



CBAM Authorisation

Step-by-Step

Becoming an Authorised CBAM Declarant



ECAS Registration



Registering with the CAA



Access to CBAM Definitive Portal



Authorisation Application



ECAS Registration

To be able to access the CBAM Portal to start the application, an ECAS account must be created first.


If you do not have an account already,
Please register for an ECAS account through this link:

<https://webgate.ec.europa.eu/cas/>



ECAS Registration

**Note down your ECAS Username!*

You can find your ECAS usernames by clicking the gear symbol  next to your name at the top right-hand corner on the ECAS website (when it says Successful Login).

Click on *My Account* and then on *My Account Details*. Your username should be a series of letters and numbers. Once you have your ECAS username, complete the registration form and send it to CAA at cbam.caa@climateaction.gov.mt.



Registering with CAA

Fill the pre-registration form attached to the email or, contact **cbam.caa@climateaction.gov.mt** to request it.

The CAA (Climate Action Authority) will process the registration and you will be notified about the granted access to the CBAM Definitive Portal where you can apply to become an authorised CBAM declarant.

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Registration with the CAA is for the purposes of being provided access to the Definitive Portal in order to start the application for authorisation as an Authorised Declarant



Access to CBAM Definitive Portal

Once the registration has been processed use the following link to access the CBAM Definitive Portal: **<https://cbam.ec.europa.eu/authorised-declarant>**

You will first need to fill the 'Where Are You From' page (see the next slide)

Then login to your ECAS account... you will be automatically redirected to the portal



Access to CBAM Definitive Portal

How to fill the 'Where Are You From' page

Where are you from
(wayf)

Select the application domain you want to access

Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated

Malta

Select type of actor

Economic operator

Please select...

Customs representative

Economic operator

Employee

Select the type of entity you want to represent (i.e. economic operator, customs representative, employee)

For the two first fields, select as shown in the picture.

For "type of actor", you will need to indicate if you are an **Economic Operator*** or a **Customs Representative***.

***Economic Operator:** Declarant is the Importer.

***Customs Representative:** Declarant agrees to take on the CBAM responsibilities on behalf of one or more importers.



Access to CBAM Definitive Portal

How to fill the 'Where Are You From' page

Type of ID

EORI number

ID

MT00000000 Validate

I am acting on behalf of:

Myself

The following (natural/legal) person with:

I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

The ID number is the EORI number, starting with MT as shown on the picture (no spaces).

At the "I am acting on behalf of:" always select option "Myself".

Tick the box and Submit... you will be redirected to ECAS, login to your account to get to the Portal.

NOTE: EORI is the number assigned by the Customs Authority when dealing with Customs processes.



Authorisation Application

From the CBAM Portal Home page, click on 'AUTHORISATIONS'

Then click on 'New application'

NOTE: Fields accompanied by a red * are mandatory

European Commission | CBAM
Carbon Border Adjustment Mechanism

Declarant Portal

HOMEPAGE

- AUTHORISATIONS ^
- New application
- My applications and authorisations
- My drafts

NOTIFICATIONS v

SUBMISSIONS v

ACCOUNT v

Homepage

Unanswered notifications

Reference number	Notification subject
	There is no d



Authorisation Application

Stakeholders details

In which capacity, you will be acting as authorised CBAM declarant?

Submit application

Stakeholders details | Activity details | Financial and operation

i Applicant representation information *

Applicant is acting on own behalf? *
 Yes No

Applicant is an indirect customs representative? *
 Yes No

Select 'Yes' if you are applying for Authorised CBAM Declarant on behalf of yourself.

Select 'No' if you are applying as Customs Representative, i.e. on behalf of other/s.

Select 'Yes' if you are applying for Authorised CBAM Declarant as Indirect Customs Representative, i.e. on behalf of other/s.

Select 'No' if you are applying on your own behalf.

NOTE: If you want to apply for both yourself and as Customs representative, select 'Yes' for both questions.



Authorisation Application

Stakeholders details

Contact person

Add the requested contact details:

Name and surname
Email
Mobile number

Contact person *
Name * <input type="text"/>
Email * <input type="text"/>
Telephone number * <input type="text"/>



Authorisation Application Stakeholders details

Customs representation details (**ONLY for Indirect Customs Representatives**)

i Customs representation details Create

Click 'Create' ONLY if you are applying as Customs Representative

Click 'Add' and enter the Importer's contact details

Importer* Add

Representation details*

Validity period*

Start date*

Select a date

End date

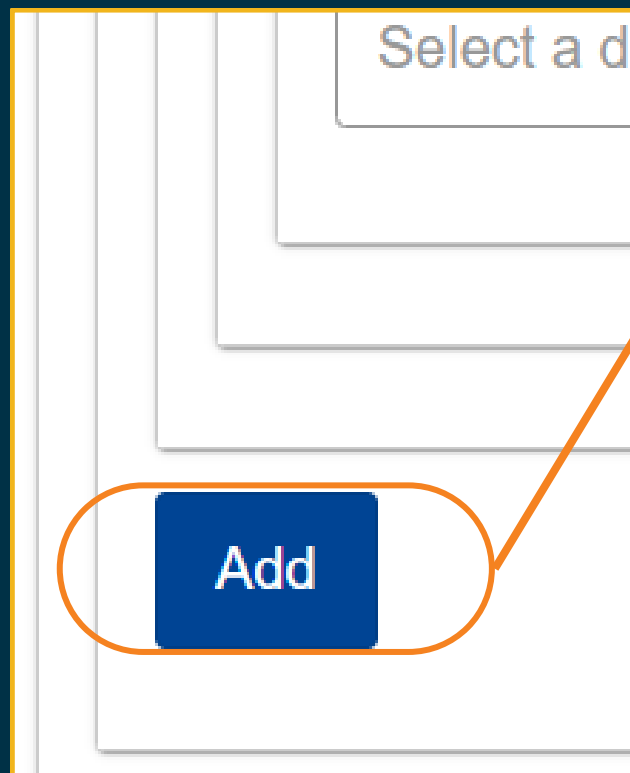
Select a date

Indicate the period during which you agree to be the Customs Representative of the importer



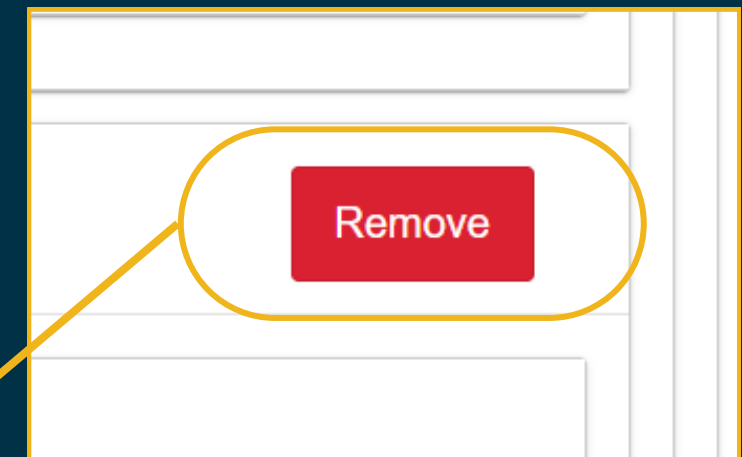
Authorisation Application Stakeholders details

Customs representation details (**ONLY for Indirect Customs Representatives**)

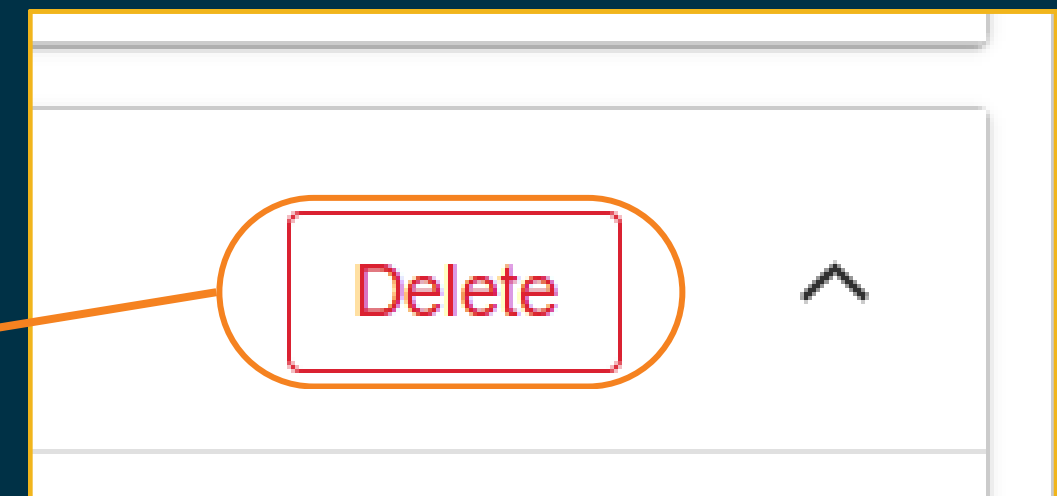


Click 'Add' to include other represented importers

If you add an importer by mistake, MAKE SURE to delete it by clicking 'Remove'



If you opened the 'Customs representation details' page by mistake, MAKE SURE to close it by clicking 'Delete'

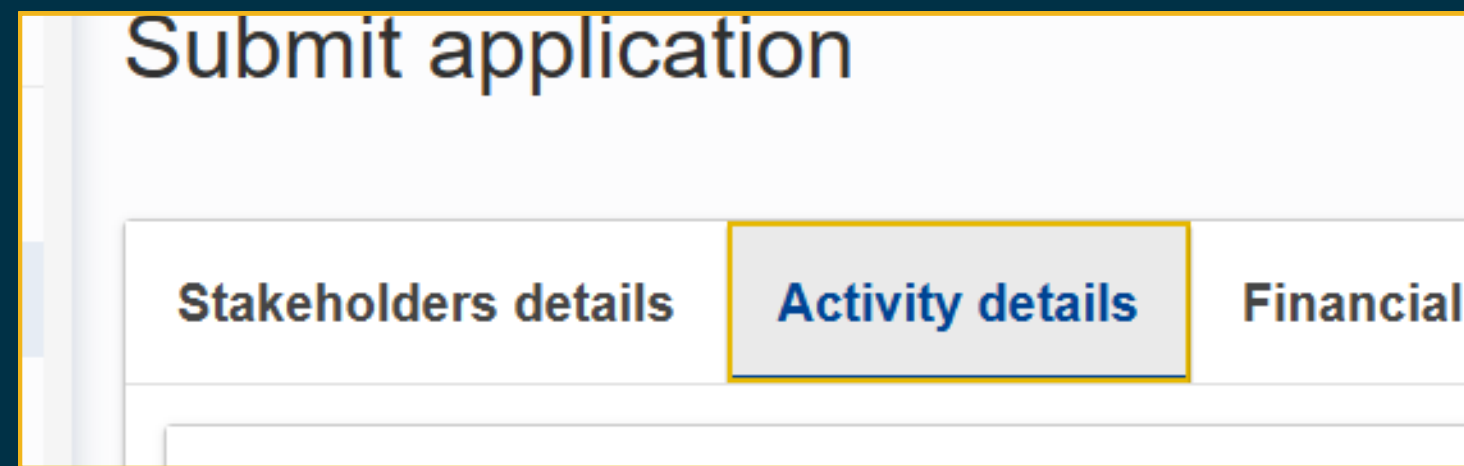




Authorisation Application

Activity details

Main economic activity



Let's go now on the second tab 'Activity details' from the top of the page



Authorisation Application

Activity details

Main economic activity

Main economic activity *

Economic activity identifier *

- Manufacture of basic iron and steel and of ferro-alloys
- Manufacture of tubes, pipes, hollow profiles and related fittings, of steel
- Manufacture of tubes, pipes, hollow profiles and related fittings, of steel
- Manufacture of other products of first processing of steel
- Cold drawing of bars

Select the main economic activity from the drop-down list.

For drop-down lists you can also input a few letters to get related prompts

- Manufacture of bricks, tiles and construction products, in baked clay
- Manufacture of concrete products for construction purposes
- Manufacture of plaster products for construction purposes
- Manufacture of machinery for mining, quarrying and construction
- Construction of buildings



Authorisation Application

Activity details

Main economic activity

Add a description of the economic activity

Select the language (English).

Economic activity description 2560

en ×

- Bengali ; Bangla
- Chechen
- English
- French
- Ge



Authorisation Application

Activity details

Main economic activity

If you want to add more economic activities click here

Additional economic activities

Additional economic activities

Add

Then 'Add' and fill the required information

NOTE: If you open/add a page by mistake, it is **IMPORTANT** that you close it.

Once you open them, the fields become mandatory and you won't be able to submit unless you fill them or you delete the page.



Authorisation Application Activity details

Goods

'Add' a good

A screenshot of a web form section titled "Goods *". Below the title is a blue button with the text "Add".

A screenshot of a dropdown menu titled "Type of goods *". The menu is open, showing a search bar at the top and a list of options below: Cement, Electricity, Fertilisers, Iron and steel, and Aluminium.

Indicate one category of goods that you import.

(you can add more categories later)



Authorisation Application Activity details

Goods

Write a description of the goods that you import from that category (aka goods' type)



Description of goods *

Description 2549

engl ×

English



Select the language (english)



Authorisation Application

Activity details

Goods

Indicate the quantity of that goods' type that you estimate you are going to import during the current year

and the unit (Tonnes)

Estimations for current calendar year *

Quantity of goods *

Quantity of goods *

30

i Measure unit *

Tonnes

MWH



Authorisation Application

Activity details

Goods

Value of goods *
Amount value *
<input type="text"/>
Amount currency *
<input type="text"/>

Indicate the value of the goods from the selected type that you estimate you are going to import during the current year

and the unit (euro) from the drop down list



Authorisation Application

Activity details

Goods

Indicate the quantity and value of the goods from the selected goods' type that you estimate you are going to import during the next calendar year

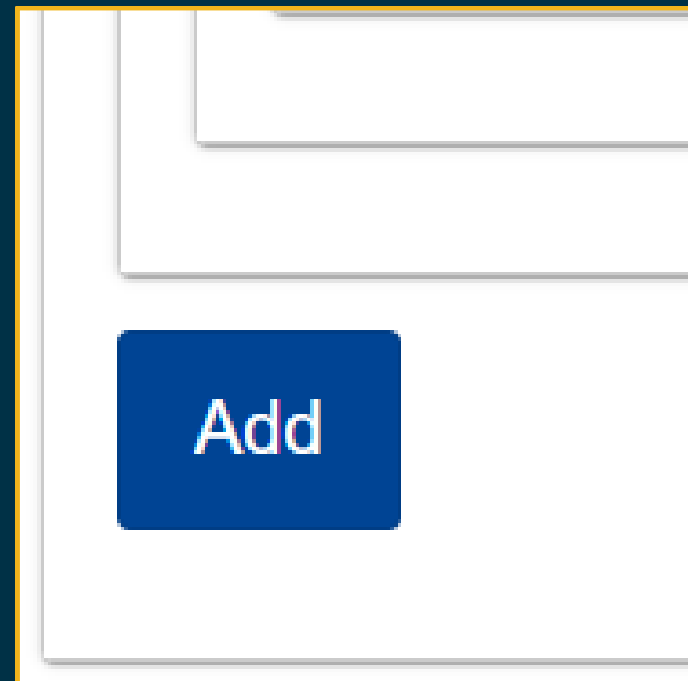
Estimations for next calendar year *
Quantity of goods *
Quantity of goods *
<input type="text"/>
i Measure unit *
<input type="text"/>
Value of goods *
Amount value *
<input type="text"/>
Amount currency *
<input type="text"/>



Authorisation Application

Activity details

Goods



Click 'Add' to insert more types of goods* that you import and fill as explained in the previous slides

*Types of goods: Cement, Iron & Steel, Aluminium, Fertilisers, Hydrogen



Authorisation Application

Activity details

Member States where you expect to be involved as importer/declarant

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 *

Select from the list the EU Member States in which you have been or expect to be involved as importer or declarant in customs declarations for CBAM goods.



Authorisation Application Activity details

Tax authority certification

Attach the Tax Authority Compliance Certificate issued within the last 3 months from the application date

Add a description (and related language)

Tax authority certification *

Description

[Empty text input field]

[Empty text input field]

Attached documents *

Add files

[+ icon] [trash icon]

NOTE:

The Tax Authority Compliance Certificate can be requested to the Tax Authority



Authorisation Application

Activity details

Declaration of honour

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

You should select yes for both declarations

NOTE: if you are not able to declare both statements, the application will be rejected



Authorisation Application

Financial and operational details

Data access and AEO status

Go to the last tab to fill 'Financial and operational details'

Stakeholders details Activity details **Financial and operational details**

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

i AEO status information Create

Consent the data access by clicking 'Yes'

Indicate if you are holder of an AEO (Authorised Economic Operator) status, and if applicable, the type and the corresponding AEO authorisation number



Authorisation Application

Financial and operational details

Legal status and size of the importing entity

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)

Select from the drop-down list, the legal status and size of the importing entity for which you plan to act as an authorised CBAM declarant



Authorisation Application

Financial and operational details

CBAM-dedicated human resources

Indicate how many persons are involved in CBAM responsibilities for the organisation you are applying as CBAM declarant for.

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 *



Authorisation Application

Financial and operational details

CBAM-dedicated human resources

These fields are mandatory for companies and sole traders, otherwise forbidden

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

i National business registration number of the organisation 255

Select whether the entity you plan to be a CBAM declarant for has been established for less or more than 2 years

Less than 2 years

More than 2 years

Provide the national business registration number



Authorisation Application

Financial and operational details

Financial figures

This is mandatory for companies and sole traders, click 'Create'. Otherwise, it is forbidden.

i Financial figures Create

Provide the financial figures for the last 3 closed financial years. In case the information is not available for a year, leave the group empty

Choose the currency from the drop-down list

Currency to be used *	
Euro	×
Year - 3	Create
Year - 2	Create
Year - 1	Create

Click 'Create' to fill the details of a financial year



Authorisation Application

Financial and operational details

Financial figures

Indicate whether in the selected financial year the entity has been in profit or loss

Indicate the net profit/loss value for that year

Indicate the turnover value for that year

Indicate the assets for that year

Indicate the liabilities for that year

Year - 1 Delete ^

Net profit or loss indication *
 Profit Loss

Net profit/loss *

i Turnover *

Current assets *

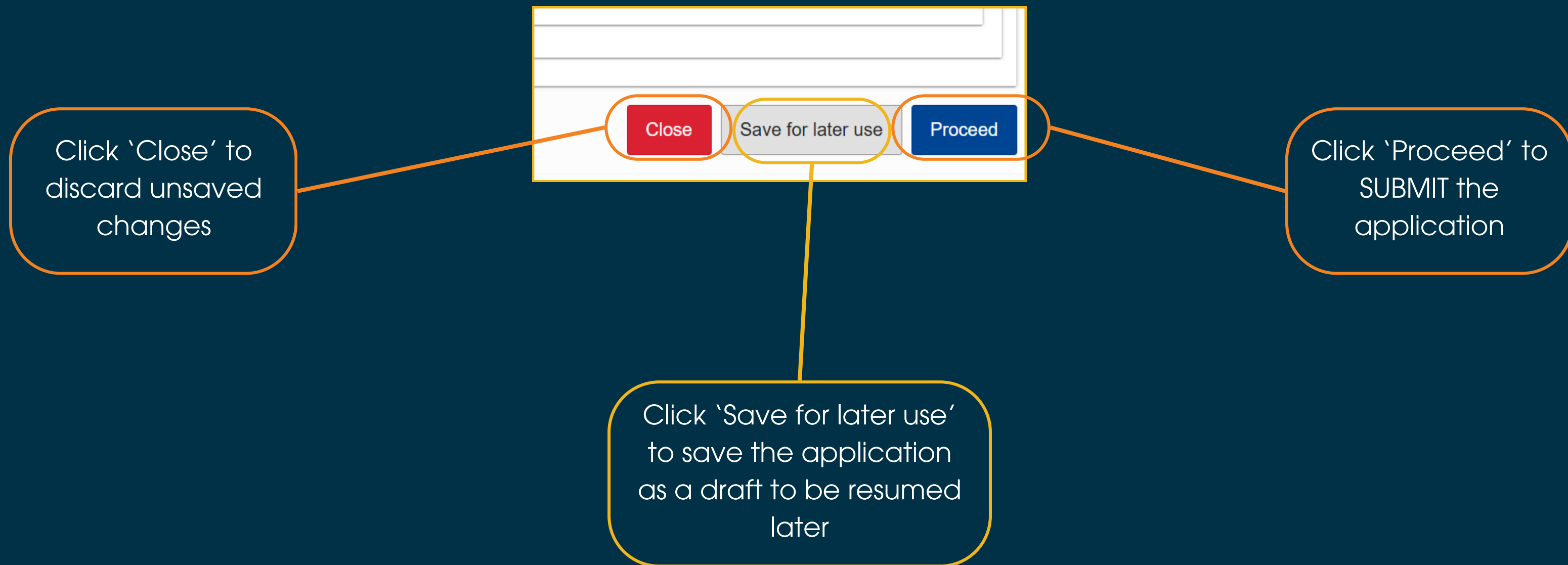
i Current liabilities *

NOTE: make sure that all values are in the currency you previously selected (euro)

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Authorisation Application Stakeholders details

Customs representation details **(ONLY for Customs Representatives)**



The national competent authority (Climate Action Authority) is allowed to request further documentation as per Regulation EU 2023/956.

The application will be processed and the applicant will receive notifications on the status through the CBAM portal itself where the application has been submitted.

END