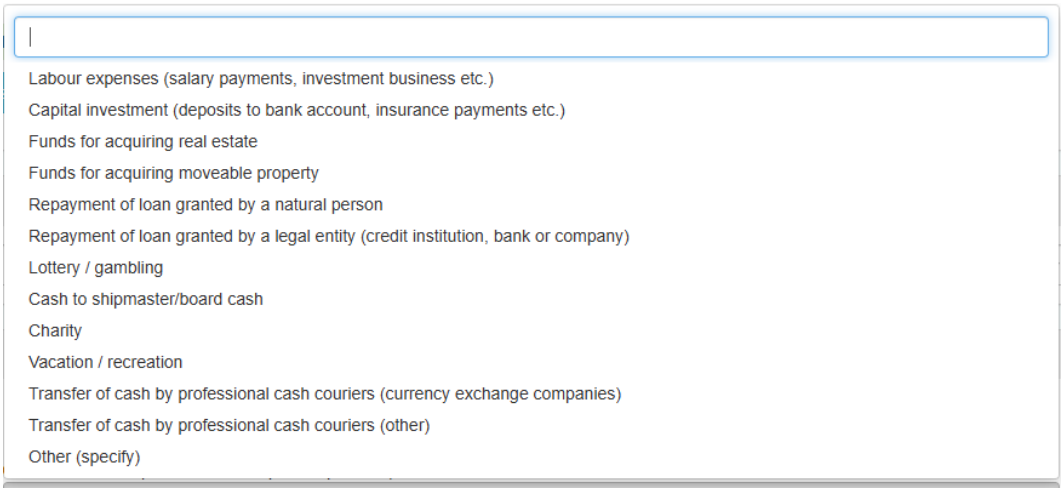

Figure 42. Intended use.

2.3.5.2 Option No - Registration Natural person / Legal Entity

If "No" is selected that the carrier is not the sole owner, then the application directs the user to fill in the following fields of the section related to the owners of the liquid assets.

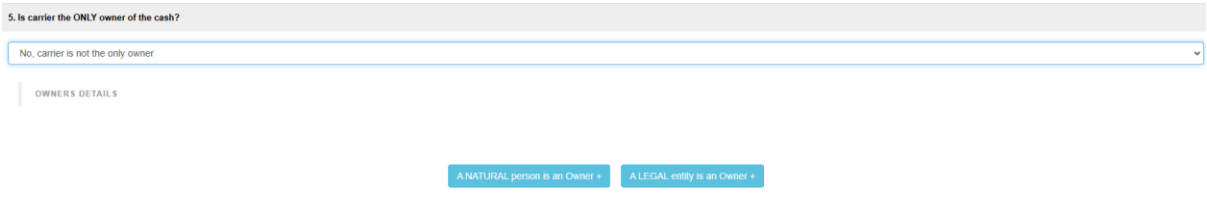

Figure 43. Declaration of liquid asset owners.

- Natural person as owner of liquid assets

If the owner is a natural person, he will select the corresponding "Natural person as owner" icon. Then he should enter the values in the corresponding fields in the window that will open. Fields marked with an asterisk are mandatory.

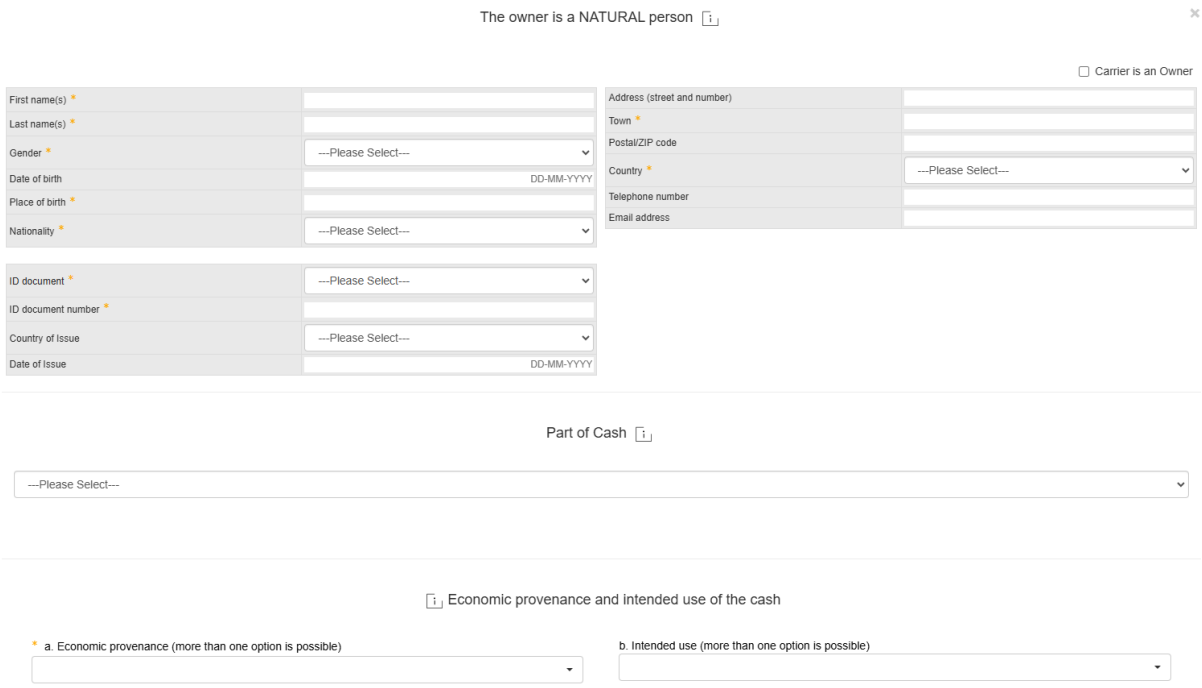

Figure 44. Declaration form of natural person as owner.

In the Liquid asset part field, a list of liquid asset records entered by the citizen is displayed, and he selects those in which the carrier is the owner.

Figure 45. Liquid asset available list.

Once you have selected the entry of the liquid assets in which the carrier is the owner, the details are displayed on the screen. You can modify the Value field or delete it by selecting the icon .

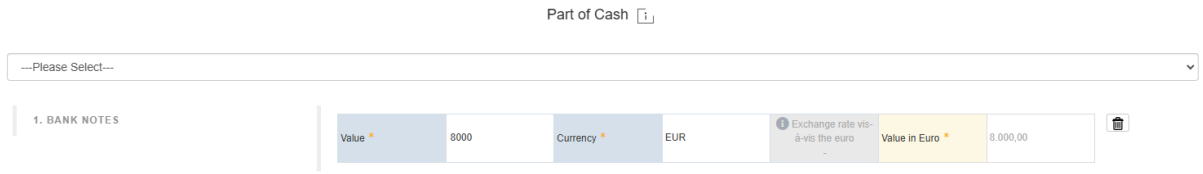

Figure 46. Declaration of liquid assets of a natural person.

In the event that the same natural person is the owner of another type of available liquid assets, then the user will select the other types of liquid asset from the liquid asset part field and make the corresponding modifications in the "Value" field, where necessary.

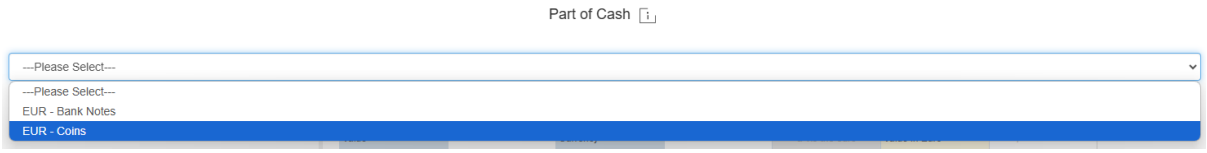

Figure 47. Declaration of second type of liquid assets.

The user then selects the financial origin of the cash available by clicking on the corresponding option. You can select more than one field, without one excluding the other. To deselect a financial source option, the user clicks on it.

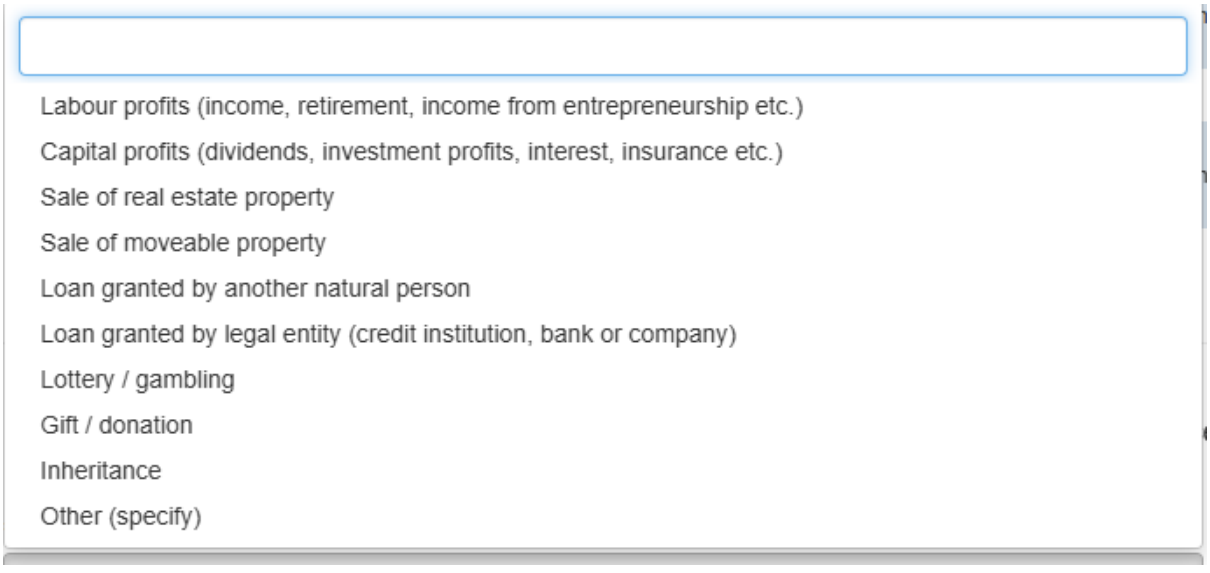

Figure 48. Declaration of financial origin by a natural person.

Then the citizen can select the intended use of the cash available by clicking on the corresponding option (completion is not mandatory). You can select more than one field, without one excluding the other. To deselect an intended use option, the user clicks on it.

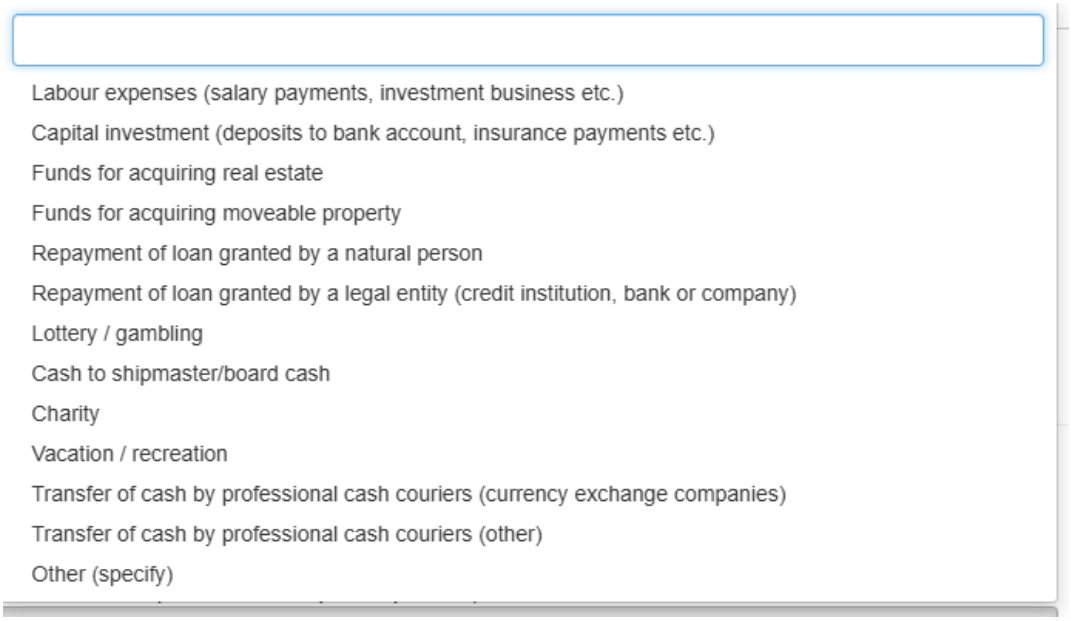

Figure 49. Intended use by a natural person.

Once you have filled in all the mandatory fields of the natural person, then you select Add. The basic details of the natural person as well as the amount they own are shown as an entry at this point.

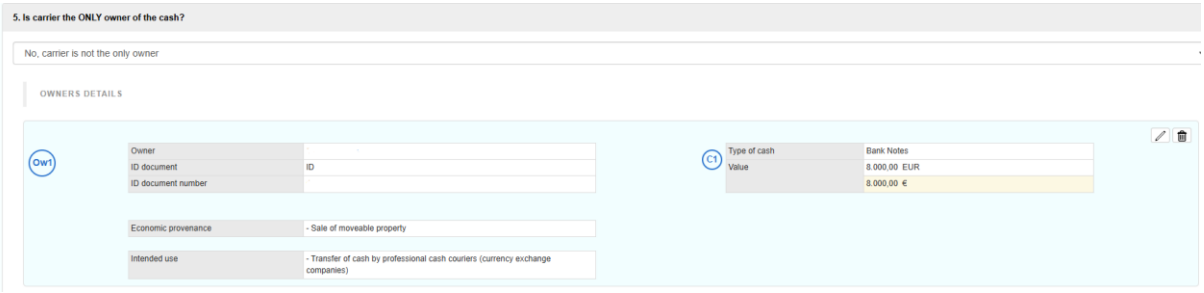

Figure 50. Details of a natural person.

The application displays a warning message in case the total value of the liquid assets has not been filled in.

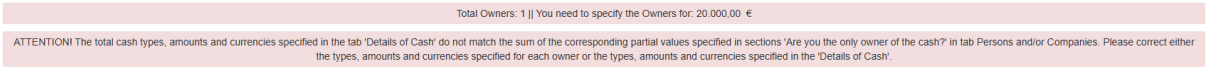

Figure 51. Liquid asset value warning message.

The user can edit the natural person registration entry. You can modify by selecting the icon , or delete by selecting the icon . If you choose to do so, only that record will be deleted and not all the information entered in this section.

- Legal entity as the owner of liquid assets

If the owner is a legal entity, he will select the corresponding "Legal entity as owner" icon. Then he should enter the values in the corresponding fields in the window that will open. Fields marked with an asterisk are mandatory.

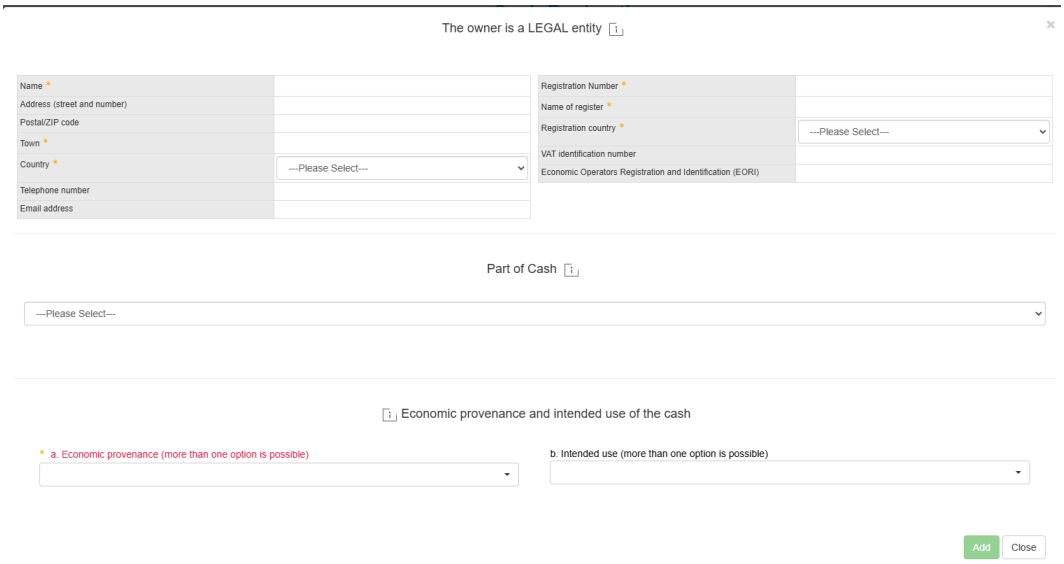

Figure 52. Declaration form of legal entity as owner.

In the Liquid asset Part field, a list of the liquid asset records entered by the citizen is displayed, and he selects those in which the legal entity is the owner.

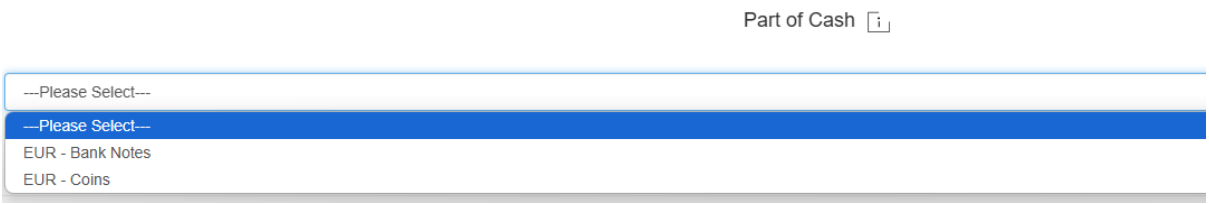

Figure 53. Liquid asset available list.

Once you have selected the entry of the funds that the legal entity owns, the details of the entry appear on the screen. You can modify the Value field or delete it by selecting the icon .

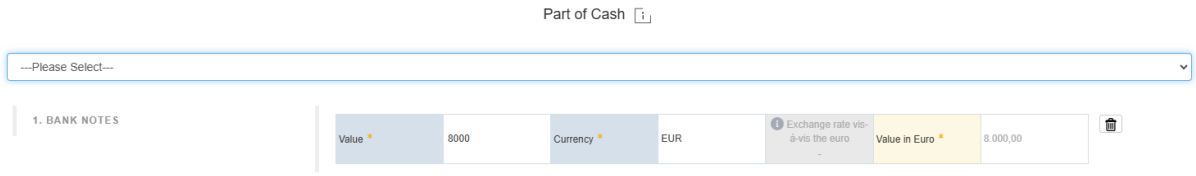

Figure 54. Declaration of liquid assets of a legal entity.

In case the same legal entity is the owner of another type of liquid assets available, then the user will select the other types of liquid assets from the Liquid asset part field and make the corresponding modifications in the "Value" field, where necessary.

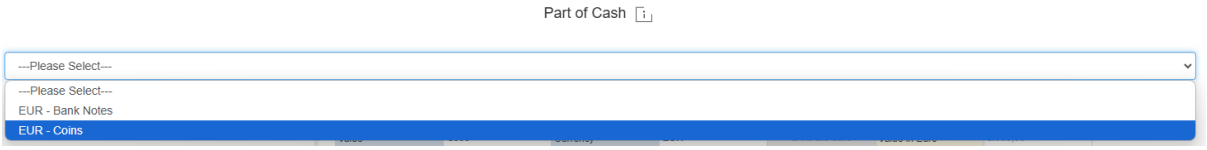

Figure 55. Declaration of second type of liquid assets.

The user then selects the financial origin of the cash available by clicking on the corresponding option. You can select more than one field, without one excluding the other. To deselect a financial source option, the user clicks on it.

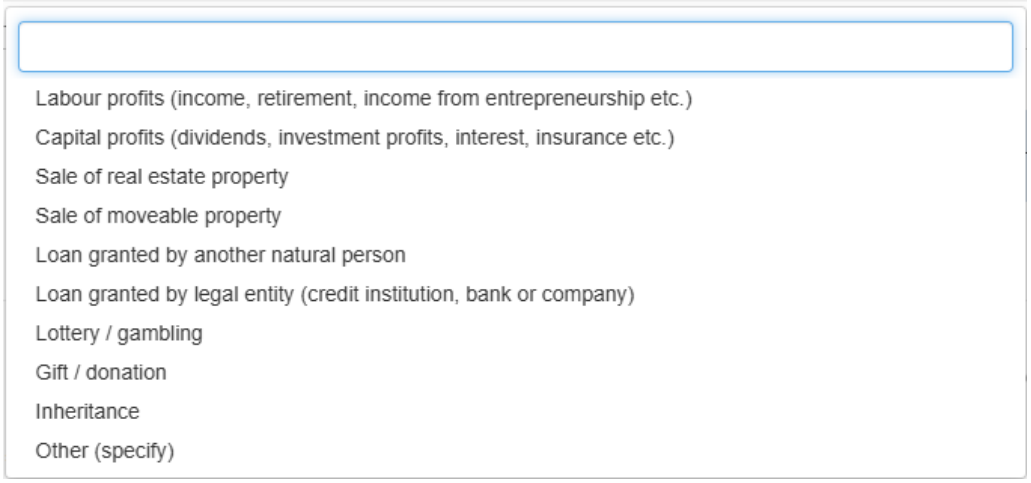

Figure 56. Declaration of financial origin by a legal entity.

Then the citizen selects the intended use of the funds available, by clicking on the corresponding option (it is not mandatory to fill it in). You can select more than one field, without one excluding the other. To deselect an intended use option, the user clicks on it.

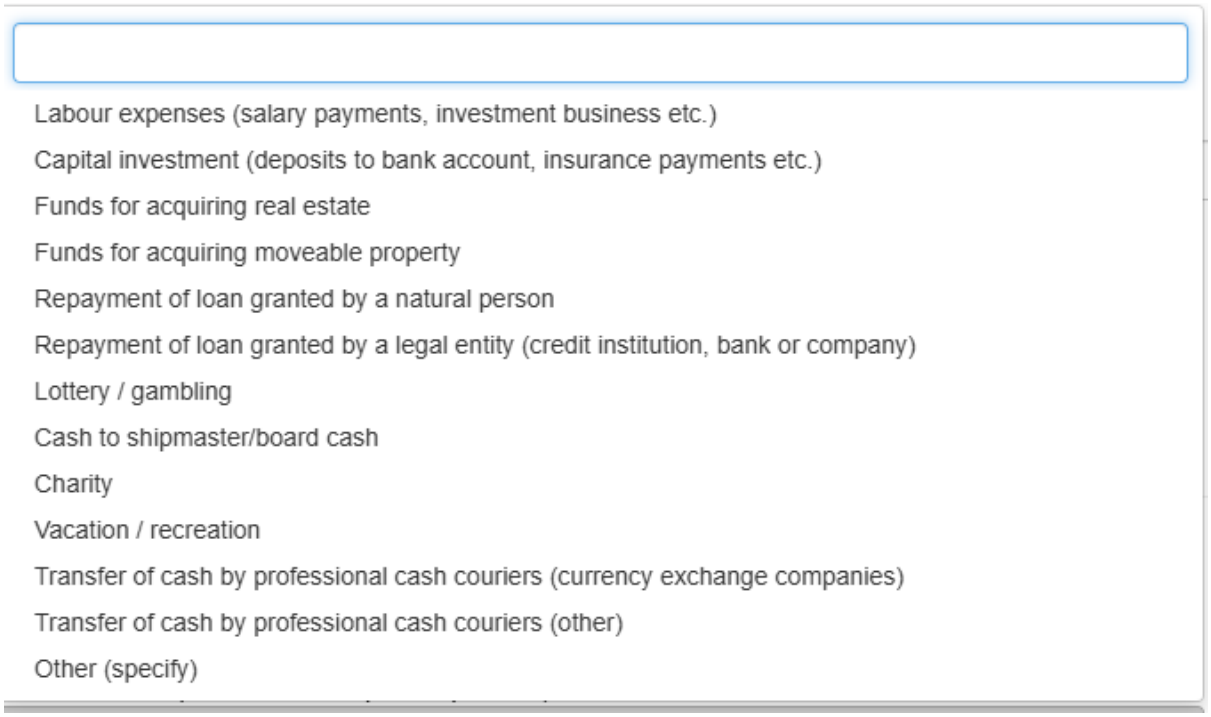

Figure 57. Intended use by a legal entity.

Once the user has filled in all the mandatory fields of the legal entity form, then he selects Add. The basic details of the legal entity as well as the amount, which it owns, appear as an entry at this point.

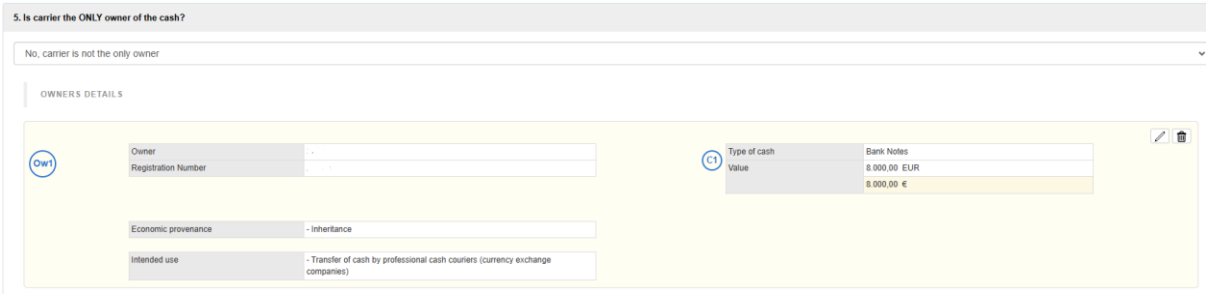

Figure 58. Details of a legal entity.

The application displays a warning message in case the total value of the liquid assets has not been filled in.

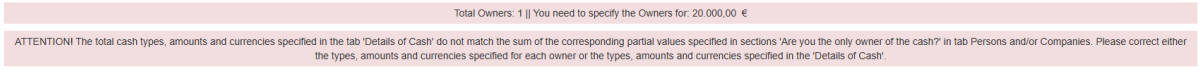

Figure 59. Liquid asset value warning message.

The user can edit the legal entity registration entry. You can modify by selecting the icon , or delete by selecting the icon . If you choose to do so, only that record will be deleted and not all the information that you have entered in the section.

2.3.6 Liquid asset recipient declaration section

In this section, the citizen can declare the recipient of the liquid assets to be transferred. There are two options for the citizen, i.e. either that there is only one recipient of the cash available, or that there are multiple. One option excludes the other.

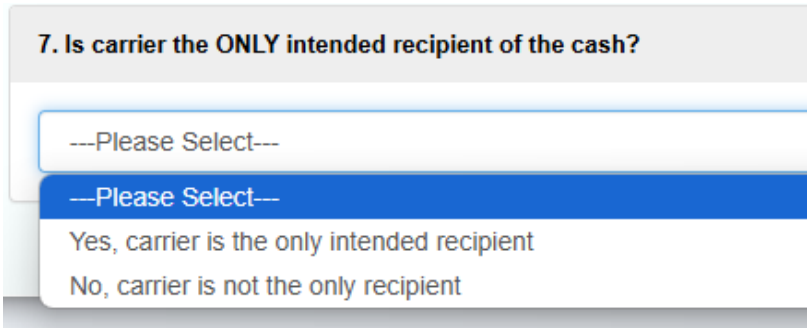

Figure 60. Declaration of recipient of liquid assets.

Depending on the selection, different fields will open and a different flow of filling them will follow.

2.3.6.1 Option Yes - Financial origin and intended use of liquid assets

If "Yes" is selected that the carrier is the sole recipient, he should fill in the field of intended use in the previous section.
In this field, the user selects the intended use of liquid assets by clicking on the corresponding option. You can select more than one field, without one excluding the other.

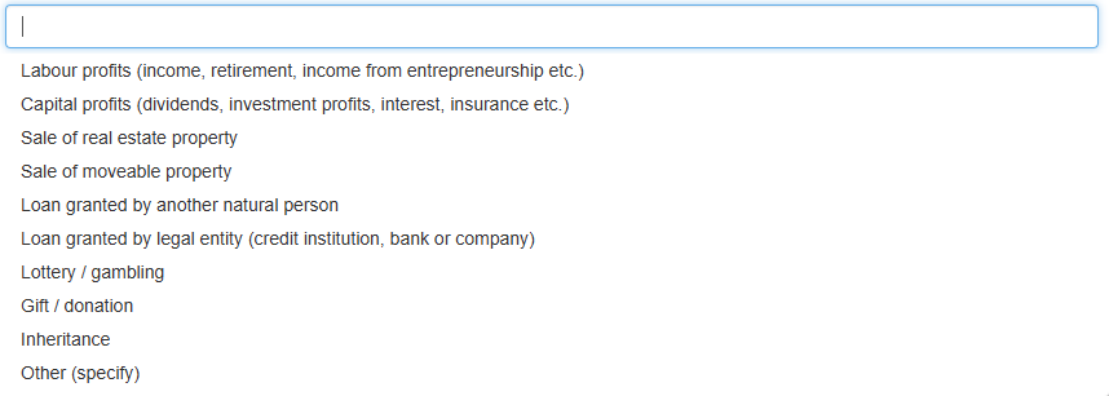

Figure 61. Intended use.

2.3.6.2 Option No - Registration Natural person / Legal Entity

If "No" is selected that the carrier is not the sole recipient, then the application directs the citizen to fill in the following fields of the section related to the recipients of the liquid assets.

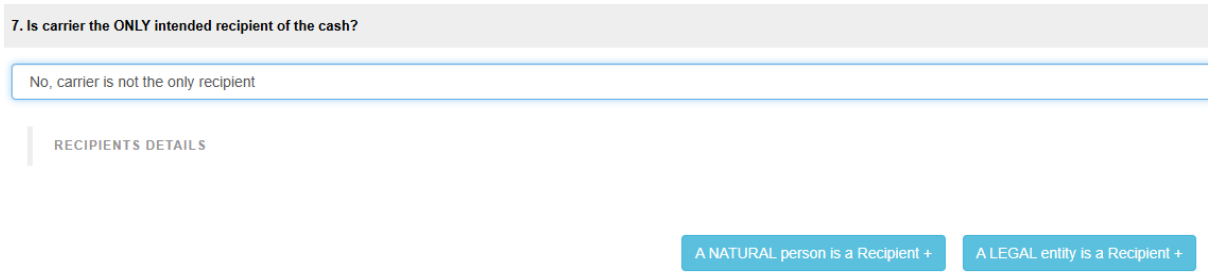

Figure 62. Liquid asset recipient.

- A natural person as the final recipient of liquid assets

If the final recipient is a natural person, he will select the corresponding "Natural person as recipient" icon. Then he should enter the values in the corresponding fields in the window that will open. Fields marked with an asterisk are mandatory.

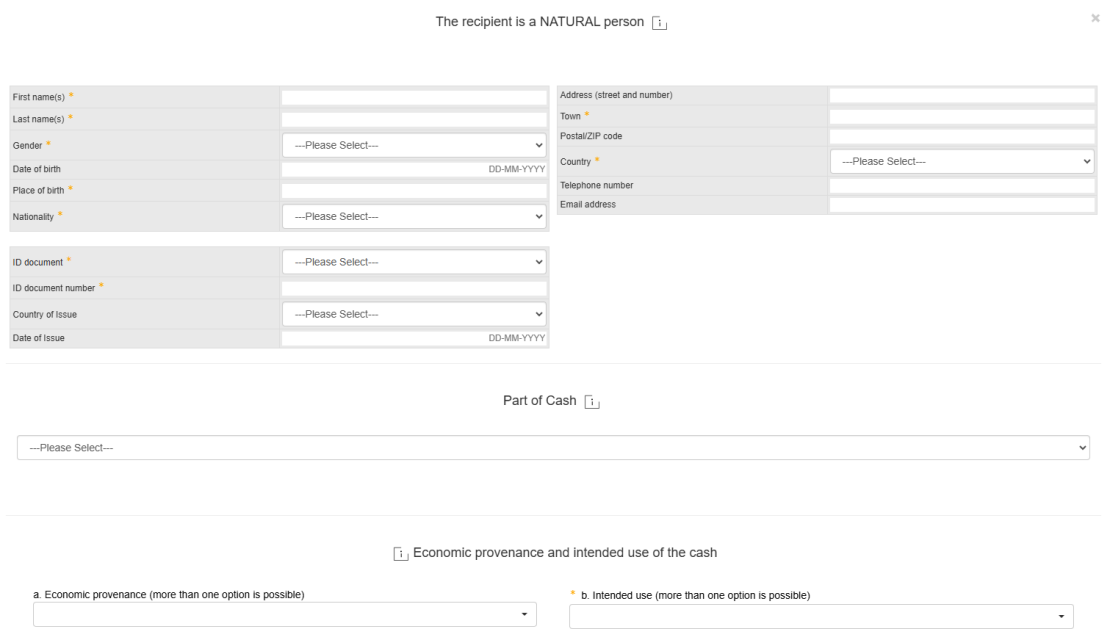

Figure 63. Natural person declaration form.

In the Liquid assets part field, a list of liquid asset records entered by the citizen is displayed and he selects those to which he is a recipient.

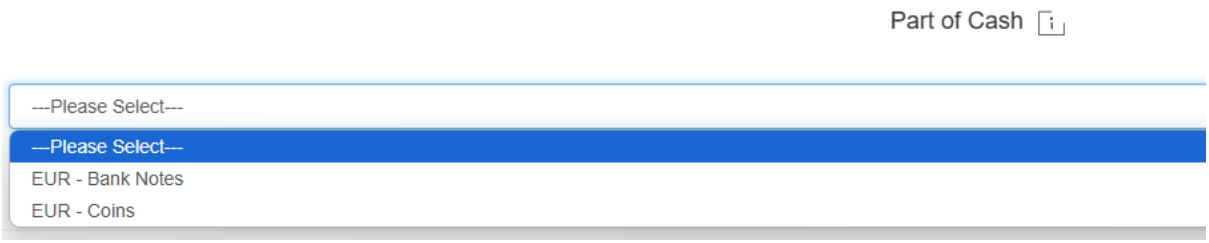

Figure 64. Liquid assets available list.

Once he has selected the entry of the liquid assets to which he is a recipient, the details are displayed on the screen. You can modify the Value field or delete it by selecting the icon .

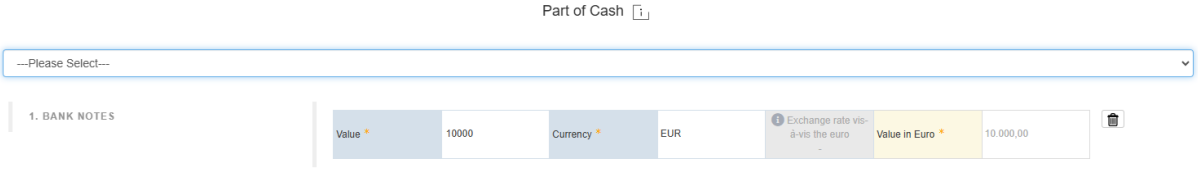

Figure 65. Declaration of liquid assets by a natural person.

In case the same natural person is the recipient of other types of liquid asset available, then the user will select the other types of liquid asset from the Liquid assets part field and make the corresponding modifications in the "Value" field, where necessary.

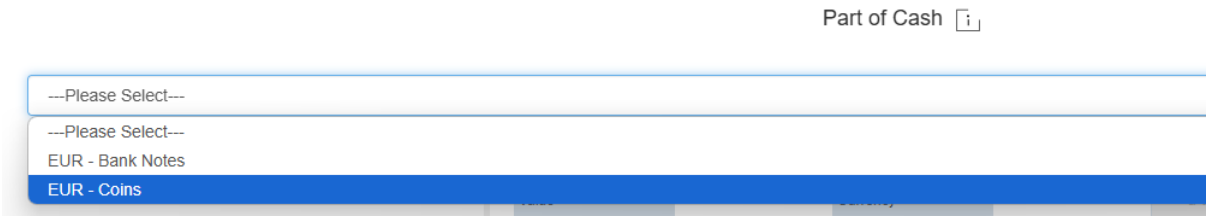

Figure 66. Declaration of second type of liquid assets.

Then the user selects the financial origin of the liquid assets by clicking on the corresponding option (not mandatory). You can select more than one field, without one excluding the other. To deselect a financial source option, the user clicks on it.

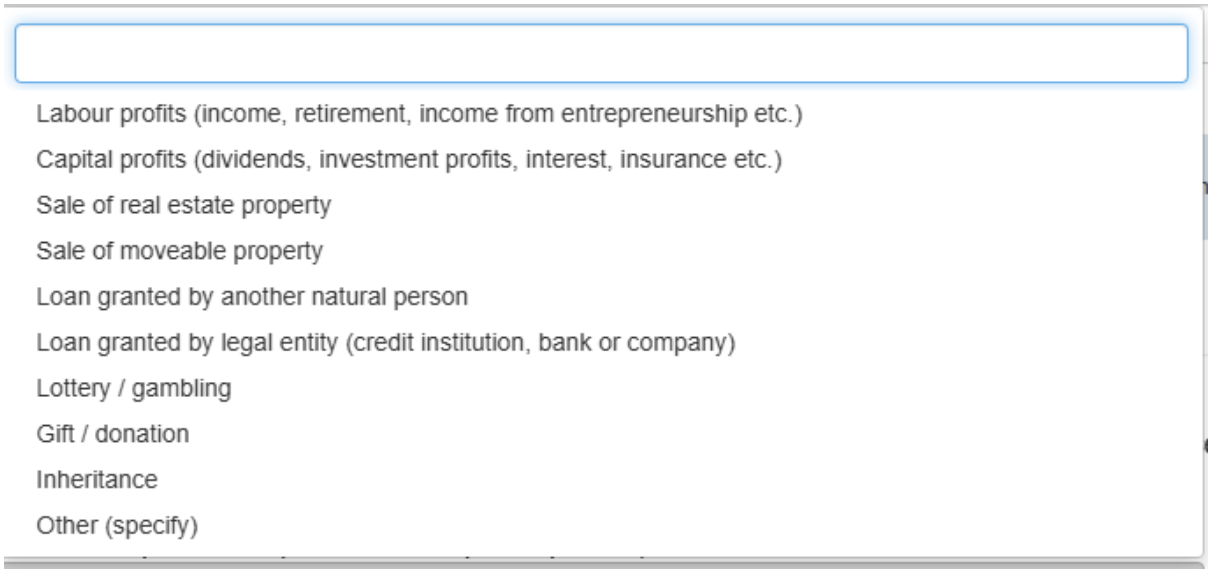

Figure 67. Declaration of financial origin of a natural person

Then the citizen chooses the intended use of the liquid assets by clicking on the corresponding option. You can select more than one field, without one excluding the other. To deselect an intended use option, the user clicks on it.

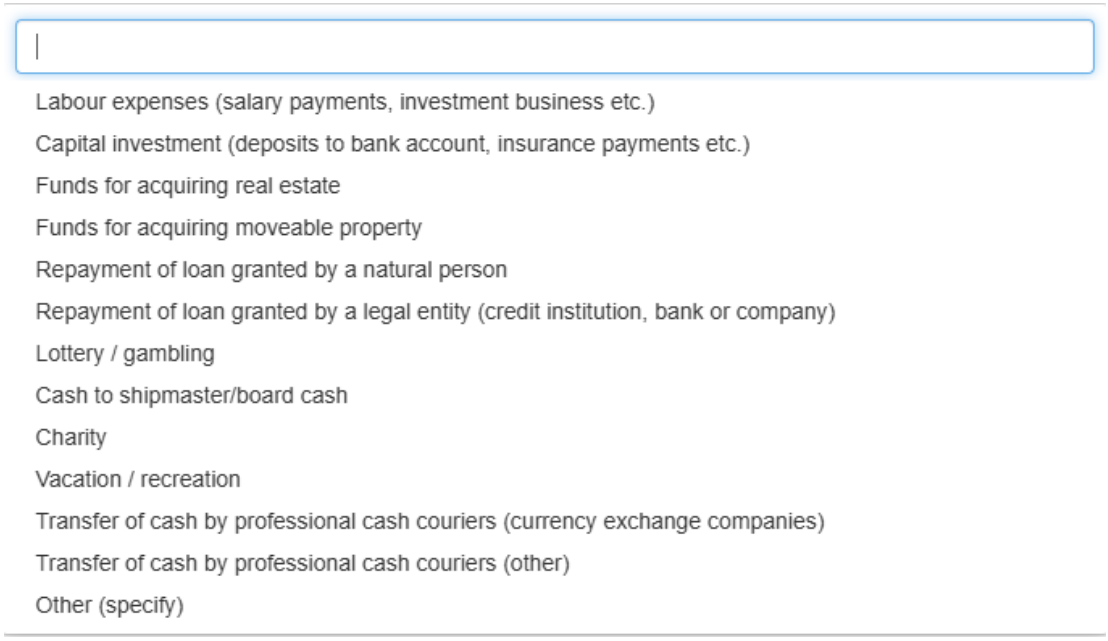

Figure 68. Intended use by a natural person.

Once the user has filled in all the mandatory fields of the natural person form, then they select Add. The basic details of the natural person as well as the amount, of which he is the recipient, appear as an entry at this point.

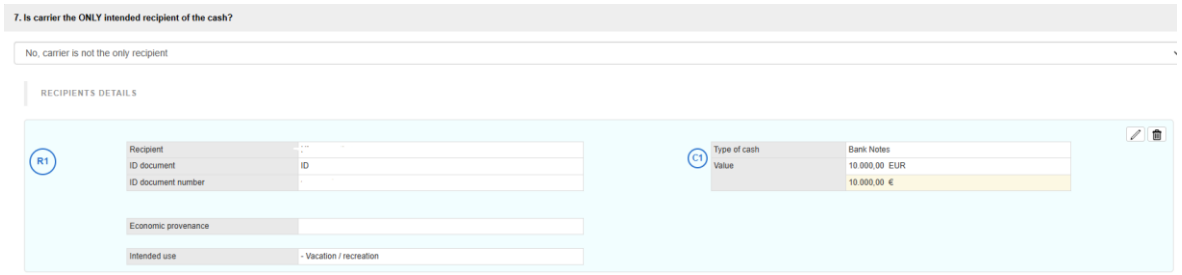

Figure 69. Details of natural person.

The application displays a warning message in case the total value of the liquid assets has not been filled in.

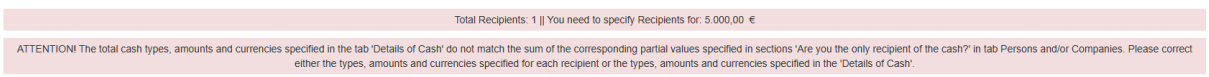

Figure 70. Liquid asset value warning message.

The user can edit the natural person registration entry. You can modify by selecting the icon , or delete by selecting the icon . If you choose to do so, only that record will be deleted and not all the information that you have entered in the section.

- Legal entity as recipient of the liquid assets

If the recipient is a legal entity, select the corresponding "Legal entity as recipient" icon. Then, enter the values in the corresponding fields in the window that will open. Fields marked with an asterisk are mandatory.

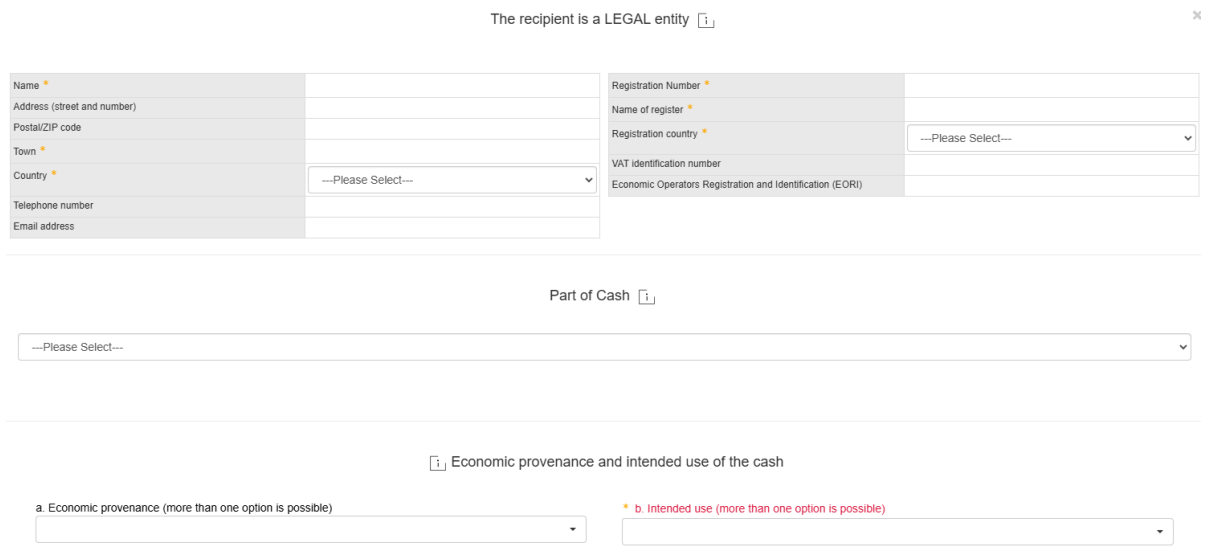

Figure 71. Legal entity declaration form.

In the Liquid assets part field, a list of the records of the liquid assets entered by the citizen is displayed and he selects those in which the legal entity is the recipient.

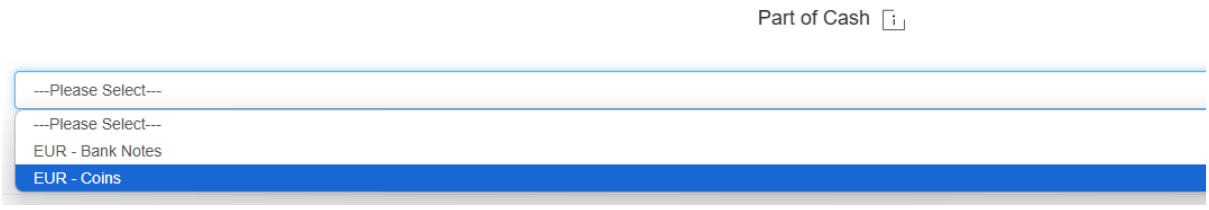

Figure 72. Liquid assets list.

Once the entry of the liquid assets to which the legal entity is a recipient has been selected, the details are displayed on the screen. You can modify the Value field or delete it by selecting the icon .

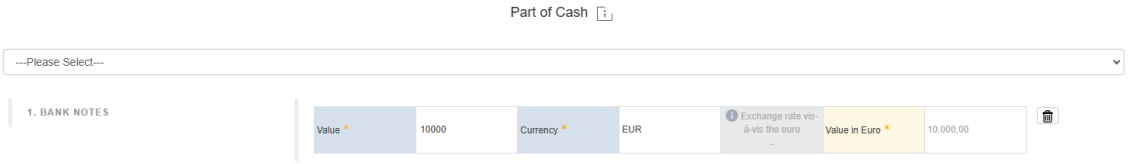

Figure 73. Declaration of liquid assets of a legal entity.

In case the same legal entity is the recipient of other types of liquid assets, then the user selects the other types of liquid assets from the Liquid assets part field and makes the corresponding modifications in the "Value" field, where necessary.

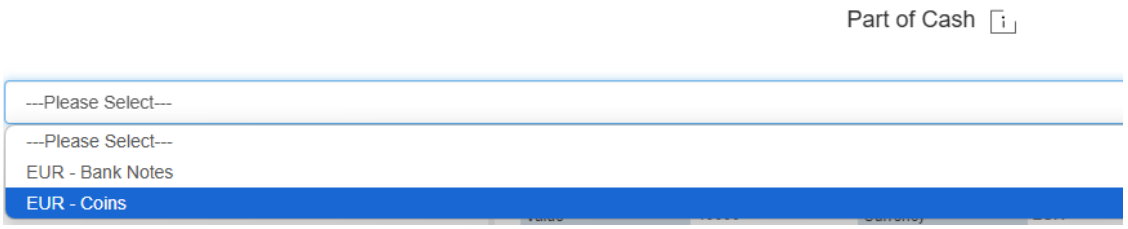

Figure 74. Declaration of second type of liquid assets.

The user then selects the financial origin of the liquid assets, by clicking on the corresponding option (not mandatory). You can select more than one field, without one excluding the other. To deselect a financial source option, the user clicks on it.

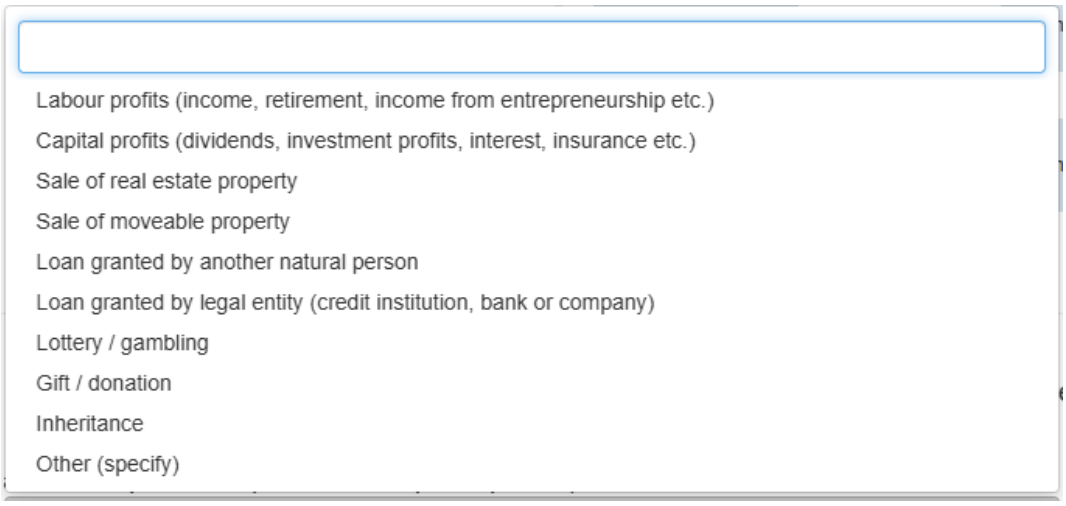

Figure 75. Declaration of financial origin of a legal entity.

Then the citizen chooses the intended use of the liquid assets by clicking on the corresponding option. You can select more than one field, without one excluding the other. To deselect an intended use option, the user clicks on it.

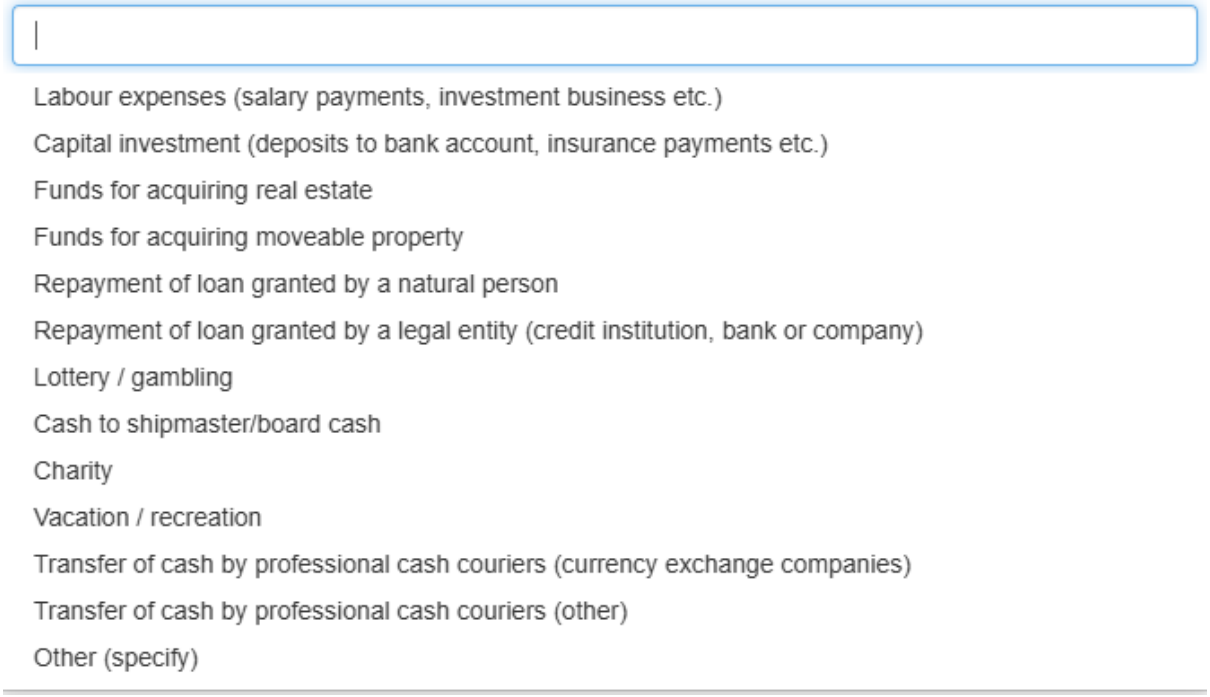

Figure 76. Intended use by a legal entity.

Once the user has filled in all the mandatory fields of the legal entity form, then they select Add. The basic details of the legal entity as well as the amount, of which it is the recipient, appear as a record at this point.

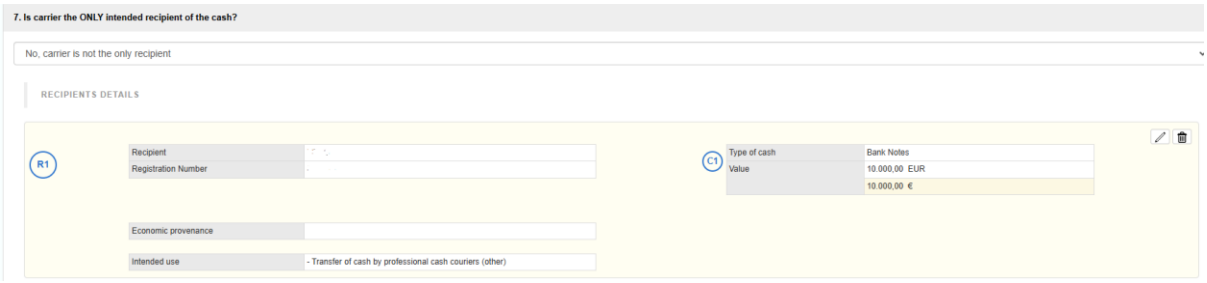

Figure 77. Details of a legal entity.

The application displays a warning message in case the total value of the liquid assets has not been filled in.

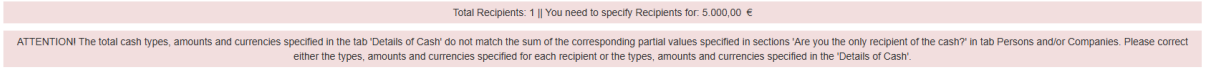

Figure 78. Liquid asset value warning message.

The user can edit the legal entity registration record. You can modify by selecting the icon , or delete by selecting the icon . If you choose to do so, only that record will be deleted and not all the information that you have entered in the section.

2.3.7 Signing and Submitting a Declaration

Once the user has filled in the fields of all the sections, then they are taken to the last section "Signature". The following fields appear in this section:

- Date
- Location
- Certified copy requested
- Checking customs

The date is automatically filled. The user should enter the location as well as the checking customs.

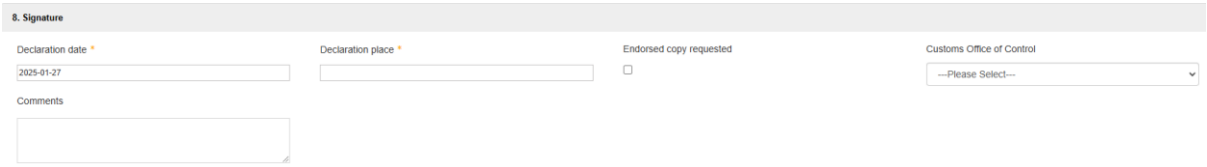

Figure 79. Signature.

The user can then proceed to submit the declaration. He will need to select the 'Submit' icon located at the top right of the form.

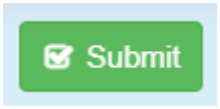

Figure 80. Submit a declaration.

A message is then displayed informing the user that the declaration is about to be submitted for review and cannot be modified by the user when 'Confirm submission for review' is selected.

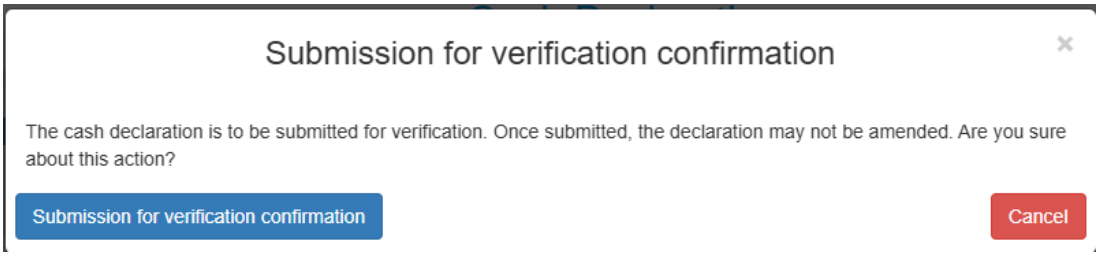

Figure 81. Confirmation of submission for review.

The next screen displays a message with the result of the submission, i.e. whether the declaration was successful. In addition, the unique details of the declaration, its ID and the LRN number obtained during Submission are displayed.

Figure 82. LRN issuance.

2.3.7.1 Finalization of declaration

Upon successful submission of the return, an LRN reference number is automatically assigned and the declaration's status is Submitted. Once the Customs official finalizes the declaration, an additional record is created with the same LRN, and a new unique MRN number with status Finalized is automatically assigned.

8554	24ELCX110200000584	24GRCE110200000493	ENTERING	2024-10-05	FINALIZED
8534	24ELCX110200000584		ENTERING	2024-10-05	SUBMITTED

Figure 83. Finalization of declaration by customs officer.

2.3.7.2 Unsuccessful submission of the declaration

In case the submission of a declaration is not successful, then a message will appear informing the citizen of the reason for the declaration's unsuccessful submission.

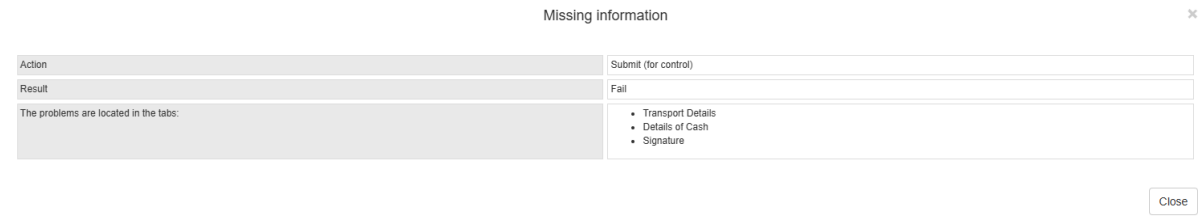

Figure 84. Unsuccessful declaration submission message.

It is pointed out that citizens have the right of 3 submissions per 24 hours. In case there are more than 3 submitted declarations in the last 24 hours, the relevant rejection message is displayed.

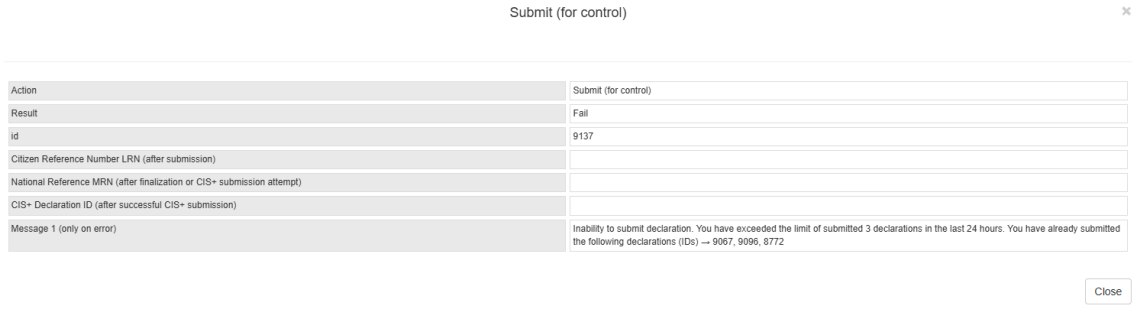

Figure 85. Failure to submit a declaration.

The citizen will receive an additional message of unsuccessful declaration submission in the following cases:

- Limit of 3 active (New, Draft, Accepted) declarations per 24 hours
- Limit of 20 cancellations per 24 hours
- 15-day limit between Submission Date and Departure Date

3 Appendix: Status of a declaration

A declaration acquires a status when the user takes an action. It can have one of the following statuses:

- **Accepted:** A declaration is in status Accepted when the user has filled in all the mandatory fields of the declaration and has selected Save.
- **Draft:** A declaration is in status Draft when the user has not filled in all its mandatory fields in order to edit it later.
- **New:** A declaration is in status New when the user has filled in a declaration and saves it as a template for future use, in order not to re-enter its details. It is a copy of the original.
- **Finalized:** It is the action of finalizing the declaration made by the customs officer and an MRN is assigned to the declaration. This is a final status and cannot be changed.
- **Submitted:** A declaration is in status Submitted when the user has submitted his declaration. This is a final status and cannot be edited further.
- **Deleted:** A declaration is in status Deleted when the user has deleted a declaration. This is a final status and cannot be edited further.