

## Guidance in completing an application for the status of Authorised CBAM Declarant.

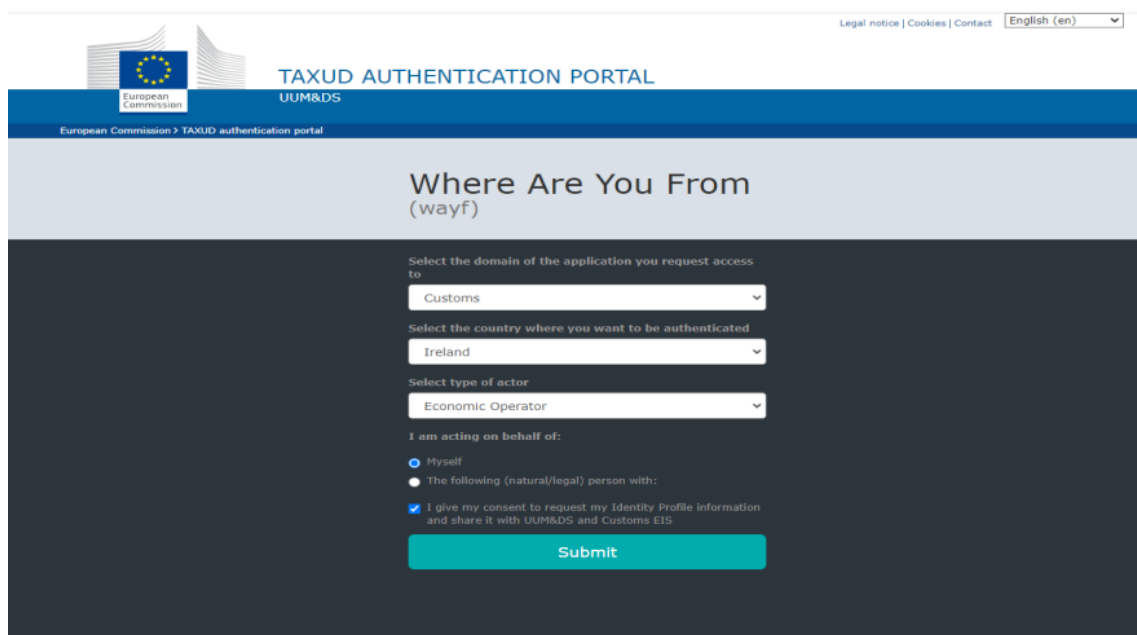
Screenshots taken from test environment

### Points to note:

- This guidance helps you to navigate the Authorisation Management Module.
- You can complete your application in phases by saving the information you have input by selecting “Save **for later use**” at the bottom of the page and access it in the My Drafts section in the menu on the left at any stage to compile the remaining information.
- To navigate through the application, select the headings of each section – *Stakeholder Details, Activity Details and Financial and Operational Details*  
Only select the “**Proceed**” button when you are satisfied with the information you have provided within your application. The application will then be sent to the Decision Taking Competent Authority (NCA, in Ireland the EPA)
- You may provide an adjustment to (or withdrawal of) the application at any stage before the assessment is completed. Please see helpful videos on the European Commission’s website for guidance on how to make an adjustment - [https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism/cbam-registry-and-reporting\\_en#authorisation-management-module-amm](https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism/cbam-registry-and-reporting_en#authorisation-management-module-amm)


## Accessing the Authorisation Management Module

1. Before starting, log out of the screen in your screenshot and close your entire browser.
2. Click on this link to access the AMM - <https://cbam.ec.europa.eu/authorised-declarant>
3. The first page you see will be the following:




The screenshot shows the 'TAXUD AUTHENTICATION PORTAL' with the UUM&DS logo. The page title is 'Where Are You From (wayf)'. It contains three dropdown menus: 'Select the domain of the application you request access to' (set to 'Customs'), 'Select the country where you want to be authenticated' (set to 'Ireland'), and 'Select type of actor' (set to 'Economic Operator'). Below these is a section 'I am acting on behalf of:' with two radio buttons: 'Myself' (selected) and 'The following (natural/legal) person with:'. At the bottom, there is a checked checkbox for 'I give my consent to request my Identity Profile Information and share it with UUM&DS and Customs EIS' and a teal 'Submit' button.

4. Make the selections as laid out above –
  - a. **“Customs”**
  - b. **“Ireland”**
  - c. **“Economic Operator”**
5. When you click submit, you will be brought to a ROS page. Here, load your ROS cert (associated with the EORI number) by clicking the “Manage my certificates” link and enter the associated password.
6. Then click “Return to login” – you will see your cert has been loaded in the box above. Re-enter the ROS password and you will be brought into the AMM portal.
7. The AMM homepage will look like this -



European Commission
 

**CBAM**  
 Carbon Border Adjustment Mechanism

vmz9zvdb
 
 EN

Declarant Portal

HOMEPAGE

AUTHORISATIONS

NOTIFICATIONS

SUBMISSIONS

ACCOUNT

Homepage

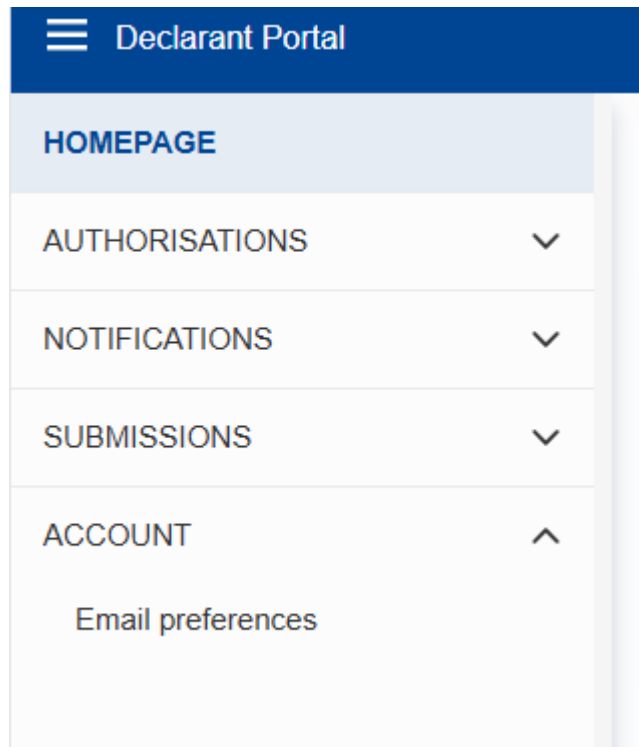
Unanswered notifications
 

Reference number	Notification subject	Reception time	Expiry date	Actions
There is no data available				


Unread notifications
 

Sender type	Sender identifier	Reference number	Notification subject	Reception time	Actions
There is no data available					

8. Set your email preferences to ensure you receive notifications about your application for the status of authorised CBAM declarant:




- Click on the Authorisations tab in the menu on the left hand side of the screen and select “New Application”



European Commission

**CBAM**  
Carbon Border Adjustment Mechanism



Declarant Portal

**HOMEPAGE**

**AUTHORISATIONS** ^

New application

My applications and authorisations

My drafts

**NOTIFICATIONS** v

**SUBMISSIONS** v

**ACCOUNT** ^

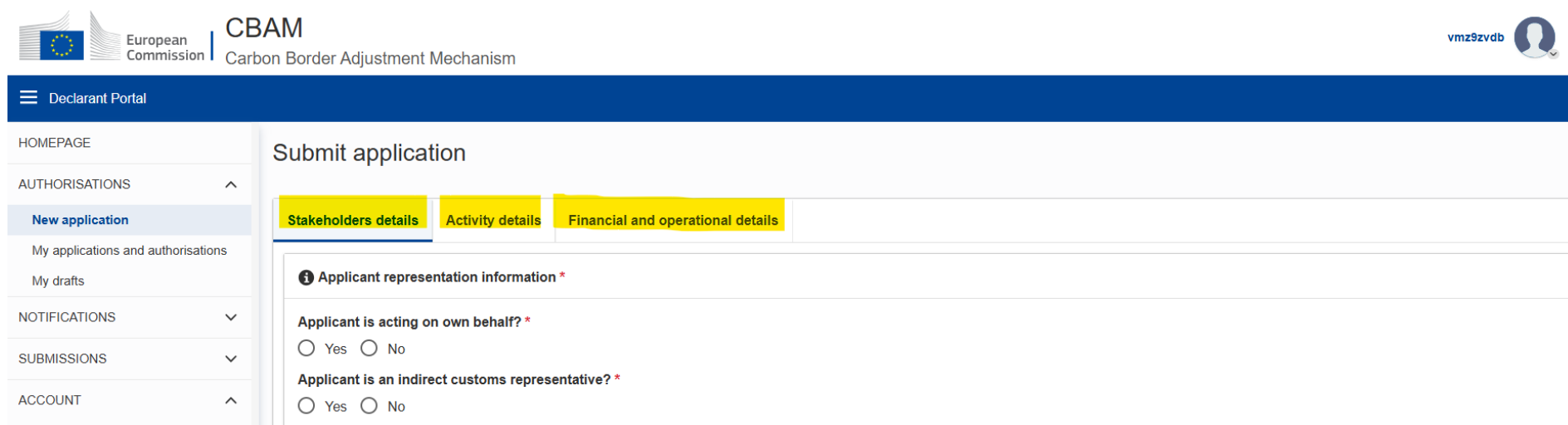
Email preferences

Homepage

Unanswered notifications

Reference number	Notification subject	Reception date
There is no data available		

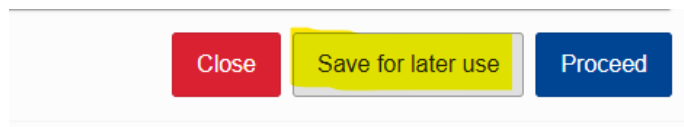
10. There are **three sections** to complete. You can navigate between each section using the tabs at the top of the page.



The screenshot shows the 'Declarant Portal' for the Carbon Border Adjustment Mechanism (CBAM). The left sidebar contains a menu with 'HOME PAGE', 'AUTHORISATIONS' (with a sub-item 'New application'), 'NOTIFICATIONS', 'SUBMISSIONS', and 'ACCOUNT'. The main content area is titled 'Submit application' and features three tabs: 'Stakeholders details', 'Activity details', and 'Financial and operational details'. The 'Stakeholders details' tab is active, showing a form with the following questions:

- Applicant representation information \***
  - Applicant is acting on own behalf? \*
    - ☐ Yes
    - ☐ No
  - Applicant is an indirect customs representative? \*
    - ☐ Yes
    - ☐ No

11. You can save your application at any stage and return to it to complete other areas if necessary. Simply select the “Save for later use” button at the bottom of the page. “Proceed” is the button to select when you are ready to submit your application.



At the bottom of the application form, there are three buttons: a red 'Close' button, a yellow 'Save for later use' button, and a blue 'Proceed' button.

## Stakeholder details

12. Applicant representation information – indicate here if you are acting on your own behalf (as the importer) or acting as an Indirect Customs Representative (on behalf of an importer)

### Submit application

Stakeholders details	Activity details	Financial and operational details
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**i Applicant representation information \***

**Applicant is acting on own behalf? \***

☐ Yes ☐ No

**Applicant is an indirect customs representative? \***

☐ Yes ☐ No

13. The “Actor identification” information will be pre-filled (EORI, Name and Address)

14. Enter the Contact details of the person applying for the status of authorised CBAM declarant

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Contact person \*

Name \*

70

Email \*

256

Telephone number \*


50

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*The following section should only be completed if you have indicated above that you are an “Indirect Customs Representative” applying for this status on behalf of an importer. If you are not an Indirect Customs Representative, go to the next Section “Activity Details” by clicking on the heading “Activity Details”*

If applicable, enter the details of the importer in “Customs Representation Details” by selecting “Create” and “Add”

 Customs representation details

Create

 Customs representation details

Delete

^

Importer \*

Add

Importer \*

Remove

Contact person \*

Name \*

Email \*

Telephone number \*

Representation details \*

Validity period \*

Start date \*

End date

If you have entered information here that is not required, simply click the “Remove” button to delete the panel.

## Activity Details

The next section is Activity Details. Scroll to the top of the page and click the “Activity Details” tab.

15. Select from the drop-down list the economic activity identifier

**Main economic activity \***

**Economic activity identifier \***

Manufacture of basic iron and steel and of ferro-alloys



16. Enter a description of the economic activity (free text)

**Economic activity description**

Production of Iron & Steel

2534

English



17. You can add more economic activities by selecting the downward arrow in the “Additional Economic Activities” tab and clicking “Add”

**Additional economic activities**



“Information on import of goods” Using the drop-down list, select the type of goods you import (sector)

For the question “Electricity Import Status”, do not select Yes or No for this question unless you have selected “Electricity” as the type of goods you import. If you have made a selection for this answer in error, simply click on the blue dot to remove your selection.

Then, add a description of the goods This should be a list of the relevant CN codes for that sector along with the associated quantities for 2025 and 2026.

Information on import of goods \*

Imported goods \*

Type of goods \*

Electricity import status ("I confirm that electricity is imported by means other than explicit capacity allocation.")

☐ Yes
☐ No

Description of goods \*

18. In the “estimations for current calendar year”, add the estimated quantity (overall weight) of goods for that sector and, using the drop-down list, select the unit of measurement

Estimations for current calendar year \*

Quantity of goods *
Quantity of goods *
<input type="text" value="100"/>
<b>i</b> Measure unit *
<input type="text" value="Tonnes"/> <span>×</span>

19. Then enter the value of goods and select the currency (an estimation)

Value of goods *
Amount value *
<input type="text" value="100000"/>
Amount currency *
<input type="text" value="Euro"/> <span>×</span>

20. In the “Estimations for next calendar year” section, add the quantity and values for next year and select the unit of measurement

Estimations for next calendar year \*

Quantity of goods \*

Quantity of goods \*

150

**i** Measure unit \*

Tonnes

×

Value of goods \*

Amount value \*

150000

Amount currency \*

Euro

×

21. Using the drop-down list, select the EU Member state(s) which you are involved in as an importer under this EORI number (not to be confused with countries you export to – only the countries where your EORI number is listed as the importer to bring goods into that EU country – if only Ireland, then select “Ireland” in the drop down list)

**i** EU member states in which you have been or expect to be involved as importer or declarant in customs declarations for CBAM goods \*

Previous calendar year

Current calendar year \*

**i** EU member states in which you have been or expect to be involved as importer or declarant in customs declarations for CBAM goods \*

Previous calendar year

Current calendar year \*

22. In the Tax Authority Certification field, upload your Tax Clearance Cert as evidence of compliance.

Details on how to obtain an electronic tax clearance certificate can be found on Revenue's website here - [The electronic Tax Clearance \(eTC\) system](#)

#### Tax authority certification \*

##### Description

Certified by the tax authority for compliance with CBAM reporting requirements

2482

English

X

##### *i* Attached documents \*



Document description

Document date

Functionality

No records found



ant Portal

English

### Attached documents \*



Document description

### Declaration of honour \*

Declaration status ("I declare that, during the five years preceding the date of submission of this application, I have no record of serious criminal convictions or involvement in any criminal activity.")

☐ Yes ☐ No

Second declaration status ("I also hereby declare that I have not been involved in any criminal activity, including but not limited to, tax evasion, market abuse, or any other activity prohibited by the relevant legislation.")

☐ Yes ☐ No

Description

### View/Edit



#### File \*

Choose file Drag and drop file here



Test file for AMM Training.... 11.73 KB application/vnd.openxmlformats-officedocument.wordprocessingml.document



#### Document description

Tax Clearance Certificate

2535

English



#### Document date

01/04/2025



Cancel

OK

23. In the Declaration of Honour section, please select the answers to each question . By selecting “Yes”, you are declaring that you have not been involved in any serious or repeated infringements of customs legislation, taxation rules or market abuse rules and that you have no record of serious criminal offences relating to your economic activity.

You can add a description and any supporting documentation to this section also.

#### Declaration of honour \*

Declaration status (“I declare that, during the five years preceding the year of this application, I have not been involved in any serious or repeated infringements of customs legislation, taxation rules, or market abuse rules. Furthermore, I have no record of serious criminal offences relating to my economic activity.”) \*

☒ Yes ☐ No

Second declaration status (“I also hereby declare that the persons listed in Article 10 of Commission Implementing Regulation 2024/xxx have not been involved in any serious or repeated infringements of customs legislation, taxation rules market abuse rules or Regulation 2023/956 during the five years preceding the year of this application. Furthermore, I confirm that those persons have no record of serious criminal offences relating to the economic activity.”) \*

☒ Yes ☐ No

#### Description

All statements are true to the best of my knowledge

2509

English

X

 Attached documents

✓

#### General remark

Company is committed to sustainable and compliant business practices

2492

**Declaration of honour \***

Declaration status (“I declare that, during the five years preceding the year of this application, I have not been involved in any serious or repeated infringements of customs legislation, taxation rules, or market abuse rules. Furthermore, I have no record of serious criminal offences relating to my economic activity.”) \*

☒ Yes
 ☐ No

Second declaration status (“I also hereby declare that the persons listed in Article 9 of Commission Implementing Regulation 2025/486 have not been involved in any serious or repeated infringements of customs legislation, taxation rules market abuse rules or Regulation 2023/956 during the five years preceding the year of this application. Furthermore, I confirm that those persons have no record of serious criminal offences relating to the economic activity.”) \*

☒ Yes
 ☐ No

**Description**

All statements are true to the best of my knowledge
 2509

English
 ×

**i** Attached documents
 ✓

## Financial and Operational Details

Once you have completed the Activity Details, scroll back to the top and select the tab “Financial and Operational Details”

24. Data access status – here you select the option relevant to your application

## Submit application

Stakeholders details	Activity details	Financial and operational details
<p>Data access status ("As I represent the necessary mandate, I hereby consent to the competent authority ("NCA") obtaining the necessary information from relevant government bodies in relation to my application for CBAM authorisation. This includes, but is not limited to, my identification number and the company's annual report.") *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		

25. If your company holds the status of Authorised Economic Operator (AEO), complete the next section by selecting the “**Create**” button, if you do not hold AEO status, go to the next step.

*i* AEO status information
 

Delete

^

Applicant is holder of an AEO status? \*

☐ Yes ☐ No

*i* AEO status type

*i* AEO authorisation number

26. Using the drop-down list provided, select the legal status and size of the company under which you are applying for the status of authorised CBAM declarant

**Legal status and a size of the entity under which you plan to act as an authorised CBAM declarant \***

Individual: private person
Individual: sole trader
Company: micro (less than 10 employees and less than 2.000.000 EUR of annual turnover)
Company: small (between 11 and 49 employees and between 2.000.000 and 9.999.999,99 EUR of annual turnover)
Company: medium (between 50 and 249 employees and between 10.000.000 and 49.999.999,99 EUR of annual turnover)

27. In the free text field, add the number of people who are dedicated to CBAM reporting and controls

**Number of persons dedicated to CBAM reporting and controls for the organisation under which you plan to be involved as an authorised CBAM declarant of the CBAM goods \***

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required

28. In the next field, using the drop-down list, select whether your organisation has been established for more or less than 2 financial years

**i Duration of establishment of the organisation under which you plan to be involved as an authorised CBAM declarant**

|

Less than 2 years

More than 2 years

29. In the National Business Registration Number field, please enter your Company Registration Office (CRO) number - <https://cro.ie/>

**i National business registration number of the organisation**

## Financial figures

30. In the Financial Figures section, click the “Create” button to add the relevant information.

 Financial figures

Delete ^

Currency to be used \*

Year - 3

Create

Year - 2

Create

Year - 1

Create

31. To enter the details of the most recent year (e.g. 2024), click Create beside “Year 3”

Year - 1
Delete
^

**Net profit or loss indication \***  
☐ Profit ☐ Loss

**Net profit/loss \***

**i Turnover \***

**Current assets \***

**i Current liabilities \***

32. Repeat this step to add the details for Year 2 (e.g. 2023) and Year 1 (2022).

**\*Please note, if your organisation has not been established for more than 2 financial years, a guarantee will be required. This will be requested by the “Decision Taking Competent Authority” (EPA) in the application assessment process. Further guidance on this will be available in due course.**



33. Your application must include:

- Financial Statements for the last two financial years. (including Income Statement/Profit & Loss, Statement of Financial Position/Balance Sheet and Statement of Cash Flows). Please note these financial statements must be audited (unless an audit exception has been granted) or
- Management accounts relating to periods subsequent to the most recent Audited Financial Statements.

\*Provide details of any post balance sheet events between the date on which the last audited accounts were authorised and date of application

**This is the final step in your application. If you are unsure of some data you have entered and want to revise it later you can save the information you have input by selecting “For later Use” If you have completed all steps and have checked the information you have entered, click “Proceed” to submit your application.**

Please see our checklist to ensure you have included all the information required to assess your application - [Checklist for application for status of authorised CBAM declarant | Environmental Protection Agency](#)

**For any queries about your application, please contact us at [cbam@epa.ie](mailto:cbam@epa.ie)**

December 2025