

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

**Screenshots taken from test environment**

## Points to note:

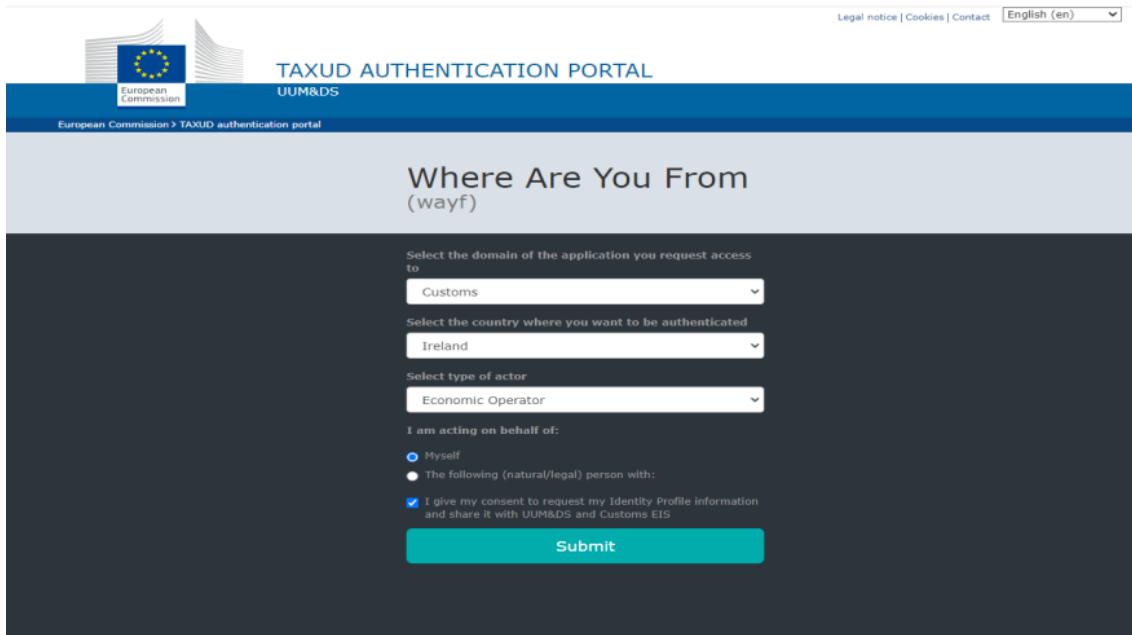
- This guidance helps you to navigate the Authorisation Management Module.
- You can complete your application in phases by saving the information you have input by selecting “**Save for later use**” at the bottom of the page and access it in the My Drafts section in the menu on the left at any stage 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)

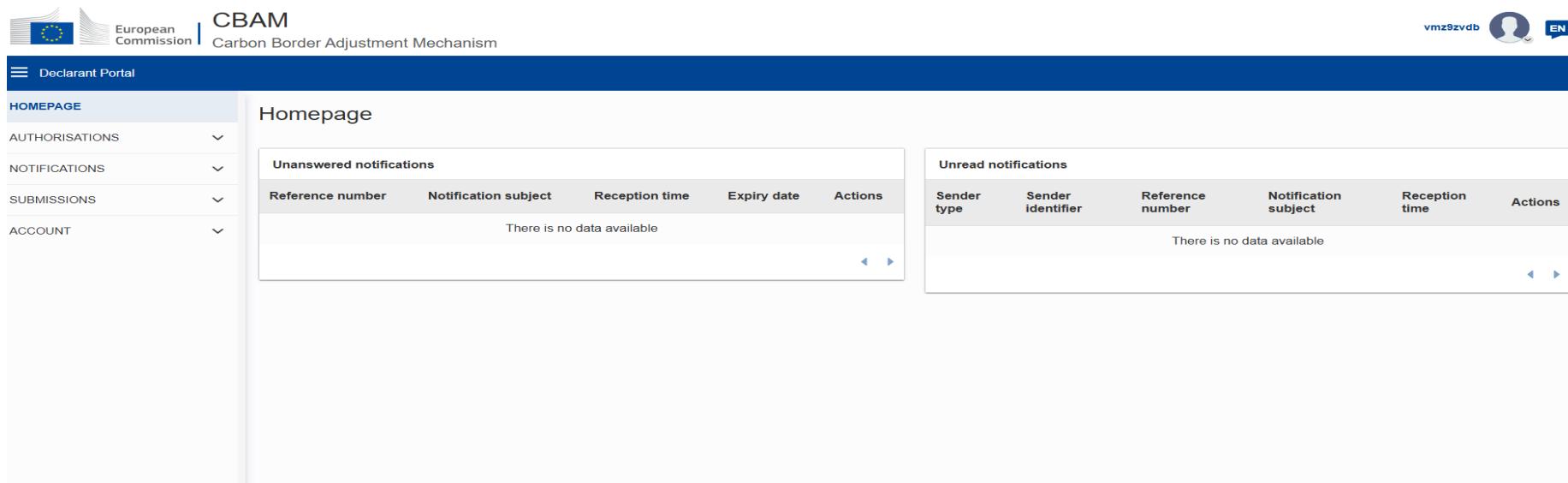
## Accessing the Authorisation Management Module

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' interface. At the top, there is a blue header bar with the European Commission logo and the text 'TAXUD AUTHENTICATION PORTAL' and 'UUM&DS'. Below the header, a breadcrumb navigation shows 'European Commission > TAXUD authentication portal'. The main content area has a light gray header with the text 'Where Are You From (wayf)'. The form itself has a dark gray background. 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, there is a section titled 'I am acting on behalf of:' with two radio button options: 'Myself' (selected) and 'The following (natural/legal) person with:'. A checkbox labeled 'I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS' is checked. At the bottom of the form is a large teal 'Submit' button.

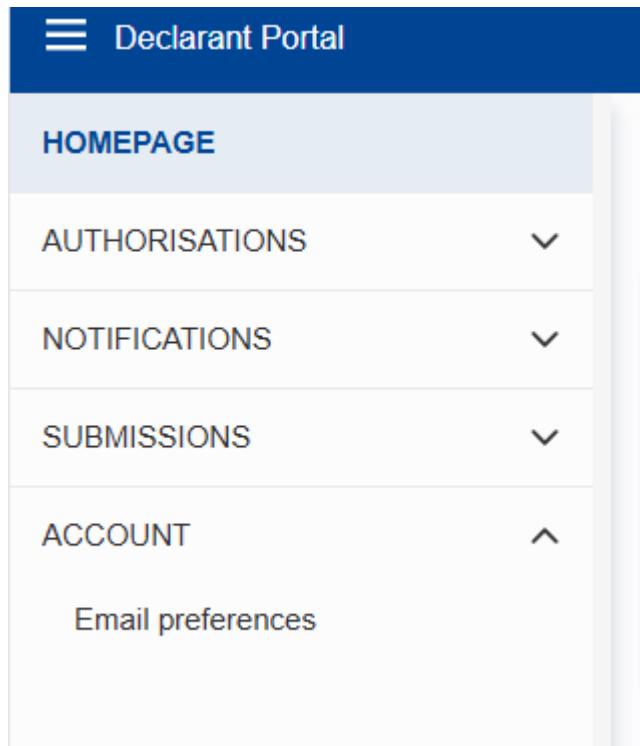
4. Make the selections as laid out above –
  - a. **“Customs”**
  - b. **“Ireland”**
  - c. **“Economic Operator”**
5. When you click submit, you will be brought to a ROS page. Here, load your ROS cert (associated with the EORI number) by clicking the “Manage my certificates” link and enter the associated 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 -



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					

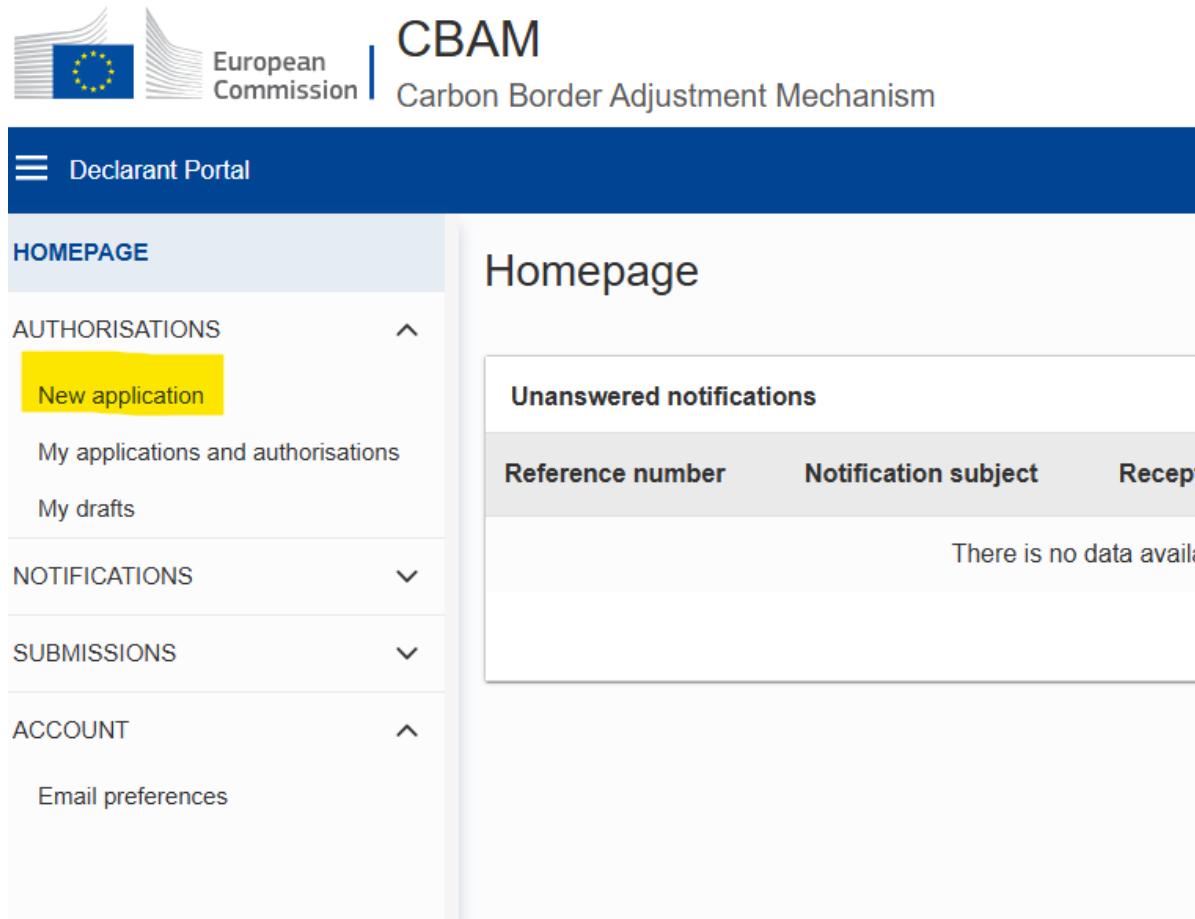
8. Set your email preferences to ensure you receive notifications about your application for the status of authorised CBAM declarant:



The screenshot shows the 'Declarant Portal' homepage. The top navigation bar is dark blue with the text 'Declarant Portal' in white. Below it, the main menu is displayed in a light grey box with a vertical grey bar on the right side. The menu items are: 'AUTHORISATIONS' (with a dropdown arrow), 'NOTIFICATIONS' (with a dropdown arrow), 'SUBMISSIONS' (with a dropdown arrow), 'ACCOUNT' (with an upward arrow), and 'Email preferences' (which is expanded, showing a list of items: 'Email preferences', 'Email notifications', 'Email notifications (checkbox)', 'Email notifications (checkbox)', 'Email notifications (checkbox)', 'Email notifications (checkbox)', and 'Email notifications (checkbox)').

- AUTHORISATIONS
- NOTIFICATIONS
- SUBMISSIONS
- ACCOUNT
- Email preferences
- Email notifications

9. 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

SUBMISSIONS

ACCOUNT

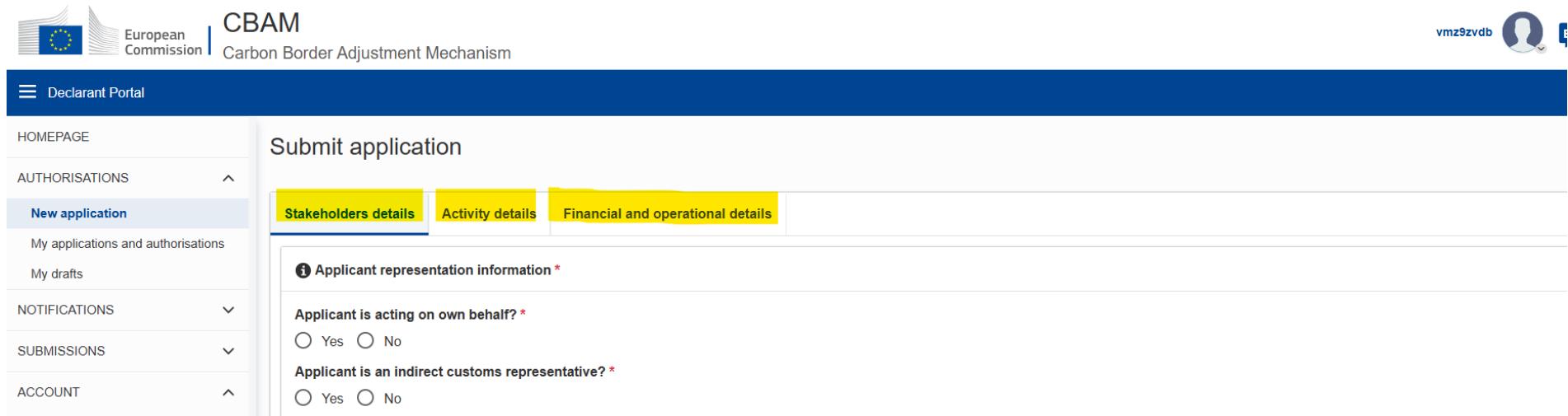
Email preferences

## 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.



European Commission | CBAM  
Carbon Border Adjustment Mechanism

Declarant Portal

HOMEPAGE

AUTHORISATIONS

New application

My applications and authorisations

My drafts

NOTIFICATIONS

SUBMISSIONS

ACCOUNT

Submit application

Stakeholders details   Activity details   Financial and operational details

Applicant representation information \*

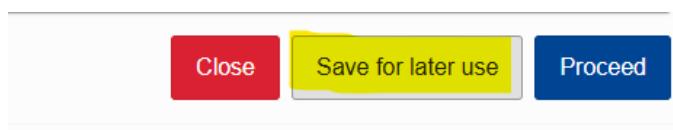
Applicant is acting on own behalf? \*

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.



Close   Save for later use   Proceed

## 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
<p><b>ⓘ Applicant representation information *</b></p> <p><b>Applicant is acting on own behalf? *</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Applicant is an indirect customs representative? *</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		

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

Contact person \*

Name \*

 70

Email \*

 256

Telephone number \*

 50

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”

<b>i</b> Customs representation details	<b>Create</b>
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<b>i</b> Customs representation details	<b>Delete</b>	<b>^</b>
Importer *	<b>Add</b>	

Importer \*

Contact person \*

Name \*

Email \*

Telephone number \*

Remove

Representation details \*

Validity period \*

Start date \*

Select a date

End date

Select a 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

X

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

Economic activity description

Production of Iron & Steel

2534

English

X

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

Additional economic activities

^

Add

“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. Please provide a list of the CN Codes attributable to your application, broken down as an estimate of the tonnes of each good by CN Code you expect to import in each year (2025 and 2026). If available, please provide the expected country of origin of each good as per customs declarations.

This information is used to carry out a financial capacity assessment as part of your application. If you do not have a breakdown of information at this level, please provide an estimate of CN Codes you expect to import per sector.

**i** Information on import of goods \*

Imported goods \*

**i** Type of goods \*

**i** Electricity import status (“I confirm that electricity is imported by means other than explicit capacity allocation.”)  
 Yes  No

Description of goods \*

2580

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 *	100
Measure unit *	Tonnes <span style="float: right;">X</span>

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

Value of goods *	
Amount value *	100000
Amount currency *	Euro <span style="float: right;">X</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 \***

<b>Quantity of goods *</b>
Quantity of goods *
150
<b>Measure unit *</b>
Tonnes <span style="float: right;">X</span>
<b>Value of goods *</b>
<b>Amount value *</b>
150000
<b>Amount currency *</b>
Euro <span style="float: right;">X</span>

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

Ireland

Current calendar year \*

Ireland, Spain

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

**Attached documents \***



Document description	Document date	Functionality
No records found		

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

**Declaration of honour \***

Declaration status ("I declare that, during the five years preceding the date of this application, I have not been convicted of any offence which may be considered as a serious criminal offence under the laws of the Member State concerned. Furthermore, I have no record of serious criminal convictions in the Member State concerned or in any other Member State.")

Yes  No

Second declaration status ("I also hereby declare that I have not been convicted of any offence which may be considered as a serious criminal offence under the laws of the Member State concerned. Furthermore, I have no record of serious criminal convictions in the Member State concerned or in any other Member State. I declare that I have not been involved in any activity which may be considered as a serious criminal offence under the laws of the Member State concerned. Furthermore, I have no record of serious criminal convictions in the Member State concerned or in any other Member State.")

Yes  No

**Description**

**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**

2492

Company is committed to sustainable and compliant business practices

**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

X

 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
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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.") \*

Yes  No

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.

① AEO status information	<span style="float: right;">Delete</span>
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Applicant is holder of an AEO status? \*

Yes  No

① AEO status type
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① AEO authorisation number	35
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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 \***

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 financial year (e.g. 2024), click Create beside “Year 3”

Year - 1	<a href="#">Delete</a>	<a href="#">^</a>
<b>Net profit or loss indication *</b> <input type="radio"/> Profit <input type="radio"/> Loss		
<b>Net profit/loss *</b> <input type="text"/>		
<b> ⓘ Turnover *</b> <input type="text"/>		
<b>Current assets *</b> <input type="text"/>		
<b> ⓘ Current liabilities *</b> <input type="text"/>		

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)**

January 2026