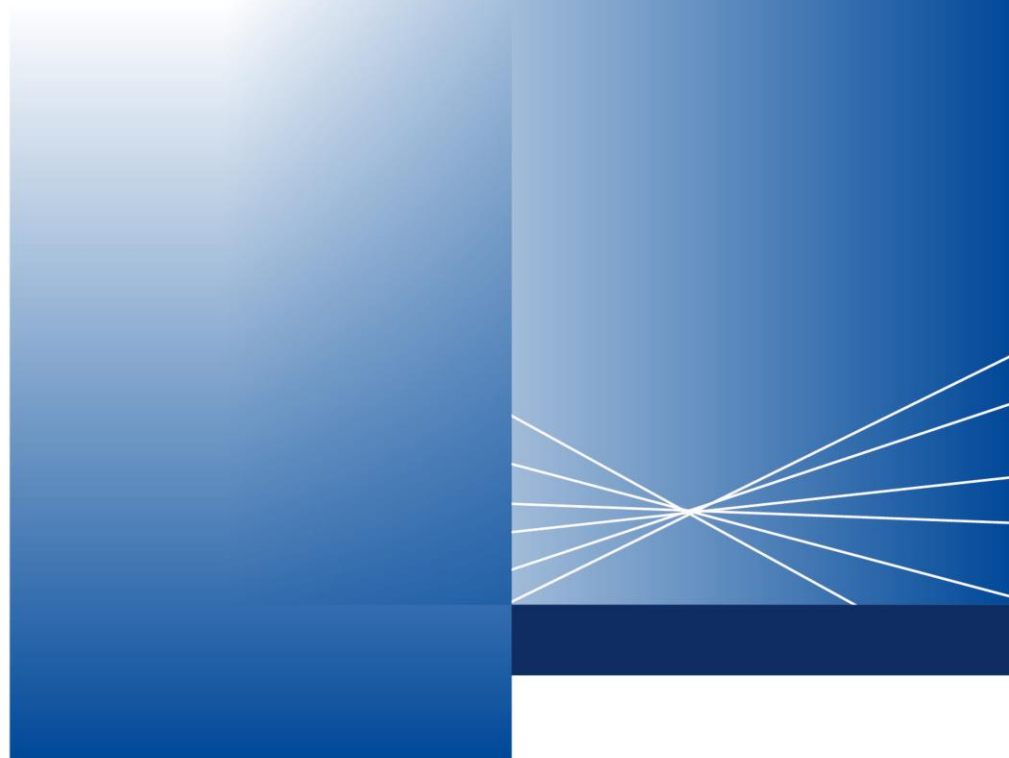




**ΑΑΔΕ**

Independent Authority  
for Public Revenue (IAPR)

SERVING PUBLIC INTEREST  
AND SOCIETY AT LARGE



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

ATHENS, 14 JANUARY 2025

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## 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

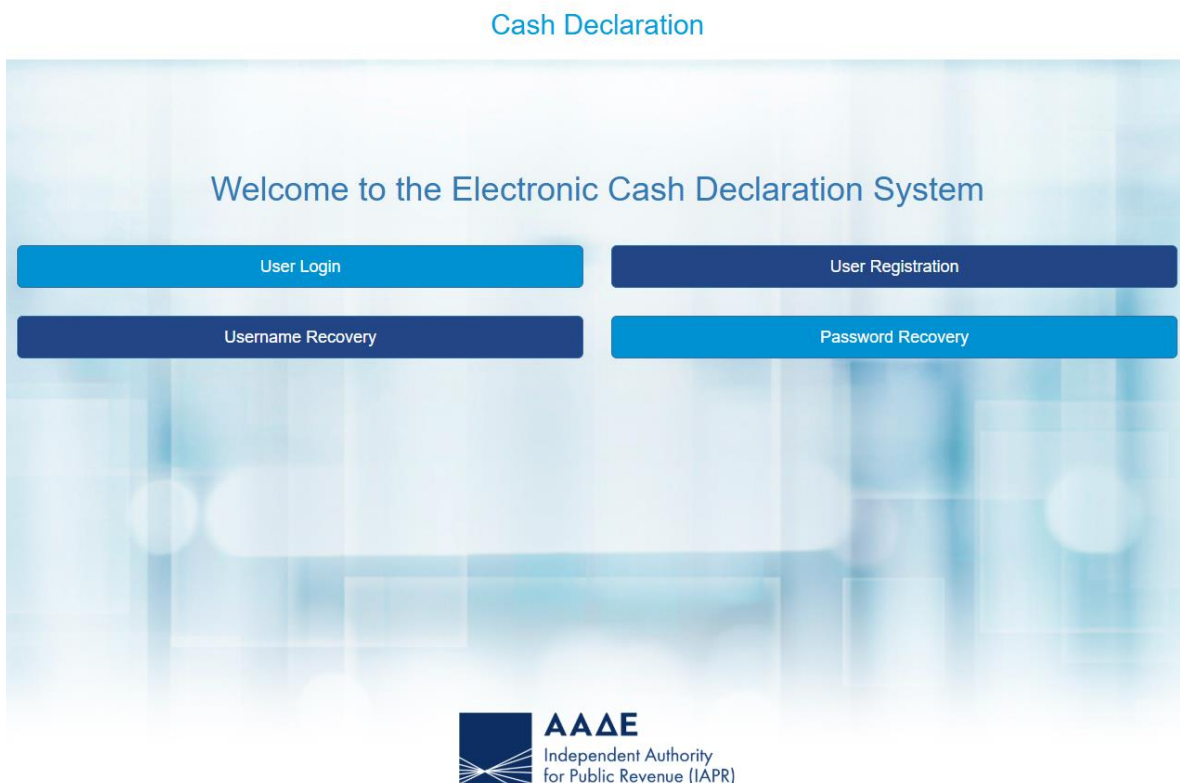
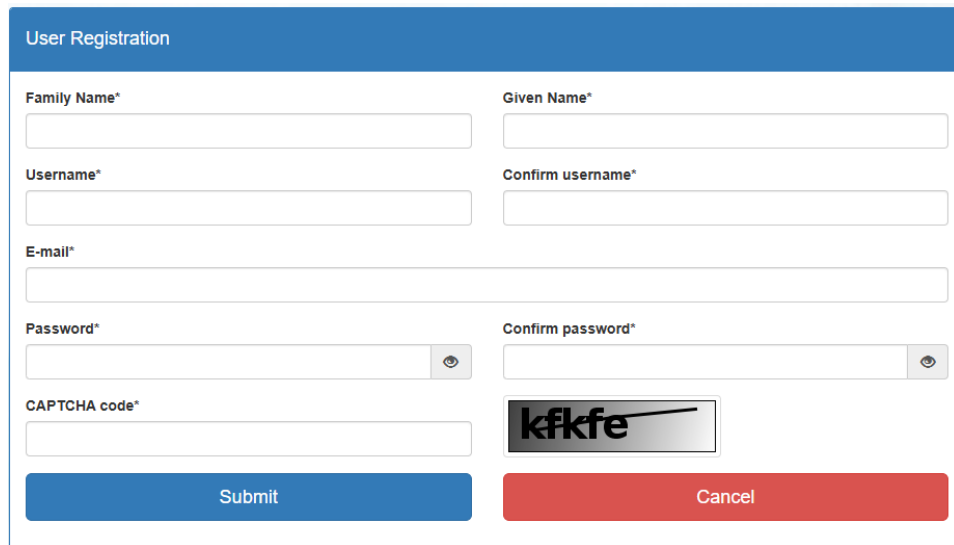


Figure 1. Home Screen.

## 2.1.1 User Registration

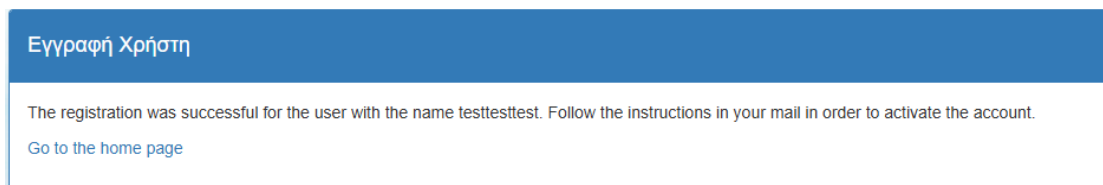
In the New User Registration Form, the user fills in the fields Surname, Name, Username, Username Confirmation, User Password and User Password Confirmation, e-mail and Captcha code.



The screenshot shows a web form titled "User Registration" with a blue header. The form contains several input fields: "Family Name\*", "Given Name\*", "Username\*", "Confirm username\*", "E-mail\*", "Password\*", "Confirm password\*", and "CAPTCHA code\*". The password fields have eye icons for visibility toggling. A CAPTCHA image with the text "kfkfe" is displayed next to the CAPTCHA code field. At the bottom, there are two buttons: a blue "Submit" button and a red "Cancel" button.

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.



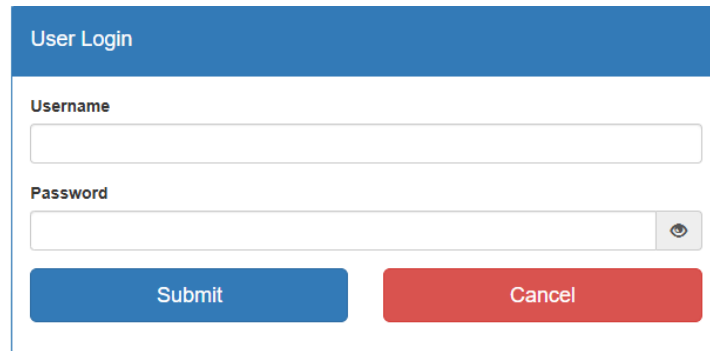
The screenshot shows a message box with a blue header titled "Εγγραφή Χρήστη". The main text reads: "The registration was successful for the user with the name testtestest. Follow the instructions in your mail in order to activate the account." Below the text is a blue link that says "Go to the home page".

Figure 3. Informational registration message

## 2.1.2 User Login

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



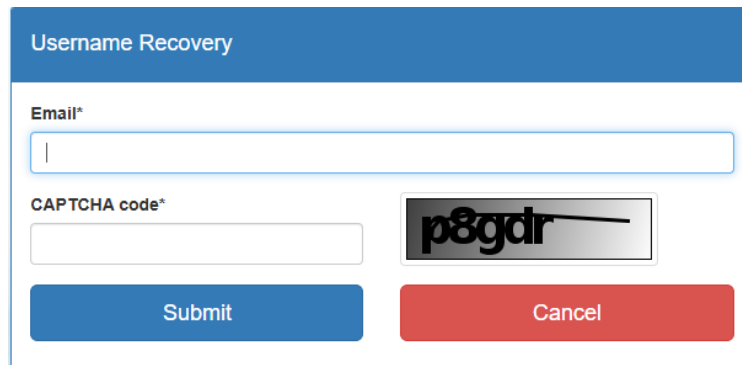


The form is titled "User Login" and is contained within a blue header bar. Below the header, there are two input fields: "Username" and "Password". The "Password" field includes a small eye icon on the right side to toggle visibility. At the bottom of the form, there are two buttons: a blue "Submit" button and a red "Cancel" button.

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.



The form is titled "Username Recovery" and is contained within a blue header bar. Below the header, there are two input fields: "Email\*" and "CAPTCHA code\*". The "CAPTCHA code\*" field is accompanied by a CAPTCHA image showing the characters "p8gdr" with a diagonal line. At the bottom of the form, there are two buttons: a blue "Submit" button and a red "Cancel" button.

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.

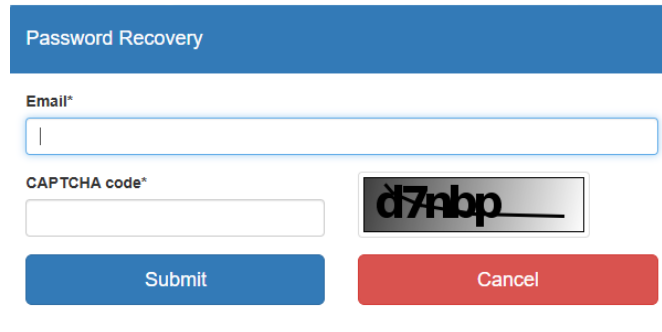


Figure 6. Retrieve Password.

## 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.

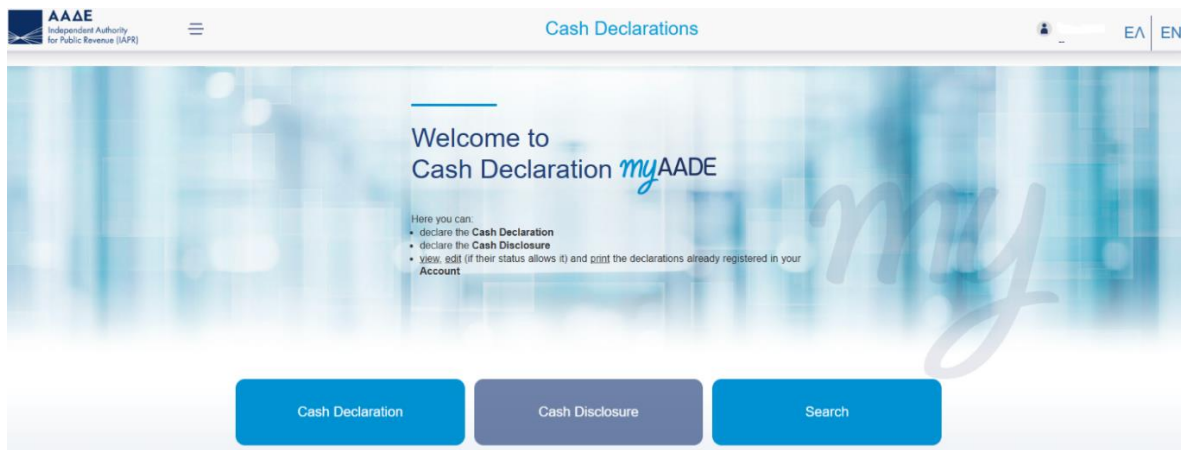


Figure 7. Initial image of successful connection to the application.

- 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.

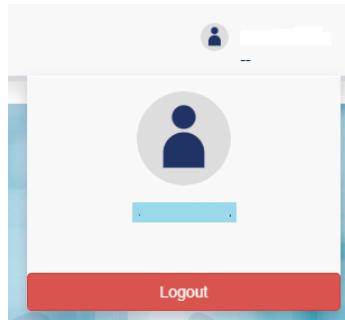


Figure 8. User ID.

- 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.

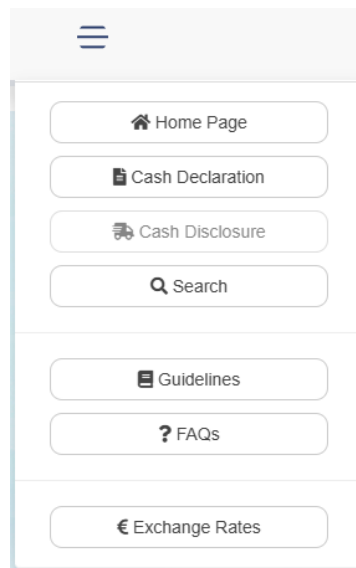


Figure 9. Main Menu.

- Language Selection Menu

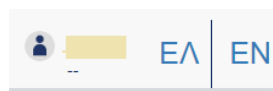


Figure 10. Language Selection.

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

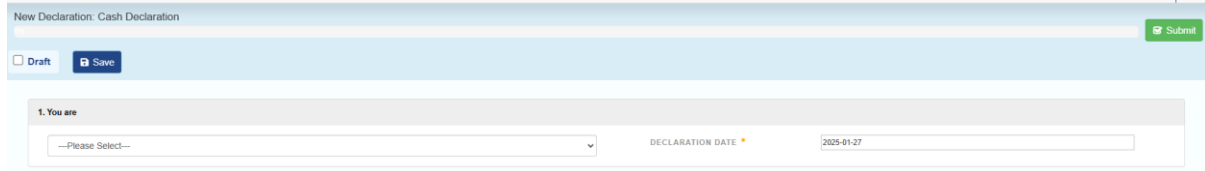
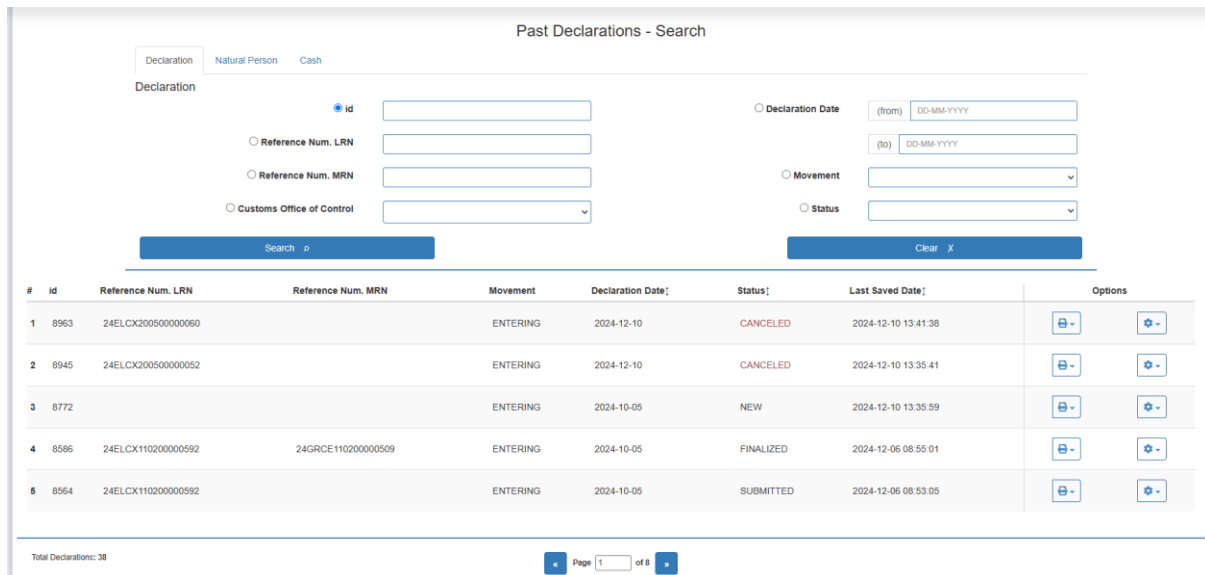


Figure 11. Submit a New Declaration.

- 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.



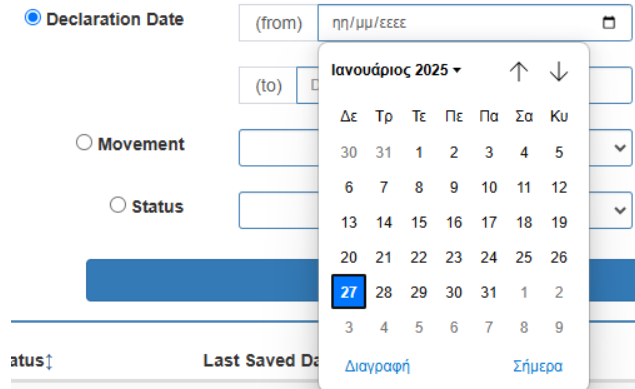
#	id	Reference Num. LRN	Reference Num. MRN	Movement	Declaration Date	Status	Last Saved Date	Options
1	8963	24ELCX200500000060		ENTERING	2024-12-10	CANCELED	2024-12-10 13:41:38	[icon] [icon]
2	8945	24ELCX200500000052		ENTERING	2024-12-10	CANCELED	2024-12-10 13:35:41	[icon] [icon]
3	8772			ENTERING	2024-10-05	NEW	2024-12-10 13:35:59	[icon] [icon]
4	8586	24ELCX1102000000592	24GRCE1102000000509	ENTERING	2024-10-05	FINALIZED	2024-12-06 08:55:01	[icon] [icon]
5	8564	24ELCX1102000000592		ENTERING	2024-10-05	SUBMITTED	2024-12-06 08:53:05	[icon] [icon]

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.

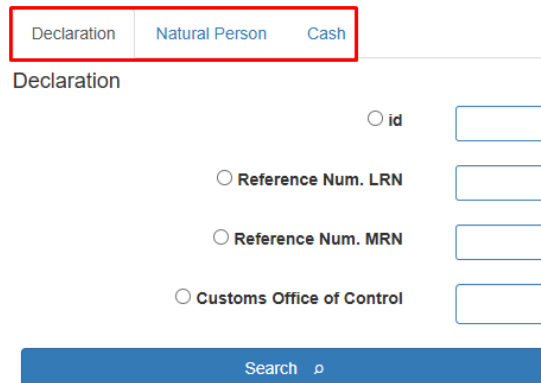
- Date entry: The date can be entered either manually, by entering the desired date in the corresponding field, or automatically, by selecting the calendar icon on the right side of the field, as shown in the screen below.



Declaration Date (from) ηη/μμ/εεεε  
 (to)   
 Movement   
 Status   
 atus↑ Last Saved Date   
 Δε Τρ Τε Πε Πα Σα Κυ   
 30 31 1 2 3 4 5   
 6 7 8 9 10 11 12   
 13 14 15 16 17 18 19   
 20 21 22 23 24 25 26   
 27 28 29 30 31 1 2   
 3 4 5 6 7 8 9   
 Διαγραφή Σήμερα

Figure 13. Automatic Date Entry.

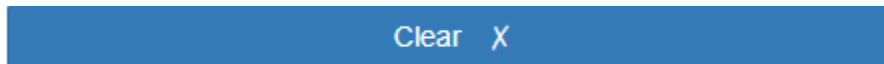
- Search: The user can search for declarations by entering specific criteria which are divided into the following categories: Declaration, Natural Person and Liquid assets.



Declaration Natural Person Cash   
 Declaration   
 id   
 Reference Num. LRN   
 Reference Num. MRN   
 Customs Office of Control   
 Search

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.



Clear X

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.

#	Id	Reference Num. LRN	Reference Num. MRN	Movement	Declaration Date	Status	Last Saved Date	Options
---	----	--------------------	--------------------	----------	------------------	--------	-----------------	---------

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.

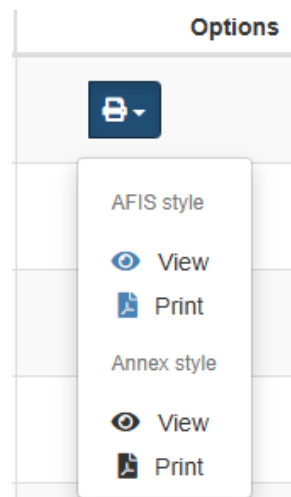


Figure 18. Print declaration.

- 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).

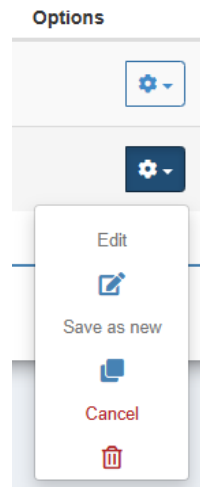


Figure 19. Edit declaration.

- 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.

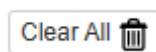


Figure 21. Delete content.

- 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.

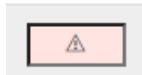


Figure 24. Error warning.

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

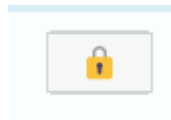


Figure 25. Application lock.

## 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).



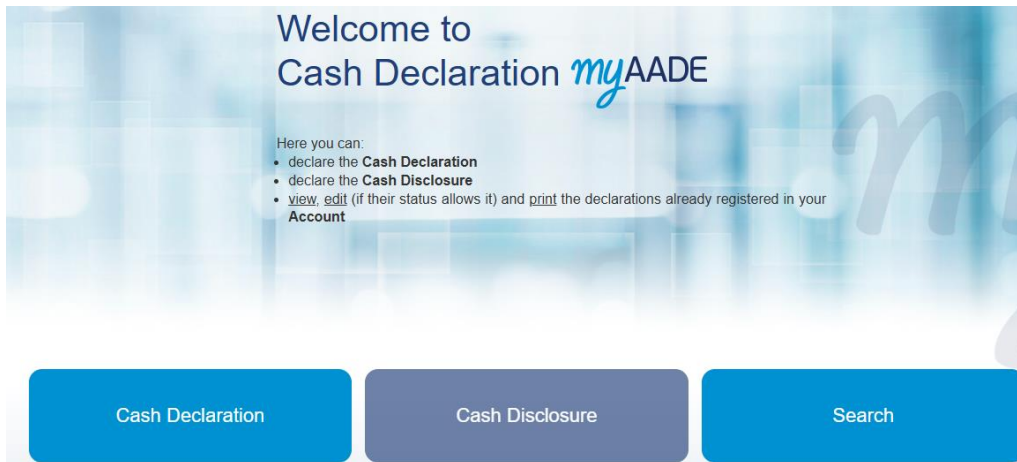


Figure 26. Declaration type.

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.

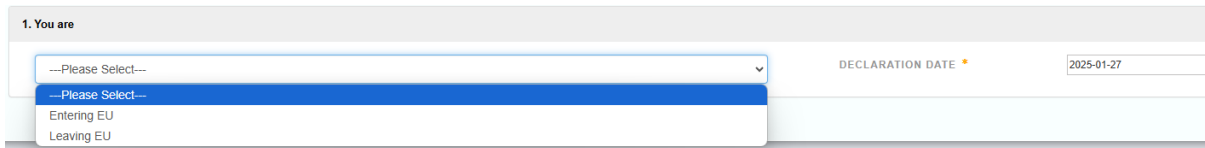


Figure 27. EU entry/exit.

### 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.

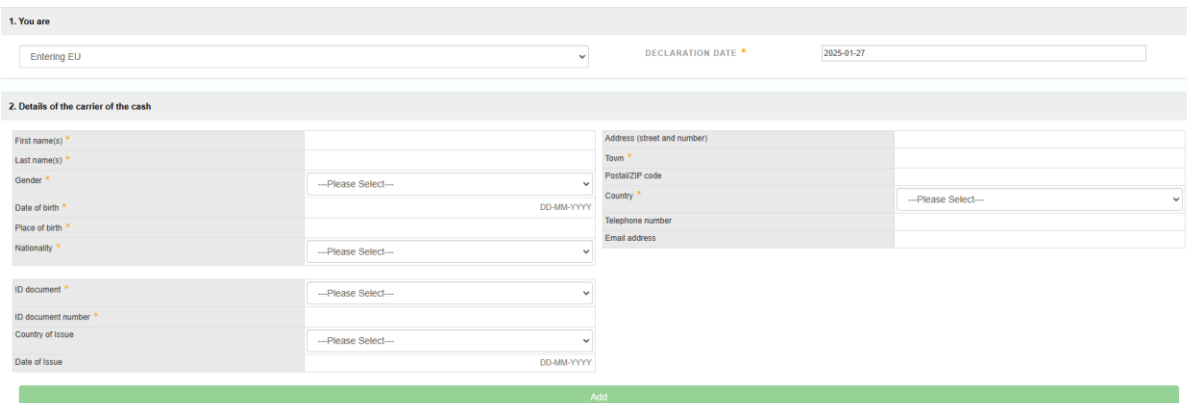
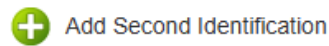


Figure 28. Personal information section.

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

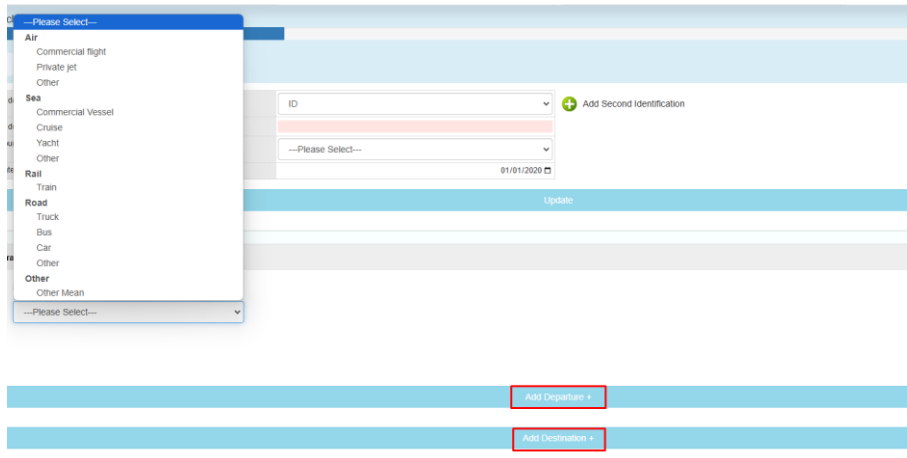


Figure 31. Choice of means of transport.

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

Add Transit / Land border crossing +

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.

At least one country should be E.U. member

At least one country should be Greece [GR]

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.

4. Details of Cash Clear All

---

Add Cash +

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.

Cash ⓘ

TYPE OF CASH AS MENTIONED IN REGULATION EU 2018/1672:

---Please Select---

---Please Select---

- Currency**
- Bank Notes
- Coins
- Bearer Negotiable Instruments**
- Traveller's Cheques
- Cheques
- Promissory Notes
- Money Orders
- Commodities used as highly-liquid stores of value**
- Gold Coins
- Gold Bars
- Gold Nuggets
- Gold Clumps

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)

Cash ⓘ

TYPE OF CASH AS MENTIONED IN REGULATION EU 2018/1672:

Bank Notes

DETAILS

Value *	00.00	Currency *	EUR - EURO	Exchange rate vis-à-vis the euro	Value in Euro *	
---------	-------	------------	------------	----------------------------------	-----------------	--

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)

Cash

TYPE OF CASH AS MENTIONED IN REGULATION EU 2018/1672:

Gold Coins

DETAILS

Total Weight (in grams) *	in grams	Quantity *			
Value *	00.00	Currency *	EUR - EURO	Exchange rate vis-à-vis the euro	Value in Euro *

*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.

A blue rectangular button with the text "Add Cash +" in white.

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.

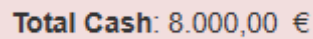
A light pink rectangular box containing the text "Total Cash: 8.000,00 €".

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.

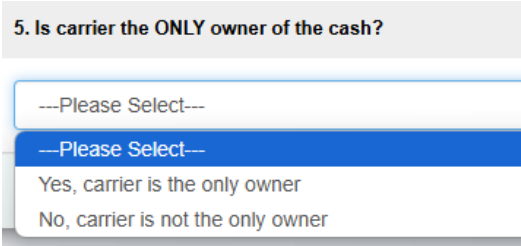
A screenshot of a form titled "5. Is carrier the ONLY owner of the cash?". It features a dropdown menu with three options: "--Please Select--", "--Please Select--", and "Yes, carrier is the only owner". The second option is currently selected and highlighted in blue. Below the dropdown, there is a text input field with the label "No, carrier is not the only owner".

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.

- Labour profits (income, retirement, income from entrepreneurship etc.)
- Capital profits (dividends, investment profits, interest, insurance etc.)
- Sale of real estate property
- Sale of moveable property
- Loan granted by another natural person
- Loan granted by legal entity (credit institution, bank or company)
- Lottery / gambling
- Gift / donation
- Inheritance
- Other (specify)

Figure 41. Financial origin.

- Labour expenses (salary payments, investment business etc.)
- Capital investment (deposits to bank account, insurance payments etc.)
- Funds for acquiring real estate
- Funds for acquiring moveable property
- Repayment of loan granted by a natural person
- Repayment of loan granted by a legal entity (credit institution, bank or company)
- Lottery / gambling
- Cash to shipmaster/board cash
- Charity
- Vacation / recreation
- Transfer of cash by professional cash couriers (currency exchange companies)
- Transfer of cash by professional cash couriers (other)
- Other (specify)

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.

5. Is carrier the **ONLY** owner of the cash?

No, carrier is not the only owner

OWNERS DETAILS

A NATURAL person is an Owner +

A LEGAL entity is an Owner +

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.

The owner is a NATURAL person ⓘ

Carrier is an Owner

First name(s) *	<input type="text"/>	Address (street and number)	<input type="text"/>
Last name(s) *	<input type="text"/>	Town *	<input type="text"/>
Gender *	---Please Select---	Postal/ZIP code	<input type="text"/>
Date of birth	<input type="text"/> DD-MM-YYYY	Country *	---Please Select---
Place of birth *	<input type="text"/>	Telephone number	<input type="text"/>
Nationality *	---Please Select---	Email address	<input type="text"/>
ID document *	---Please Select---		
ID document number *	<input type="text"/>		
Country of issue	---Please Select---		
Date of issue	<input type="text"/> DD-MM-YYYY		

Part of Cash ⓘ

---Please Select---

ⓘ Economic provenance and intended use of the cash

\* a. Economic provenance (more than one option is possible) 
 b. Intended use (more than one option is possible)

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.

Part of Cash ⓘ


---Please Select---

---Please Select---

EUR - Bank Notes

EUR - Coins

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 .



Part of Cash ⓘ

--Please Select--

1. BANK NOTES

Value *	8000	Currency *	EUR	Exchange rate vis-à-vis the euro	Value in Euro *	8.000,00
---------	------	------------	-----	----------------------------------	-----------------	----------

*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.

Part of Cash ⓘ

--Please Select--

--Please Select--

EUR - Bank Notes

EUR - Coins

*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.

- Labour profits (income, retirement, income from entrepreneurship etc.)
- Capital profits (dividends, investment profits, interest, insurance etc.)
- Sale of real estate property
- Sale of moveable property
- Loan granted by another natural person
- Loan granted by legal entity (credit institution, bank or company)
- Lottery / gambling
- Gift / donation
- Inheritance
- Other (specify)

*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.

Labour expenses (salary payments, investment business etc.)

Capital investment (deposits to bank account, insurance payments etc.)

Funds for acquiring real estate

Funds for acquiring moveable property

Repayment of loan granted by a natural person

Repayment of loan granted by a legal entity (credit institution, bank or company)

Lottery / gambling

Cash to shipmaster/board cash

Charity

Vacation / recreation

Transfer of cash by professional cash couriers (currency exchange companies)

Transfer of cash by professional cash couriers (other)

Other (specify)

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.

5. Is carrier the **ONLY** owner of the cash?

No, carrier is not the only owner

---

OWNERS DETAILS

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="border: 1px solid #00aaff; border-radius: 50%; padding: 2px;">Ow1</span> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Owner</td><td><input type="text"/></td></tr> <tr><td>ID document</td><td><input type="text"/></td></tr> <tr><td>ID document number</td><td><input type="text"/></td></tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Economic provenance</td><td><input type="text" value="- Sale of moveable property"/></td></tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Intended use</td><td><input type="text" value="- Transfer of cash by professional cash couriers (currency exchange companies)"/></td></tr> </table> </div>	Owner	<input type="text"/>	ID document	<input type="text"/>	ID document number	<input type="text"/>	Economic provenance	<input type="text" value="- Sale of moveable property"/>	Intended use	<input type="text" value="- Transfer of cash by professional cash couriers (currency exchange companies)"/>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="border: 1px solid #00aaff; border-radius: 50%; padding: 2px;">C1</span> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Type of cash</td><td><input type="text" value="Bank Notes"/></td></tr> <tr><td>Value</td><td><input type="text" value="8.000,00 EUR"/></td></tr> <tr><td></td><td><input type="text" value="8.000,00 €"/></td></tr> </table> </div>	Type of cash	<input type="text" value="Bank Notes"/>	Value	<input type="text" value="8.000,00 EUR"/>		<input type="text" value="8.000,00 €"/>
Owner	<input type="text"/>																
ID document	<input type="text"/>																
ID document number	<input type="text"/>																
Economic provenance	<input type="text" value="- Sale of moveable property"/>																
Intended use	<input type="text" value="- Transfer of cash by professional cash couriers (currency exchange companies)"/>																
Type of cash	<input type="text" value="Bank Notes"/>																
Value	<input type="text" value="8.000,00 EUR"/>																
	<input type="text" value="8.000,00 €"/>																



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.

Total Owners: 1 || You need to specify the Owners for: 20.000,00 €

ATTENTION! The total cash types, amounts and currencies specified in the tab 'Details of Cash' do not match the sum of the corresponding partial values specified in sections 'Are you the only owner of the cash?' in tab Persons and/or Companies. Please correct either the types, amounts and currencies specified for each owner or the types, amounts and currencies specified in the 'Details of Cash'.

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.

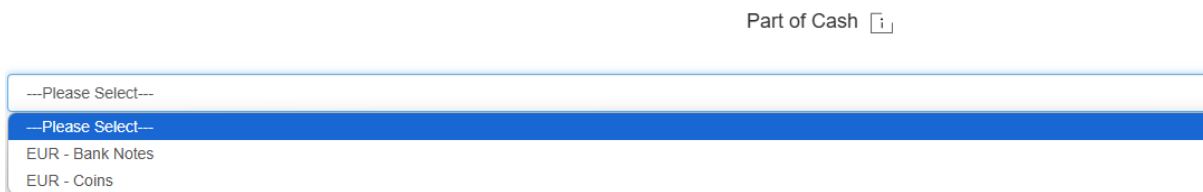



Figure 53. Liquid asset available list.

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 .

Part of Cash [1]

--Please Select--

---

1. BANK NOTES

Value *	8000	Currency *	EUR	Exchange rate vis-à-vis the euro	
				Value in Euro *	8.000,00

*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.

Part of Cash [1]

--Please Select--

---

--Please Select--

EUR - Bank Notes

EUR - Coins

*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.

- Labour profits (income, retirement, income from entrepreneurship etc.)
- Capital profits (dividends, investment profits, interest, insurance etc.)
- Sale of real estate property
- Sale of moveable property
- Loan granted by another natural person
- Loan granted by legal entity (credit institution, bank or company)
- Lottery / gambling
- Gift / donation
- Inheritance
- Other (specify)

*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.

Labour expenses (salary payments, investment business etc.)

Capital investment (deposits to bank account, insurance payments etc.)

Funds for acquiring real estate

Funds for acquiring moveable property

Repayment of loan granted by a natural person

Repayment of loan granted by a legal entity (credit institution, bank or company)

Lottery / gambling

Cash to shipmaster/board cash

Charity

Vacation / recreation

Transfer of cash by professional cash couriers (currency exchange companies)

Transfer of cash by professional cash couriers (other)

Other (specify)

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.

5. Is carrier the ONLY owner of the cash?

No, carrier is not the only owner

OWNERS DETAILS

<p><b>Owner</b></p> <p>Registration Number</p> <p>Economic provenance - Inheritance</p> <p>Intended use - Transfer of cash by professional cash couriers (currency exchange companies)</p>	<p><b>Type of cash</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Bank Notes</td> <td></td> </tr> <tr> <td>Value</td> <td>8 000.00 EUR</td> </tr> <tr> <td></td> <td>8 000.00 €</td> </tr> </table>	Bank Notes		Value	8 000.00 EUR		8 000.00 €
Bank Notes							
Value	8 000.00 EUR						
	8 000.00 €						



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.

Total Owners: 1 || You need to specify the Owners for: 20.000,00 €

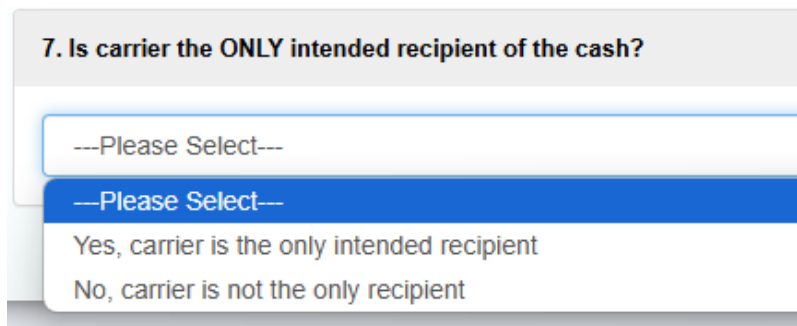
ATTENTION! The total cash types, amounts and currencies specified in the tab 'Details of Cash' do not match the sum of the corresponding partial values specified in sections 'Are you the only owner of the cash?' in tab Persons and/or Companies. Please correct either the types, amounts and currencies specified for each owner or the types, amounts and currencies specified in the 'Details of Cash'.

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.



7. Is carrier the **ONLY** intended recipient of the cash?

--Please Select--

Yes, carrier is the only intended recipient

No, carrier is not the only recipient

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.

|

- Labour profits (income, retirement, income from entrepreneurship etc.)
- Capital profits (dividends, investment profits, interest, insurance etc.)
- Sale of real estate property
- Sale of moveable property
- Loan granted by another natural person
- Loan granted by legal entity (credit institution, bank or company)
- Lottery / gambling
- Gift / donation
- Inheritance
- Other (specify)

*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.

7. Is carrier the **ONLY** intended recipient of the cash?

No, carrier is not the only recipient

RECIPIENTS DETAILS

A NATURAL person is a Recipient +
A LEGAL entity is a Recipient +

*Figure 62. Liquid asset recipient.*

- A natural person as the final recipient of liquid assets

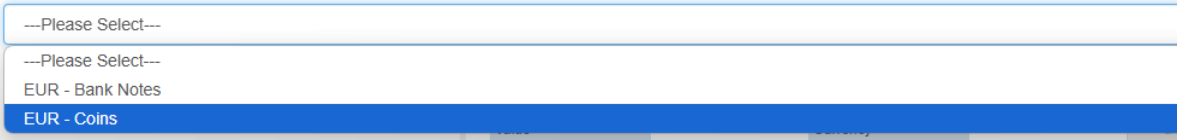
If the final recipient is a natural person, he will select the corresponding "Natural person as recipient" icon. Then he should enter the values in the corresponding fields in the window that will open. Fields marked with an asterisk are mandatory.





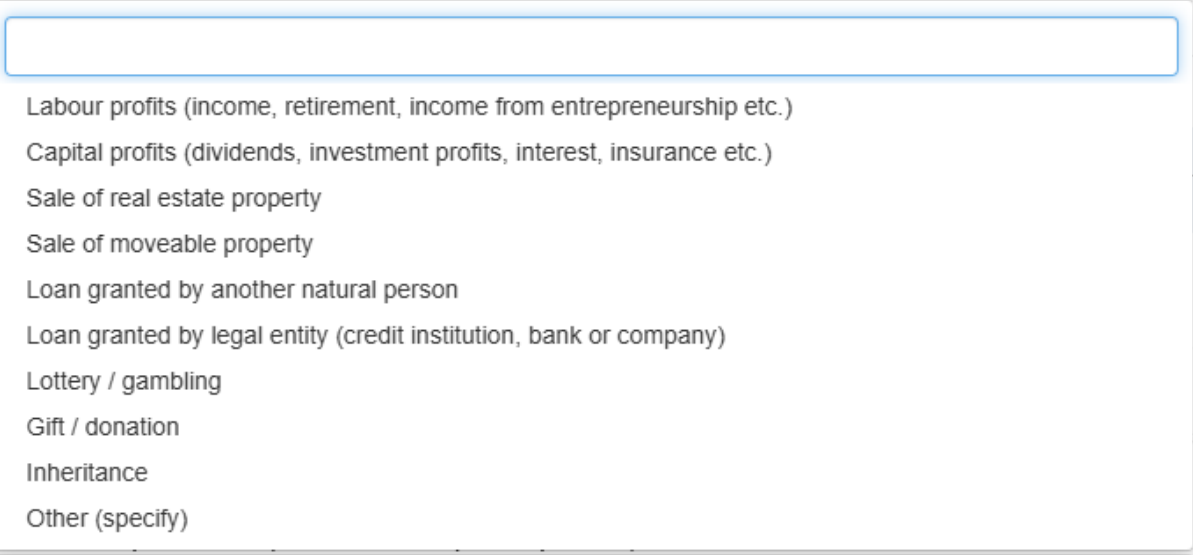
In case the same natural person is the recipient of other types of liquid asset available, then the user will select the other types of liquid asset from the Liquid assets part field and make the corresponding modifications in the "Value" field, where necessary.

Part of Cash ⓘ



*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.

- Labour expenses (salary payments, investment business etc.)
- Capital investment (deposits to bank account, insurance payments etc.)
- Funds for acquiring real estate
- Funds for acquiring moveable property
- Repayment of loan granted by a natural person
- Repayment of loan granted by a legal entity (credit institution, bank or company)
- Lottery / gambling
- Cash to shipmaster/board cash
- Charity
- Vacation / recreation
- Transfer of cash by professional cash couriers (currency exchange companies)
- Transfer of cash by professional cash couriers (other)
- Other (specify)

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.

**7. Is carrier the ONLY intended recipient of the cash?**

No, carrier is not the only recipient

---

RECIPIENTS DETAILS

R1	<table style="width: 100%;"> <tr><td>Recipient</td><td>:</td><td></td></tr> <tr><td>ID document</td><td>:</td><td>ID</td></tr> <tr><td>ID document number</td><td>:</td><td></td></tr> </table>	Recipient	:		ID document	:	ID	ID document number	:		C1	<table style="width: 100%;"> <tr><td>Type of cash</td><td>:</td><td>Bank Notes</td></tr> <tr><td>Value</td><td>:</td><td>10 000.00 EUR</td></tr> <tr><td></td><td>:</td><td>10 000.00 €</td></tr> </table>	Type of cash	:	Bank Notes	Value	:	10 000.00 EUR		:	10 000.00 €
Recipient	:																				
ID document	:	ID																			
ID document number	:																				
Type of cash	:	Bank Notes																			
Value	:	10 000.00 EUR																			
	:	10 000.00 €																			
	Economic provenance																				
	Intended use	- Vacation / recreation																			



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.

Total Recipients: 1 || You need to specify Recipients for: 5 000.00 €


ATTENTION! The total cash types, amounts and currencies specified in the tab 'Details of Cash' do not match the sum of the corresponding partial values specified in sections 'Are you the only recipient of the cash?' in tab Persons and/or Companies. Please correct either the types, amounts and currencies specified for each recipient or the types, amounts and currencies specified in the 'Details of Cash'.

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.

The recipient is a LEGAL entity  x

Name * Address (street and number) Postal/ZIP code Town * Country * <span style="float: right;">v</span> Telephone number Email address	Registration Number * Name of register * Registration country * <span style="float: right;">v</span> WAT identification number Economic Operators Registration and Identification (EORI)
---	--

Part of Cash 


---Please Select---

 Economic provenance and intended use of the cash

a. Economic provenance (more than one option is possible) <span style="float: right;">v</span>	* b. Intended use (more than one option is possible) <span style="float: right;">v</span>
--	---

*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.

Part of Cash 


---Please Select---

---Please Select---

EUR - Bank Notes

EUR - Coins

*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 .

Part of Cash ⓘ

---Please Select---

1. BANK NOTES

Value *	10000	Currency *	EUR	Exchange rate vis-à-vis the euro	Value in Euro *	10.000,00	🗑️
---------	-------	------------	-----	----------------------------------	-----------------	-----------	----

*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.

Part of Cash ⓘ

---Please Select---

---Please Select---

EUR - Bank Notes

EUR - Coins

*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.

- Labour profits (income, retirement, income from entrepreneurship etc.)
- Capital profits (dividends, investment profits, interest, insurance etc.)
- Sale of real estate property
- Sale of moveable property
- Loan granted by another natural person
- Loan granted by legal entity (credit institution, bank or company)
- Lottery / gambling
- Gift / donation
- Inheritance
- Other (specify)

*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.

- Labour expenses (salary payments, investment business etc.)
- Capital investment (deposits to bank account, insurance payments etc.)
- Funds for acquiring real estate
- Funds for acquiring moveable property
- Repayment of loan granted by a natural person
- Repayment of loan granted by a legal entity (credit institution, bank or company)
- Lottery / gambling
- Cash to shipmaster/board cash
- Charity
- Vacation / recreation
- Transfer of cash by professional cash couriers (currency exchange companies)
- Transfer of cash by professional cash couriers (other)
- Other (specify)

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.

**7. Is carrier the ONLY intended recipient of the cash?**

No, carrier is not the only recipient

---

RECIPIENTS DETAILS

R1	Recipient		C1	Type of cash	Bank Notes
	Registration Number		Value	10.000,00 EUR	10.000,00 €
Economic provenance					
Intended use		- Transfer of cash by professional cash couriers (other)			



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.

Total Recipients: 1 || You need to specify Recipients for: 5.000,00 €

ATTENTION! The total cash types, amounts and currencies specified in the tab 'Details of Cash' do not match the sum of the corresponding partial values specified in sections 'Are you the only recipient of the cash?' in tab Persons and/or Companies. Please correct either the types, amounts and currencies specified for each recipient or the types, amounts and currencies specified in the 'Details of Cash'.

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.

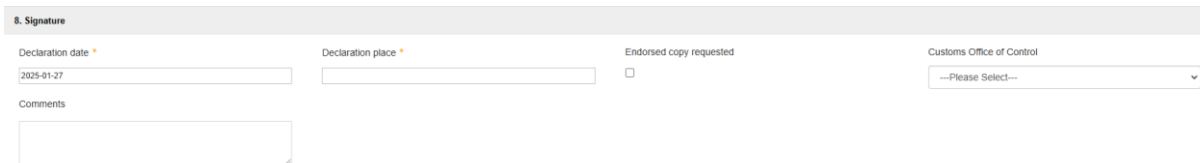


Figure 79. Signature.

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.

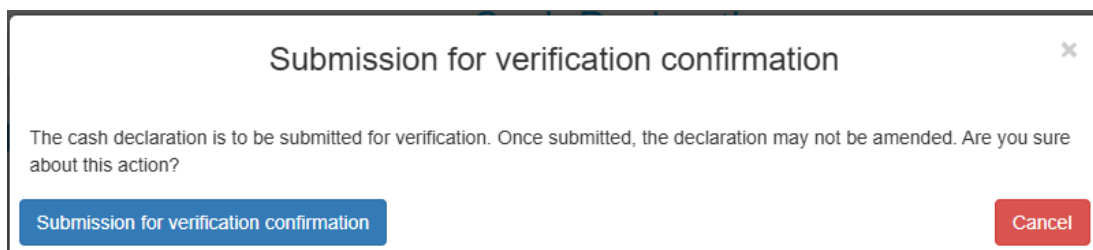


Figure 81. Confirmation of submission for review.

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.

Submit (for control) ✕

Action	Submit (for control)
Result	Success
Id	9067
Citizen Reference Number LRN (after submission)	25ELCX200500000054
National Reference MRN (after finalization or CIS+ submission attempt)	
CIS+ Declaration ID (after successful CIS+ submission)	

Close

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.

Missing information ✕

Action	Submit (for control)
Result	Fail
The problems are located in the tabs:	<ul style="list-style-type: none"> <li>Transport Details</li> <li>Details of Cash</li> <li>Signature</li> </ul>

Close

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.

Submit (for control) ✕

Action	Submit (for control)
Result	Fail
id	9137
Citizen Reference Number LRN (after submission)	
National Reference MRN (after finalization or CIS+ submission attempt)	
CIS+ Declaration ID (after successful CIS+ submission)	
Message 1 (only on error)	Inability to submit declaration. You have exceeded the limit of submitted 3 declarations in the last 24 hours. You have already submitted the following declarations (IDs) → 9067, 9096, 8772

*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.