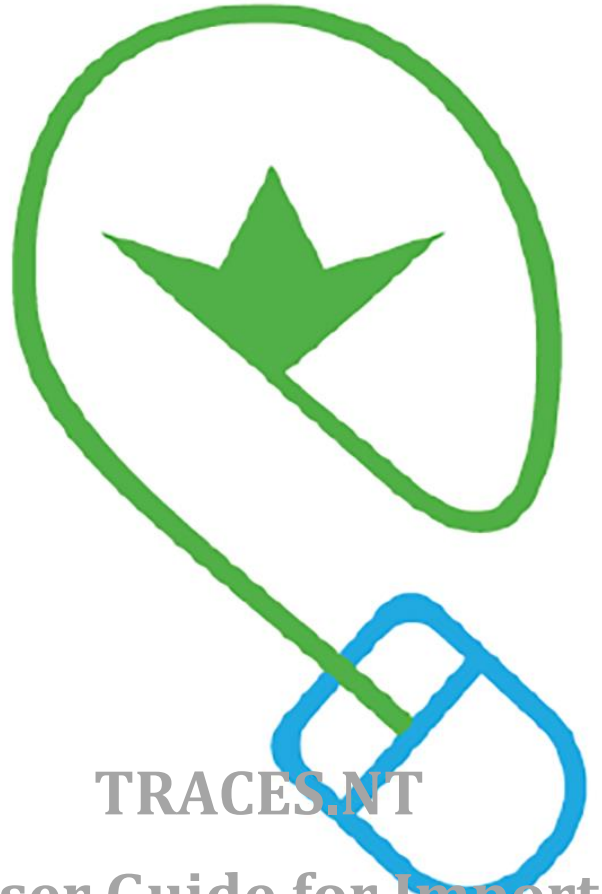
Ref. Ares(2025)5086744 - 26/06/2025



TRACES.NT

ICG User Guide for Importers

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Glossary

ADMIN USER	**Administrator User**
CA	**Competent Authority**
CN	**Combined Nomenclature**
DG SANTE	**Directorate-General for Health and Food Safety**
DG TAXUD	**Directorate-General for Taxation and Customs Union**
EO	**Economic Operator**
EORI	**Economic Operator's Registration and Identification Number**
EU	**European Union**
EU CSW	**EU Customs Single Window**
EU CSW-CERTEX	**EU Customs Single Window Certificate Exchange**
HoG	**Holder of the Goods**
ICG	**Import of Cultural Goods e-Licensing System**
ICGD	**General Description for Cultural Goods**
ICGL	**Import Licence for Cultural Goods**
ICGS	**Importer Statement for Cultural Goods**
ICOM	**International Council of Museums**
MS	**Member State**
PDF	**Portable Document Format**
PDG	**Partner Directorate General**
QM	**Quantity Management**
SES	**Simple Electronic Signature**
TARIC	**TARif Intégré Communautaire; Integrated Tariff of the European Communities**
TNT	**TRACES New Technology**
UNESCO	**United Nations Educational, Scientific and Cultural Organization**

I. Introduction

a) Document History

Version	Date	Short Description of Changes
2.00	25/06/2025	First version of the document published.

b) Overview

Welcome to the user manual for the digital system designed to facilitate the import of cultural goods into the European Union (EU). This manual is intended to guide importers through the processes and requirements outlined in **Regulation (EU) 2019/880** and **Commission Implementing Regulation (EU) 2021/1079**, ensuring compliance with EU law and the smooth operation of the system.

This manual is designed for importers and representatives, who are responsible for:

- Applying for an import licence for certain categories of cultural goods specified in Regulation 2019/880,
- Submitting the relevant supporting documents and interacting with competent authorities during the application examination process,
- Submitting importer statements for other categories of cultural goods.

Legal Framework Overview

Regulation (EU) 2019/880: Establishes rules for introducing and importing cultural goods into the EU. It applies to specific categories of goods, including archaeological finds, rare manuscripts, and artworks that meet certain age and monetary thresholds. The regulation aims to curb illegal trade while respecting international conventions, such as the 1970 UNESCO Convention.

Implementing Regulation (EU) 2021/1079: Details the practical application of Regulation 2019/880, including the formats, requirements, and procedures for importers and competent authorities to ensure proper documentation and compliance.

This manual serves as a comprehensive guide to ensure that importers can fulfil their obligations under the EU regulations while leveraging the efficiencies of the digital platform.

c) Choosing the Right Environment

The **Import of Cultural Goods System** operates in two distinct environments to ensure smooth operation, testing and training before live implementation. Understanding these environments is crucial for proper system usage.

1. Production Environment

The **Production Environment** is the live system where real import licence applications and approvals take place. All transactions and actions performed in this environment are legally binding. Users must exercise caution and ensure all data entered is accurate and compliant with regulations.

- **Purpose:** Official processing of import of cultural goods documents.
- **Access:** Restricted to authorized users with appropriate roles.
- **Data:** Live data with real legal implications.
- **Access:** You can access this environment using the link HERE.

2. Acceptance Environment

The **Acceptance Environment** serves as a testing and training ground for users to familiarize themselves with the system and simulate real-life scenarios before working in production. This environment is ideal for practice, training and validation of system updates.

- **Purpose:** Testing, training and validation.
- **Access:** Available to users for non-binding actions.
- **Data:** Simulated data, not legally valid.
- **Access:** You can access this environment using the link HERE.

Important Notes

Even though there are two different environments, they share the **same user interface and functionalities**, meaning this manual applies to both environments seamlessly.

Users must request a role separately for each environment. **Roles are not automatically inherited between environments**, meaning a role granted in the **Acceptance Environment** does not transfer to the **Production Environment** and vice versa.

Now that you understand the available environments, proceed to the **Before You Start** section to set up your access credentials.

d) Before You Start

Before using the **Import of Cultural Goods System** for the first time, you must ensure you have the necessary access credentials and roles. This section outlines the essential requirements to proceed.

1. EU Login Account

To access the ICG system, you need an **EU Login** account, which is the European Commission's authentication service. If you do not have an account yet, you must create one at EU Login before proceeding.

2. Required User Roles

Once you have an EU Login account, you must have the appropriate role assigned to your account based on your function:

- **Operator (Holder of the goods)**: Businesses or individuals importing cultural goods must register as operators in the system.
    - Administrator – users with this role can validate other users and roles within their organisation.
- **Operator (Exemption beneficiary)**: Museums, universities and other recognized institutions that qualify for exemptions from certain import requirements.
    - Administrator – users with this role can validate other users and roles within their organisation.

The first user (operator) to register with an organisation will need to be validated also automatically receive an administrator role, allowing them to validate other users within the organisation.

3. EORI Number (For importers only)

Importers (economic operators), whether businesses or private individuals, must also have a valid EORI number, which is required for customs-related activities. More information on EORI registration can be found on the EU Taxation and Customs website and EORI National Implementation.

Once you have completed these steps, you are ready to begin using the ICG system.

Need more Information?

For detailed instructions on account registration, role assignments and system access, please refer to the TNT Get Started Manual.

Next steps

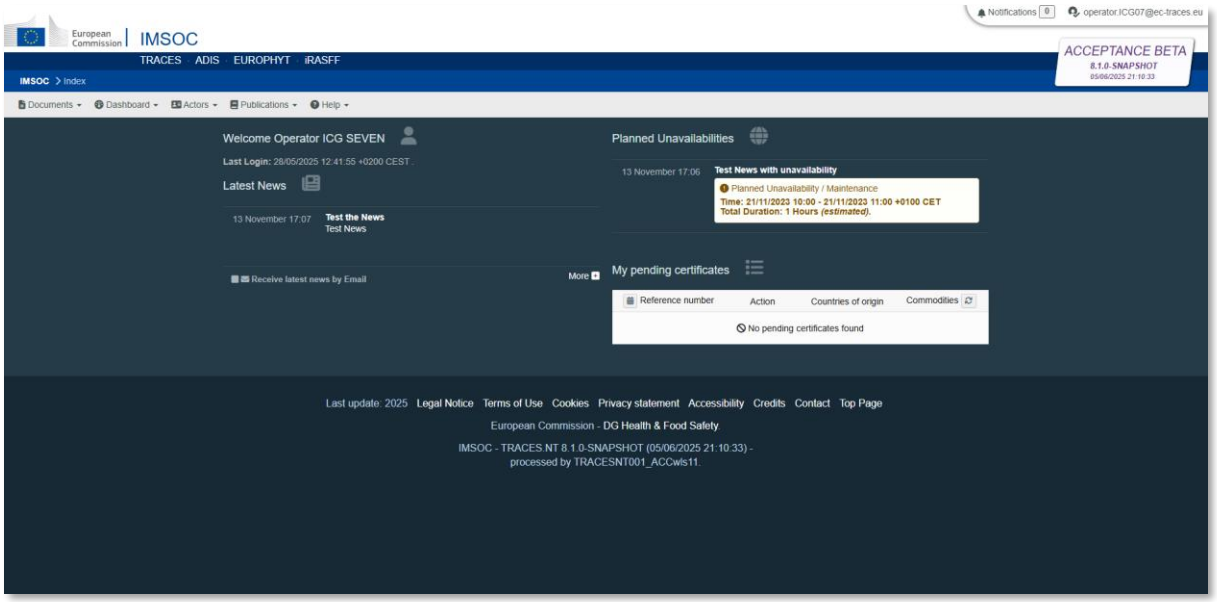
Once you have set up your EU Login account and obtained the required role, you are ready to proceed with the ICG system user manual to learn how to navigate the platform and manage cultural goods imports efficiently.

II. Generic Operations

a) Homepage and Dashboard Overview

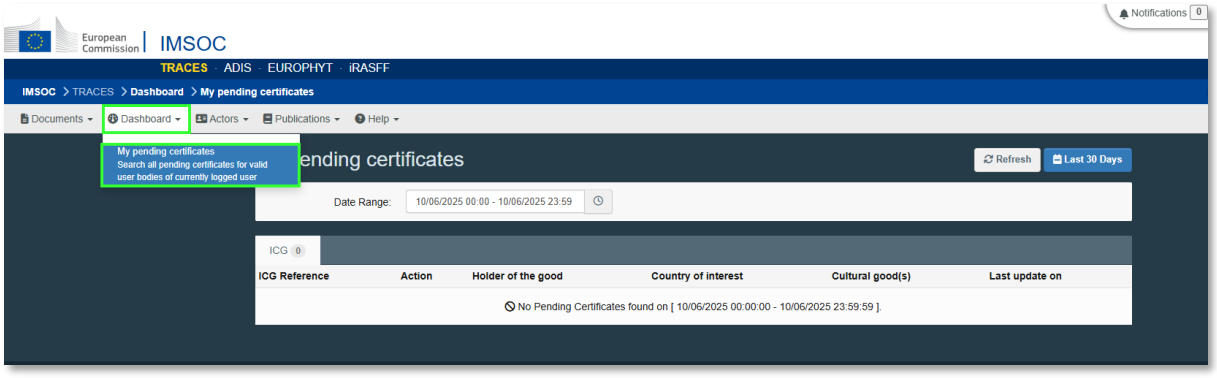
Learn how to efficiently navigate the ICG system and access ICG documents that require your action.

Once you have successfully logged into the **TRACES NT** instance and have a **valid role**, you should see the following **homepage**:

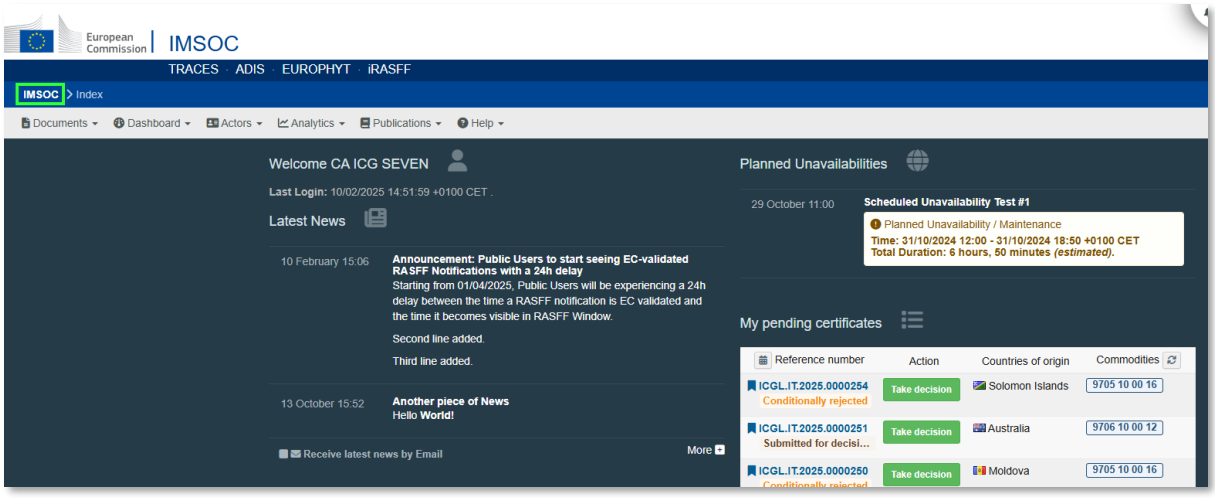


The **homepage** has been designed to provide key information such as:

- Your **last login** – for security purposes,
- **Latest news** – informing you of new functionalities or planned downtime,
- **Planned unavailability** – informing you of upcoming planned unavailability of the environment you are currently logged in to.

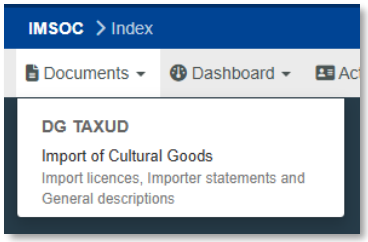


To go back to the homepage, click on **IMSOC**.

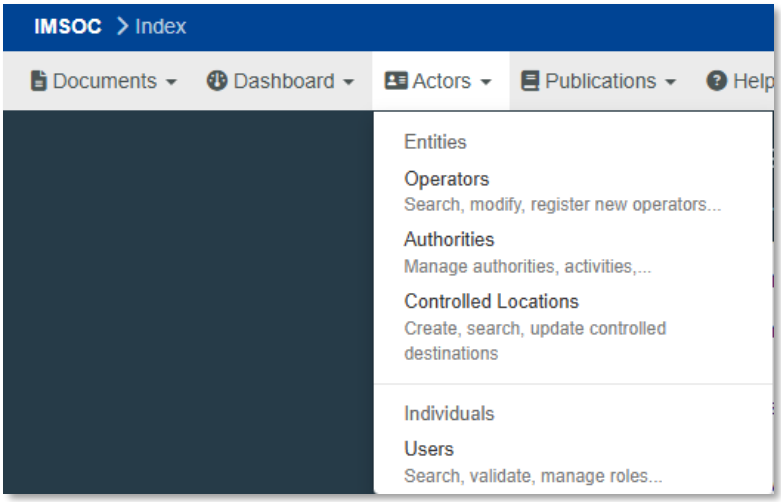


From the homepage you can also navigate to:

- **Documents** – search for ICG documents, such as import licences, importer statements and general descriptions. You can find out more about the search function in the next section.

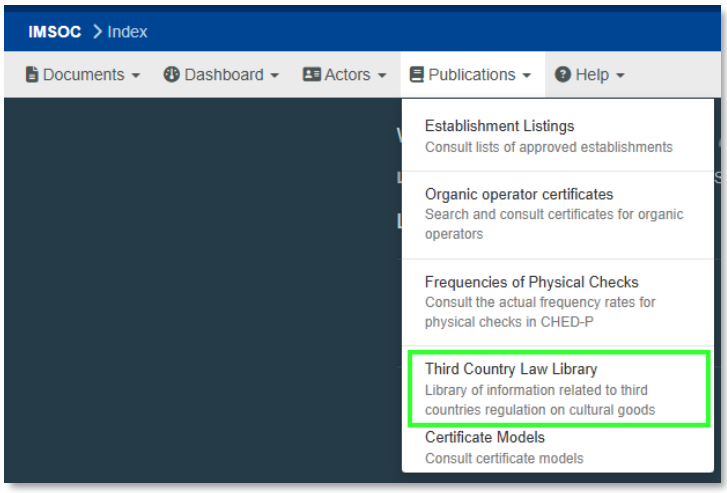


- **Actors** – this function is primarily used to manage Actors within the ICG system and includes the following:
  - Operators – search, modify, suspend, register new operators,
  - Authorities – search for central, regional, local authorities,
  - Controlled Locations – search for controlled locations such as refuge,
  - Users – search, validate or suspend users within your organisation.

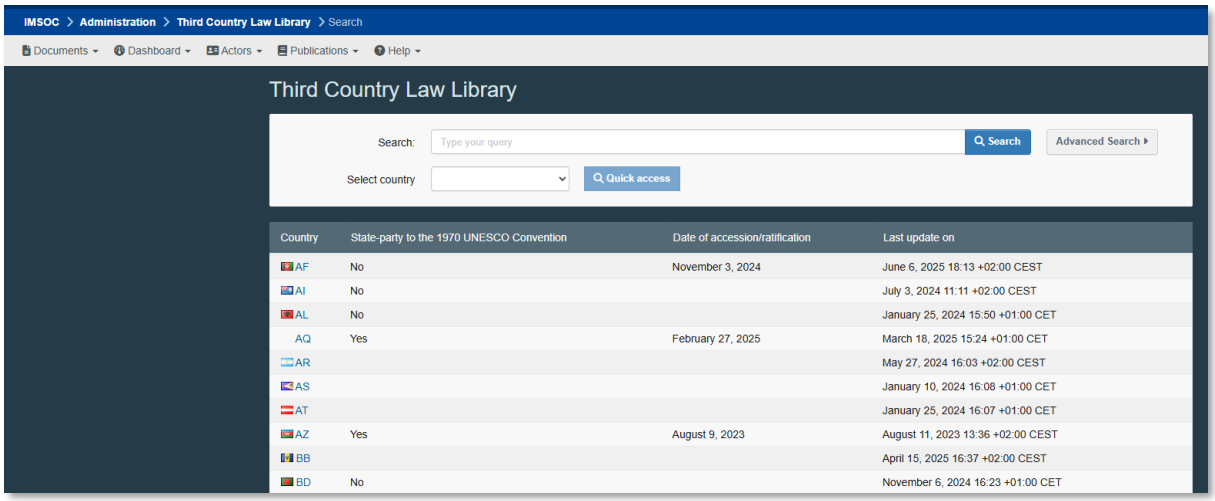


Depending on your role, you will be able to view only or modify/validate new users. For more detailed instructions on account registration, role assignments and system access, please refer to the TNT Get Started Manual.

- **Publications** – Third Country Law Library – is a compendium feature of the ICG developed in collaboration with ICOM. It is designed to assist both Member States administrations and importers in ensuring that cultural goods are exported legally, by providing key information about non-EU countries export requirements for cultural goods.



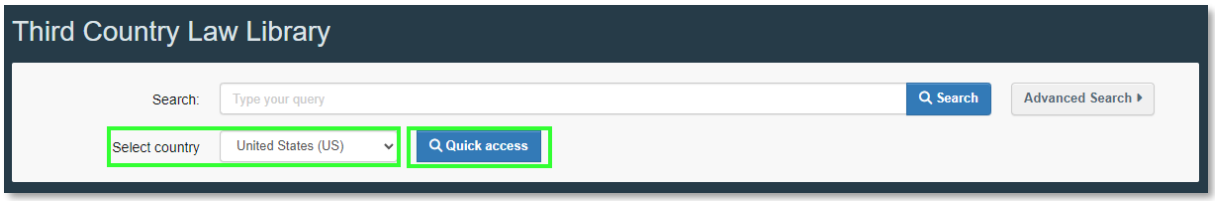
To access the Third Country Law Library, please select **Publications ➔ Third Country Law Library** from the navigation menu at the top of the page.

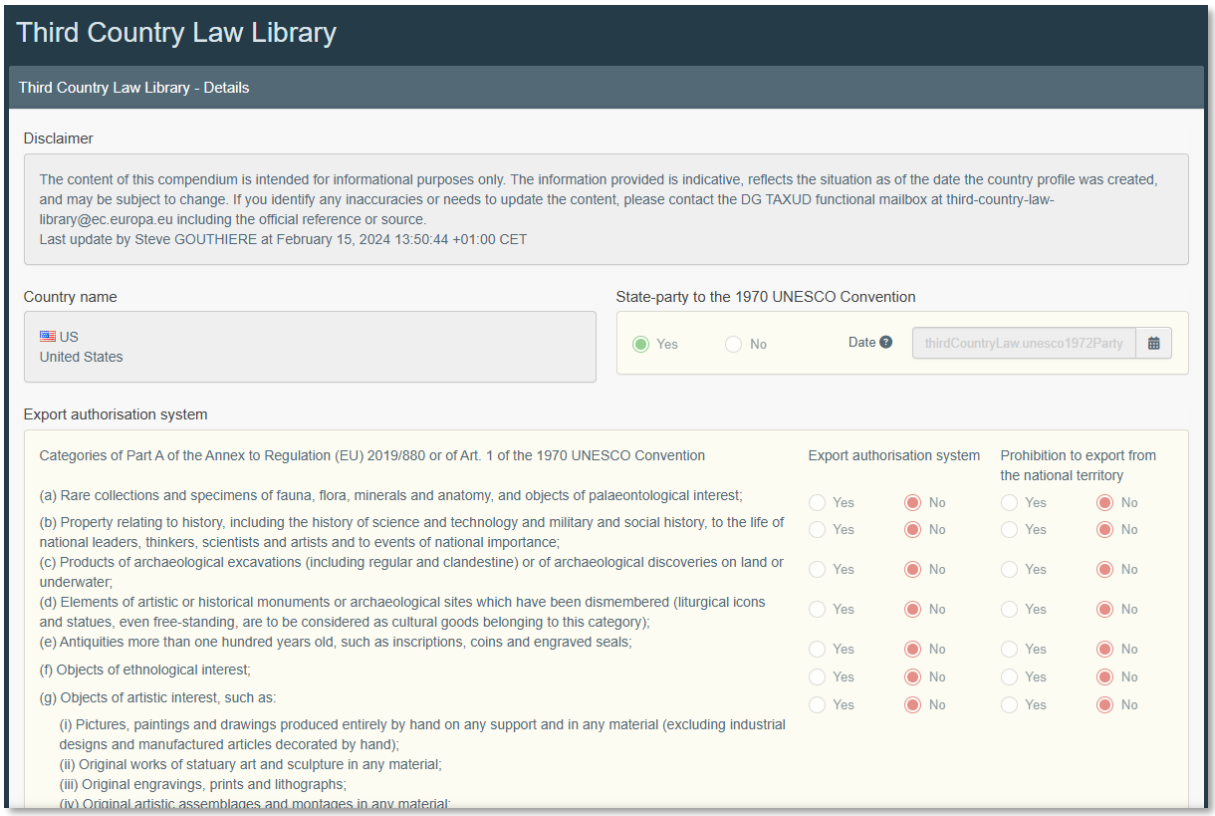


You can then **search** for a **specific country**.



By selecting a country and clicking on **Quick Access**, you can view the country profile for the selected country.



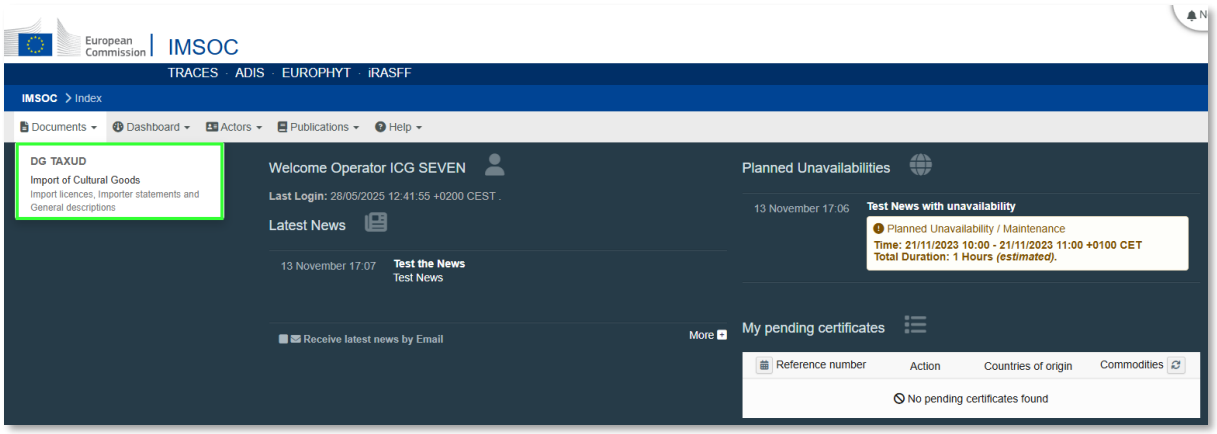


> **Note:** The content of this compendium is intended for informational purposes only. The information provided is indicative, reflects the situation as of the date the country profile was created, and may be subject to change. If you identify any inaccuracies or needs to update the content, please contact the DG TAXUD functional mailbox at third-country-law-library@ec.europa.eu including the official reference or source.

b) Document Search Within the System

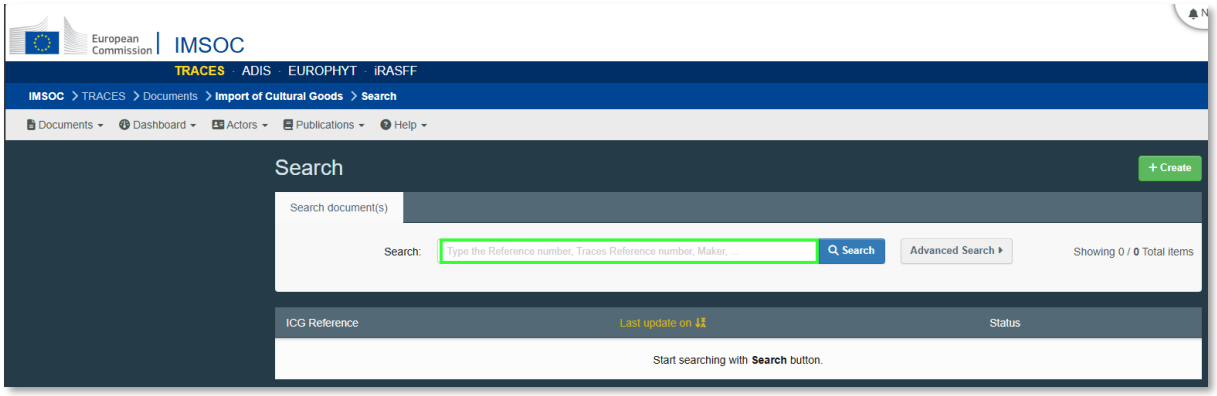
Learn how to efficiently locate and retrieve specific documents using the ICG system's search functionality.

On the homepage, click on **Documents ➔ Import of Cultural Goods**.

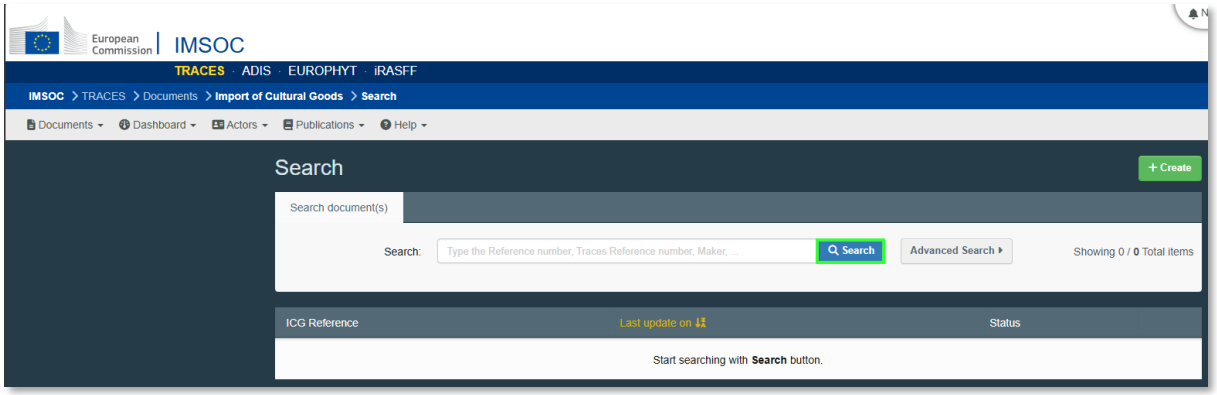


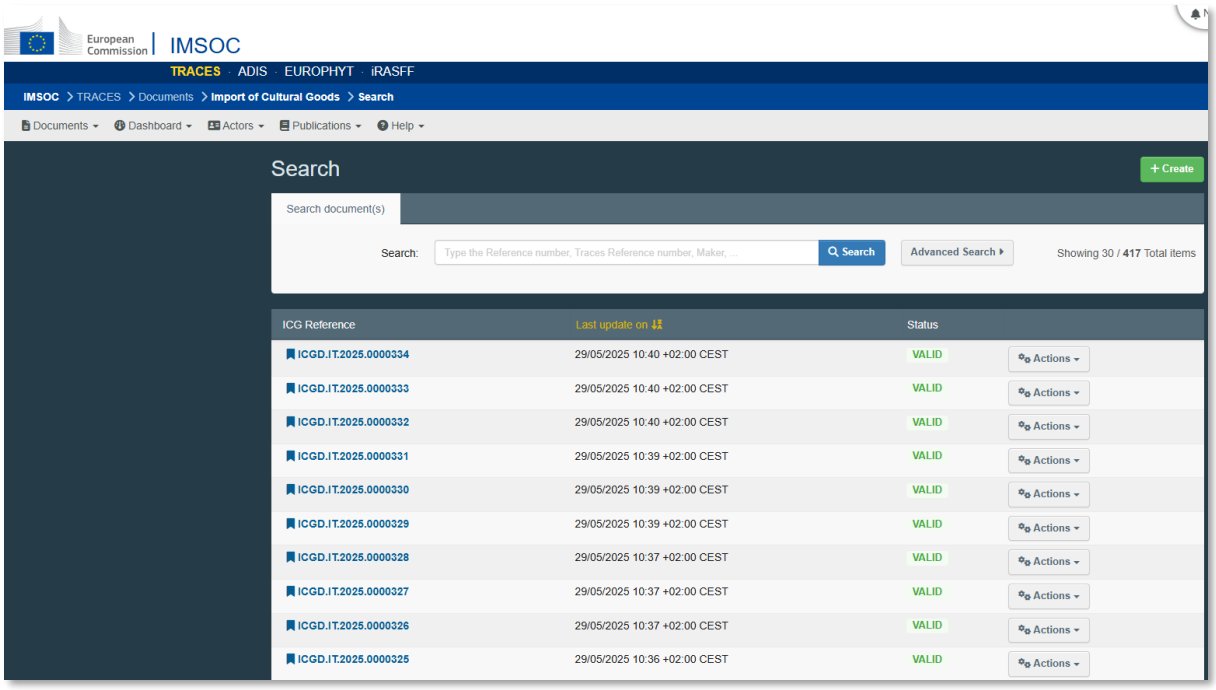
Basic search function allows you to search for ICG documents by:

- ICG reference number,
- Free text fields from I.4 National Reference, I.5 Local reference and all fields from I.15 Description of the cultural good(s).

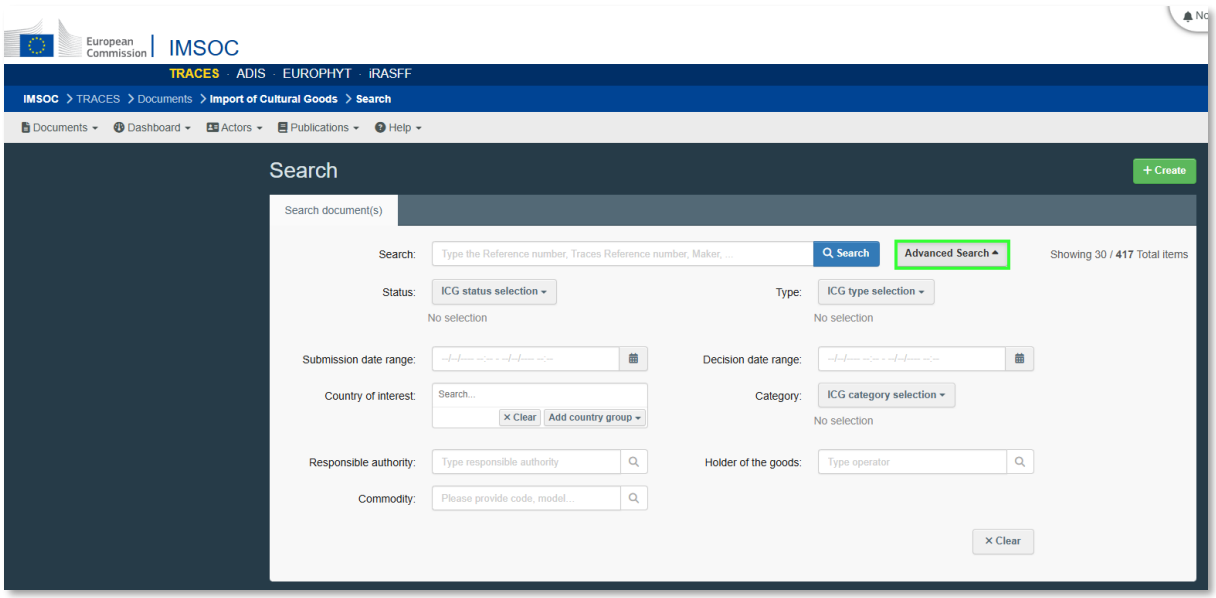


Simply click the **Search** button to view all the documents that are relevant to you. The list of ICG documents displayed is based on access rights and document status. For example, every user of your organisation can view your submitted ICG documents.





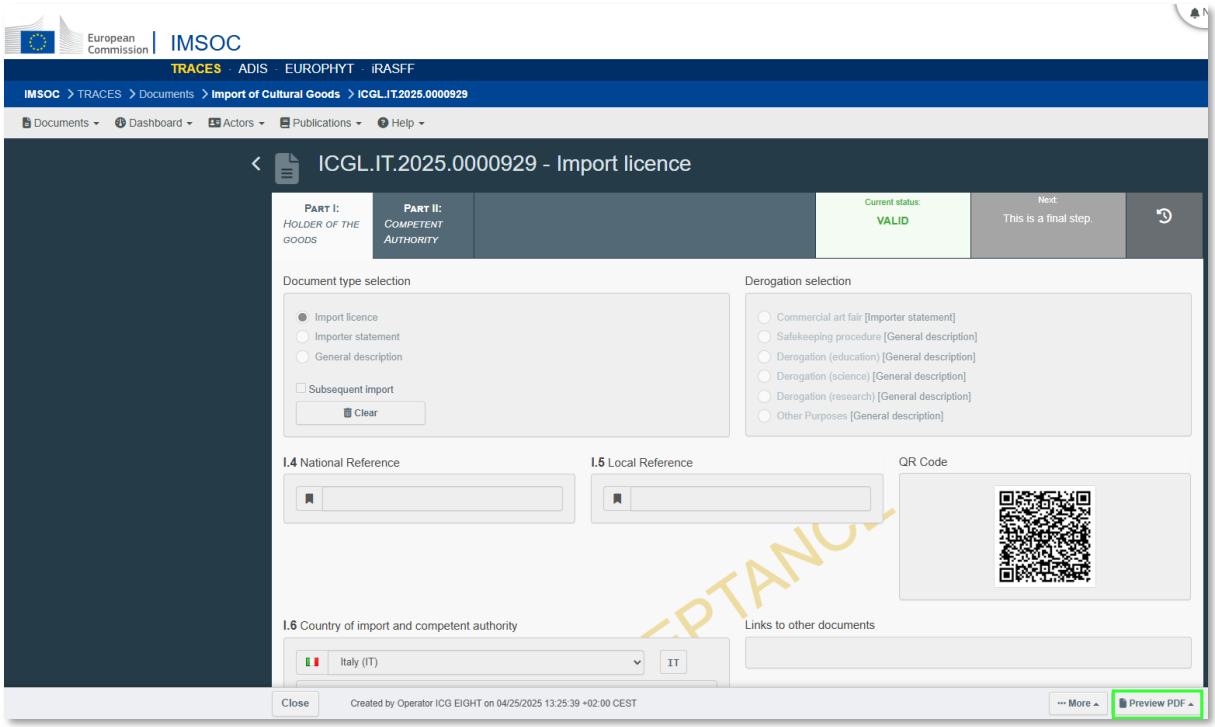
To perform a more advanced search, such as by ICG document status or type, click the **Advanced Search** button.



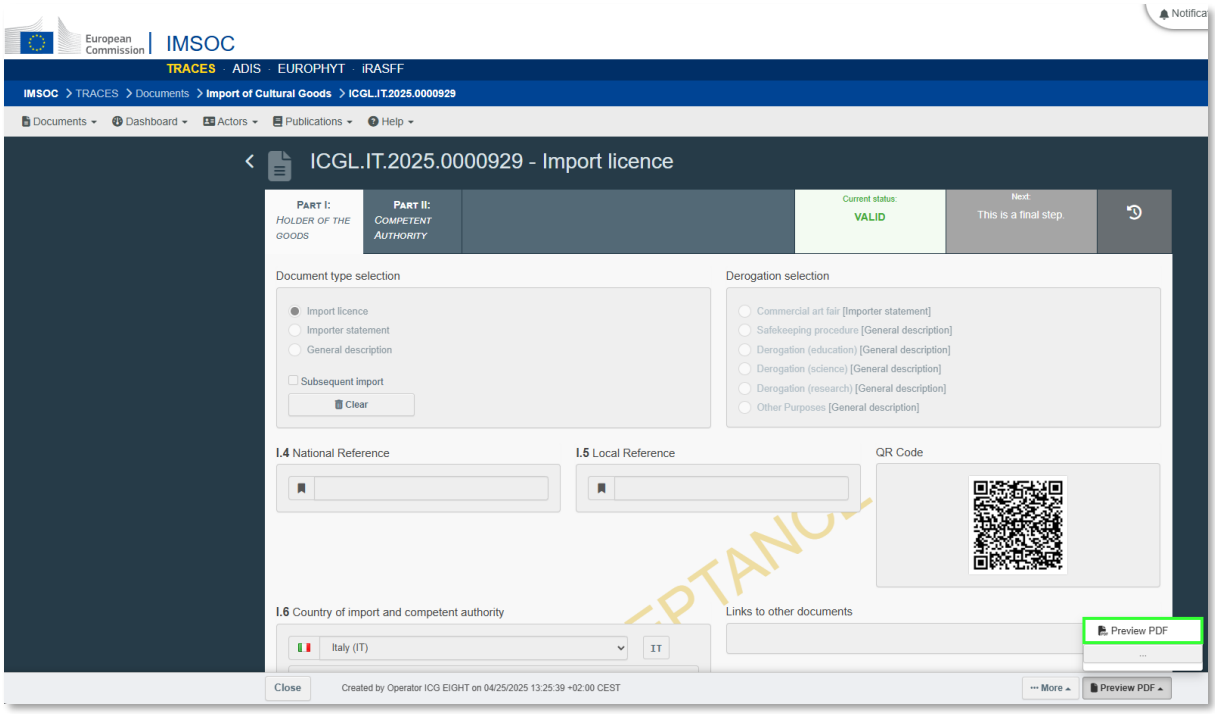
c) Generate PDFs from ICG documents

Discover how to generate and download PDF versions of ICG documents for record-keeping and sharing.

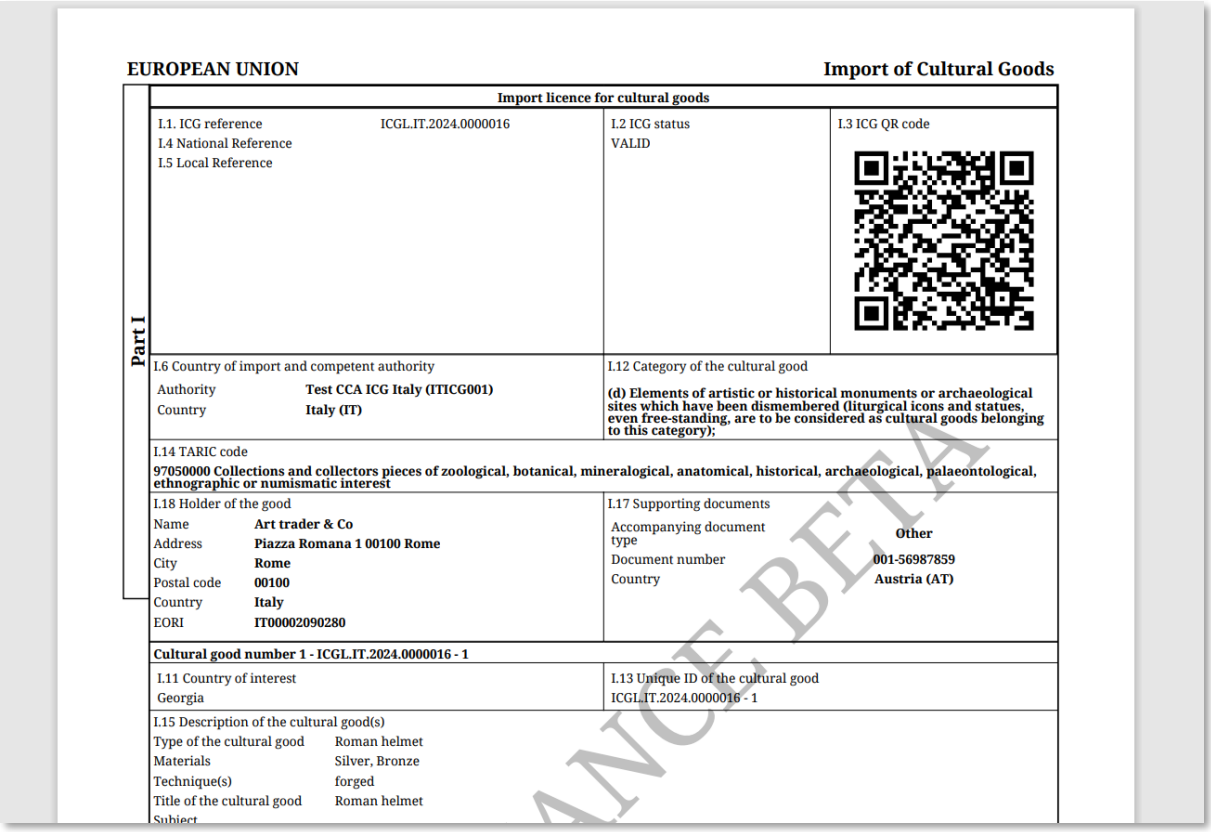
Open the ICG document you want to generate a PDF from and click on the **Preview PDF** button in the bottom right-hand corner.



Then click on **Preview PDF**.



A PDF preview of your document should open in a new window.



EUROPEAN UNION — **Import of Cultural Goods**

Import licence for cultural goods

Part I

I.1. ICG reference	ICGL.IT.2024.0000016	I.2 ICG status VALID	I.3 ICG QR code
I.4 National Reference			
I.5 Local Reference			

I.6 Country of import and competent authority Authority: **Test CCA ICG Italy (ITICG001)** Country: **Italy (IT)**	I.12 Category of the cultural good **(d) Elements of artistic or historical monuments or archaeological sites which have been dismembered (liturgical icons and statues, even free-standing, are to be considered as cultural goods belonging to this category);**
I.14 TARIC code **97050000 Collections and collectors pieces of zoological, botanical, mineralogical, anatomical, historical, archaeological, palaeontological, ethnographic or numismatic interest**	
I.18 Holder of the good Name: **Art trader & Co** Address: **Piazza Romana 1 00100 Rome** City: **Rome** Postal code: **00100** Country: **Italy** EORI: **IT00002090280**	I.17 Supporting documents Accompanying document type: **Other** Document number: **001-56987859** Country: **Austria (AT)**
Cultural good number 1 - ICGL.IT.2024.0000016 - 1	
I.11 Country of interest Georgia	I.13 Unique ID of the cultural good ICGL.IT.2024.0000016 - 1
I.15 Description of the cultural good(s) Type of the cultural good: Roman helmet Materials: Silver, Bronze Technique(s): forged Title of the cultural good: Roman helmet Subject	

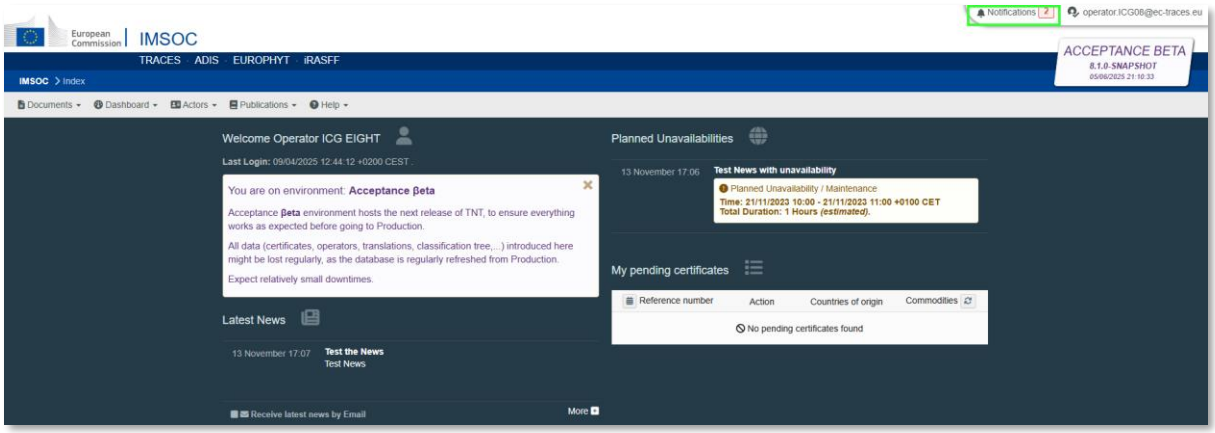
ANCE BETA

> **Note:** The QR code is the unique machine-readable optical label assigned by the ICG system, which hyperlinks to the electronic version of the document.

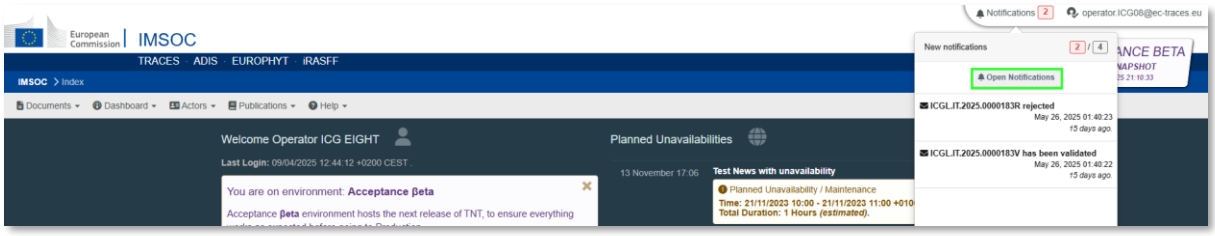
c) Notifications within the system

Explore the notifications to stay informed about changes, approvals, and other key events related to your ICG documents.

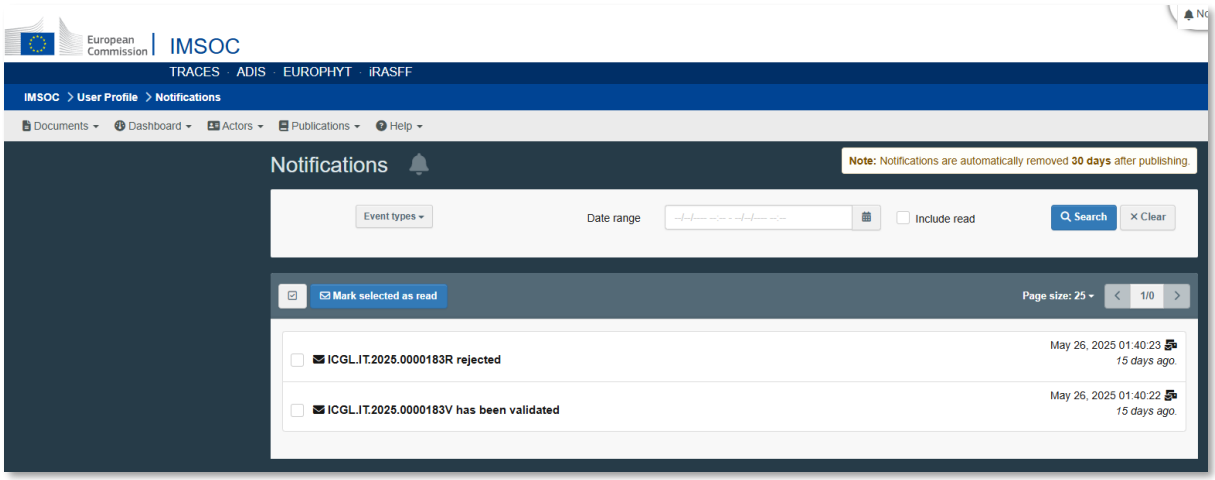
To do this, click **Notifications** in the top right corner of the homepage.



A list of your six most recent notifications should open. To open all notifications, click **Open Notifications**.

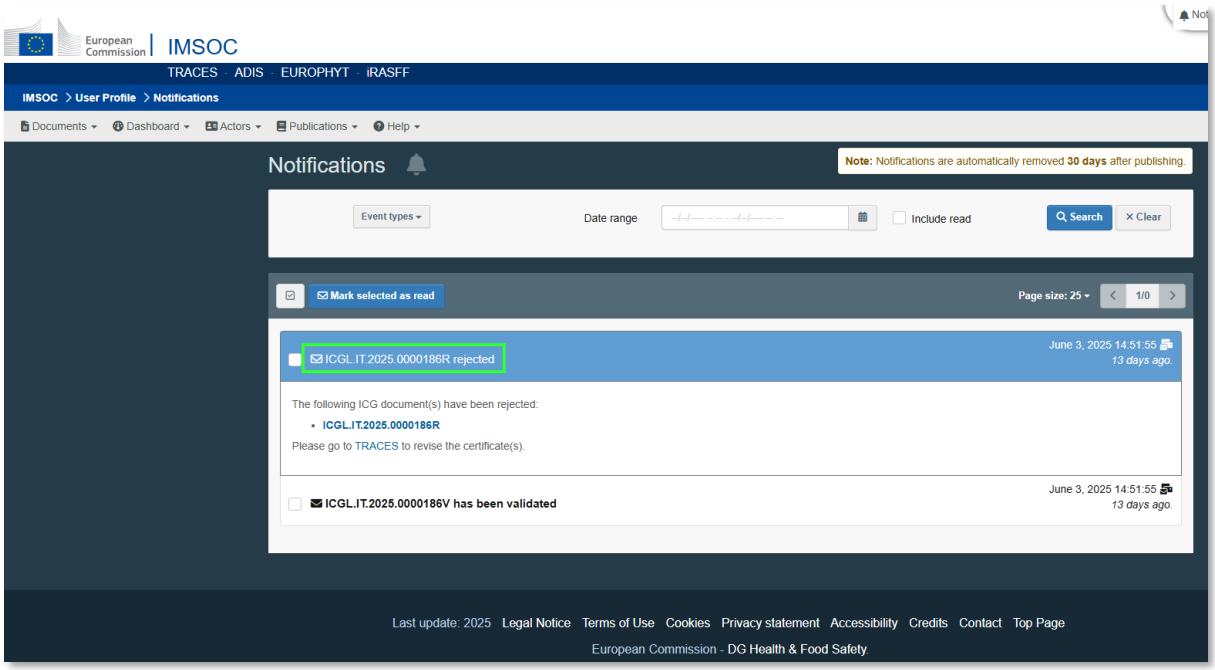


A window displaying all your notifications should open.

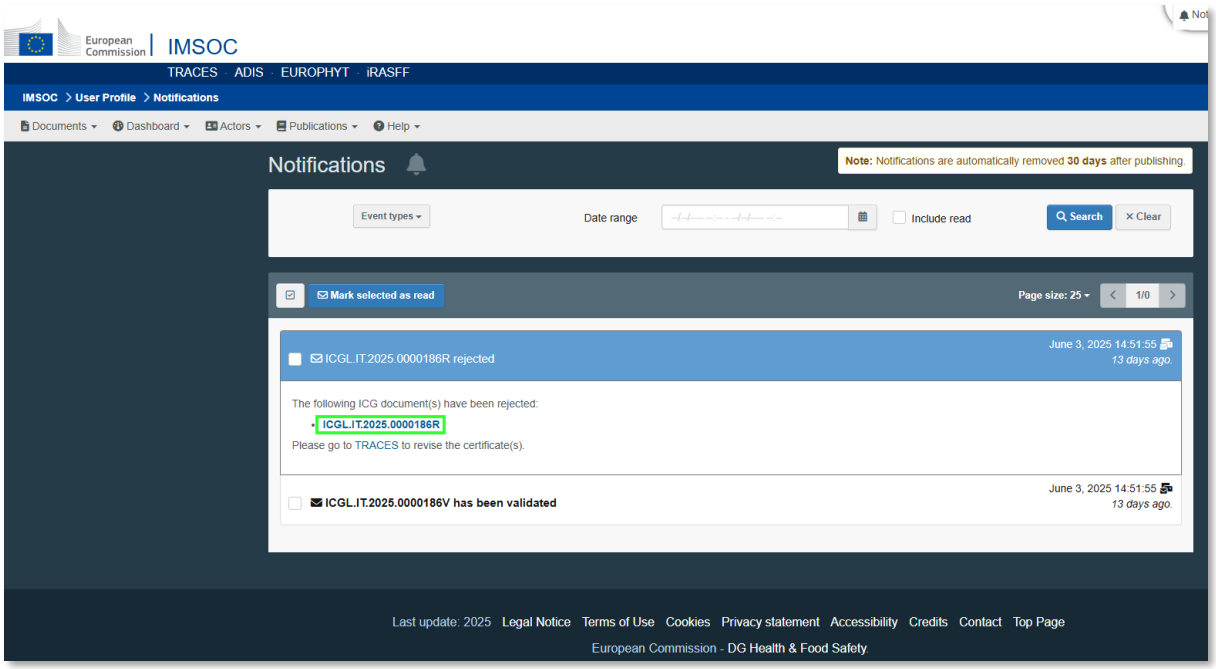


> **Note:** Notifications are automatically removed 30 days after publishing.

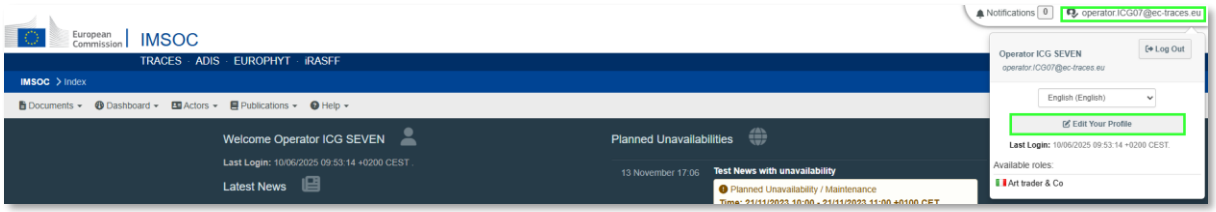
To mark a notification as read, simply click on it.

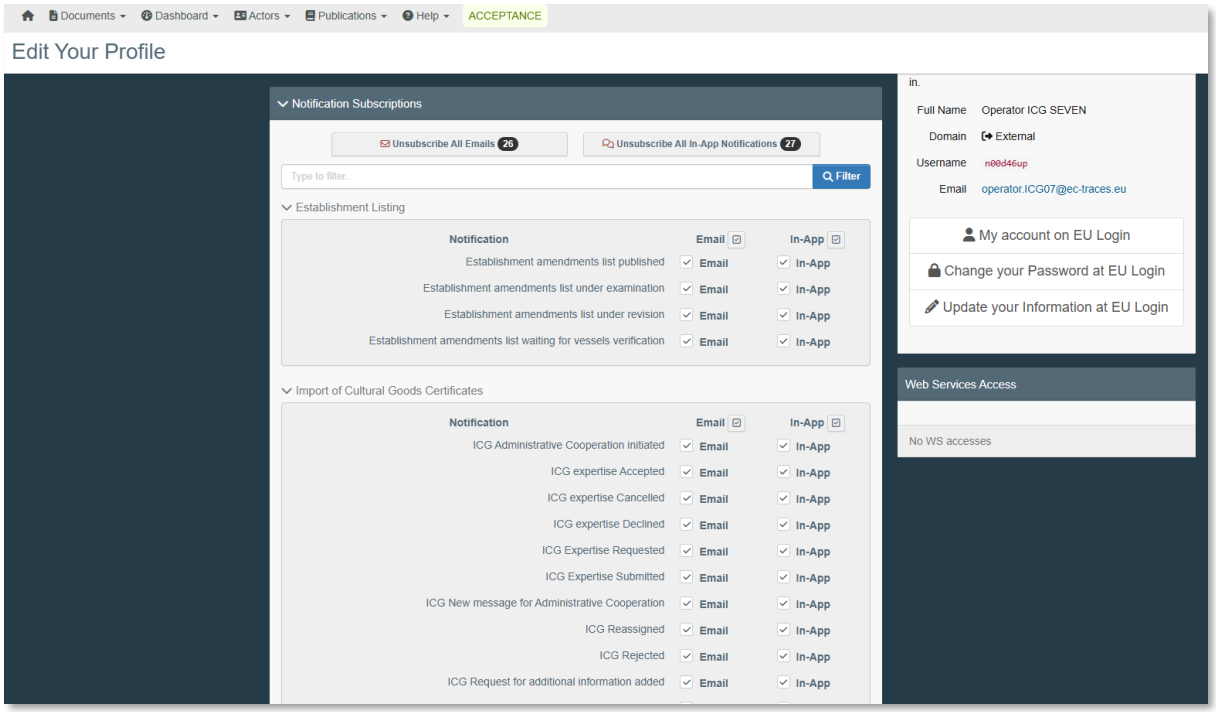


Clicking on the **notification** provides a direct link to the relevant ICG document.

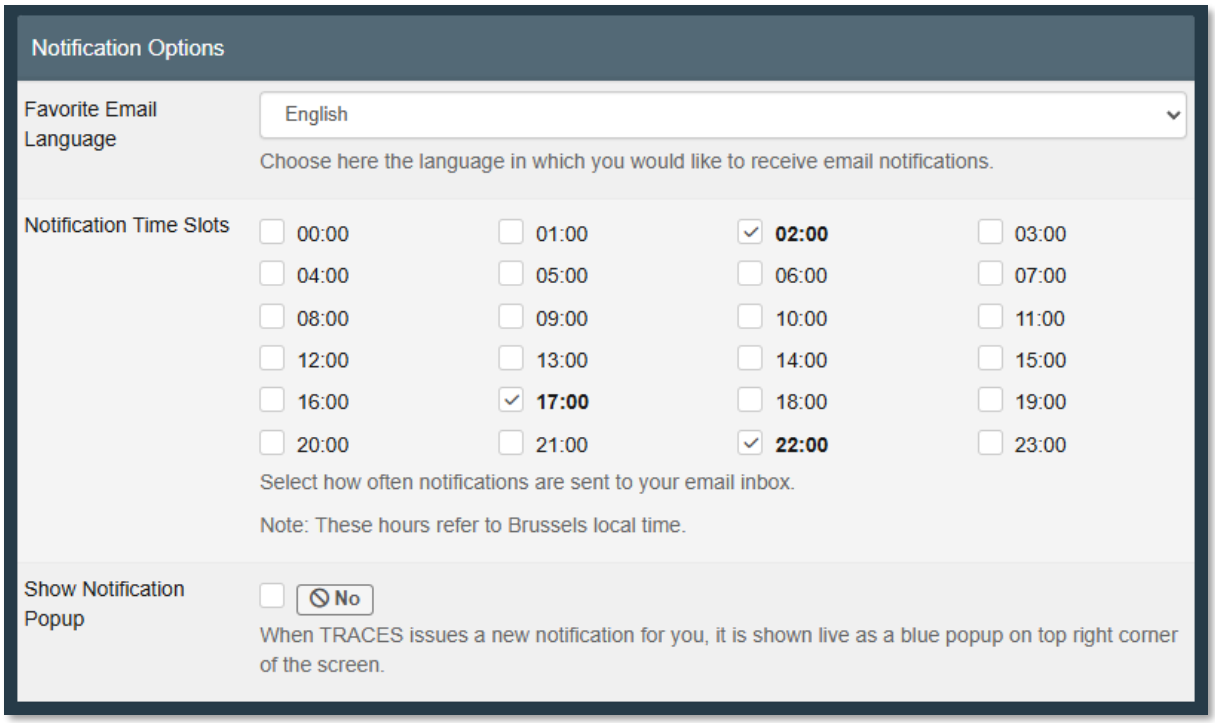


Users can also manage notification settings by **clicking** their **email** (top right), then **Edit your profile**.





You can also choose which notifications you receive. **In app** are real time notifications within the ICG system (upper right hand of the window). **Email** notifications are sent in batches to the user's email address at the times selected at the bottom of the user profile.



III. Basic Workflows

The **Basic Workflows** chapter provides step-by-step guidance on creating, saving, submitting, registering, and tracking various types of ICG-related documents, including licence applications, importer statements, and general descriptions. It outlines the key actions and system functionalities for each document type, covering standard workflows as well as specific use cases such as commercial art fairs. Additionally, the chapter explains the handling of ICG licence application timers.

Determining the Appropriate ICG Document

If you are unsure which type of Import of Cultural Goods (ICG) document to create, please follow the guidance below to determine whether an import licence, an importer statement, or a general description is required.

1. Import Licence Application

You need to apply for an **import licence** if:

- The cultural goods are listed in **Part B of the Annex of Regulation (EU) 2019/880**,
- The goods are **archaeological products or dismembered monument elements**,
- They are **more than 250 years old**, regardless of their financial value,
- The goods are being **imported for the first time into the EU** under customs procedures such as free circulation, storage, or temporary admission,
- Supporting evidence of **legal export from the country of origin** or, in certain cases, the **last long-term location** (over 5 years) must be submitted.

2. Importer Statement

You need to submit an **importer statement** if:

- The goods are listed in **Part C of the Annex of Regulation (EU) 2019/880**, including:
  - works of art, objects of ethnological or historical interest, old books, manuscripts, etc., that are more than 200 years old and of a value of at least EUR 18,000 per item,
- For **commercial art fairs**, an import licence is not necessary where the cultural goods are under temporary admission and an importer statement can be provided instead if the goods leave the EU afterward; otherwise, an import licence is needed where the goods are to remain in the Union after the art fair.

3. General Description

You need to submit a **general description** if:

- The goods are imported solely for **safekeeping** by a public authority, with the intent to return those cultural goods, when the situation so allows,
- The import is **temporary** and for **educational, scientific, conservation, restoration, exhibition, digitisation, performing arts, research conducted by academic institutions, or museum cooperation** purposes.

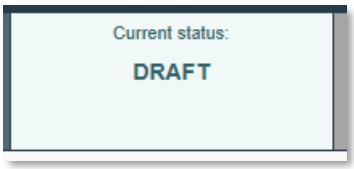
a) ICG Licence Application – Basic Workflow

1) Basic Information

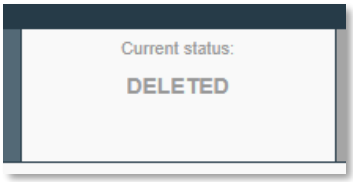
This section provides detailed instructions on how to apply for a licence to import certain cultural goods into the EU. Importers must submit a completed application form and may include supporting

documents providing evidence that the relevant cultural goods have been exported from the country of their creation or discovery in accordance with that country's laws, or evidence of the absence of such laws when they were taken out of its territory. They must also provide any additional information required by the competent authorities. Failure to provide the required information within 40 days of the requested date will result in the automatic rejection of the licence application. A licence application may have one of the following statuses: draft, deleted, submitted for decision, conditionally rejected, partially rejected, valid, rejected, revoked, or withdrawn.

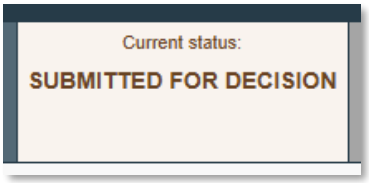
- **Draft:** The ICG licence application was saved as a draft using the 'Save as draft' function. It has not yet been made visible or submitted to a competent authority.



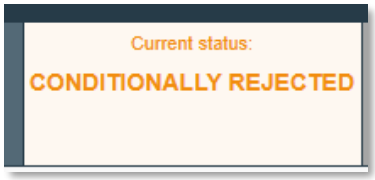
- **Deleted:** The user has marked the ICG licence application as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.



- **Submitted for decision:** The ICG licence application has been submitted and is currently being reviewed by the competent authority. See the 'Submitting an ICG licence application' workflow.



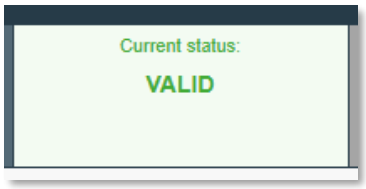
- **Conditionally rejected:** The ICG licence application is conditionally rejected because the competent authority has requested additional information; the applicant must provide the requested details for the review process to continue. If no reply is received within 40 days, the licence application is automatically rejected. Please refer to the 'Responding to a Request for Additional Information' section for more information.



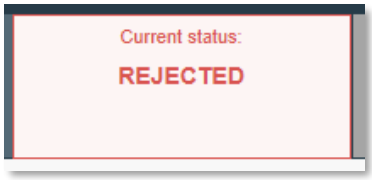
- **Partially rejected:** This status applies when an ICG licence application includes multiple cultural goods, but not all of them meet the requirements for approval by a competent authority. In such cases, the licence is issued only for the approved items and the others are formally rejected.



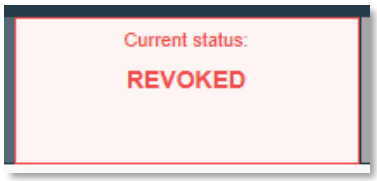
- **Valid:** The ICG licence application was approved, and the import licence has been issued and is currently valid.



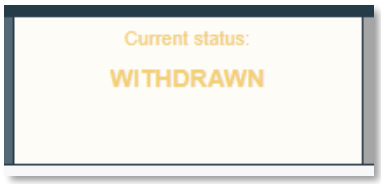
- **Rejected:** The ICG licence application was fully rejected by the Competent Authority and cannot be used to import the cultural goods.



- **Revoked:** A previously valid ICG licence has been officially revoked by the issuing competent authority. Only a Valid licence can be revoked.

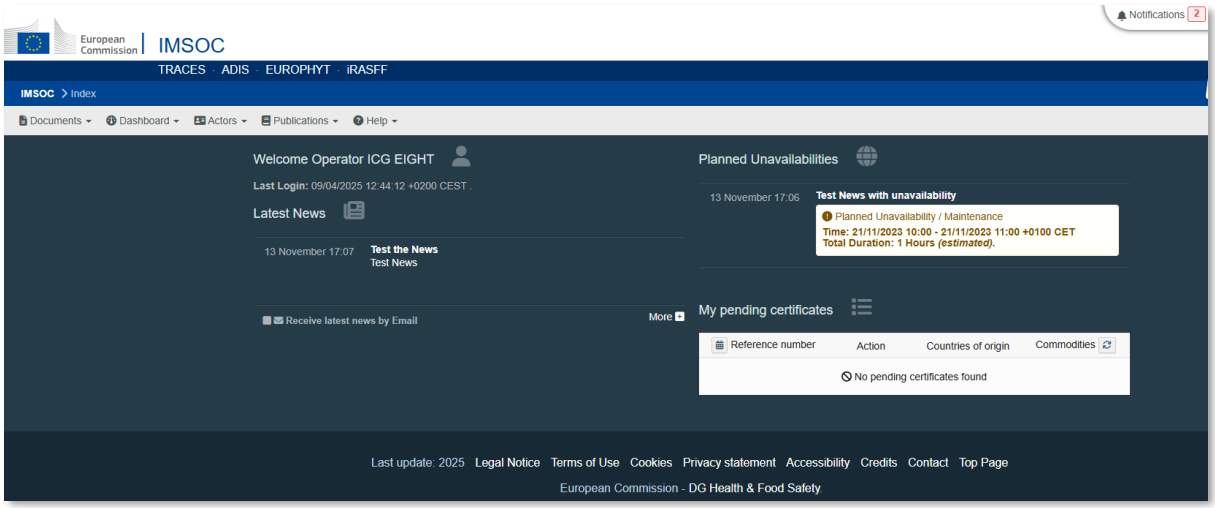


- **Withdrawn:** The ICG licence application was voluntarily withdrawn by the applicant before a decision was made. Please refer to the 'Withdrawing an ICG Licence Application' section for more information. Only a Submitted for decision application can be withdrawn.

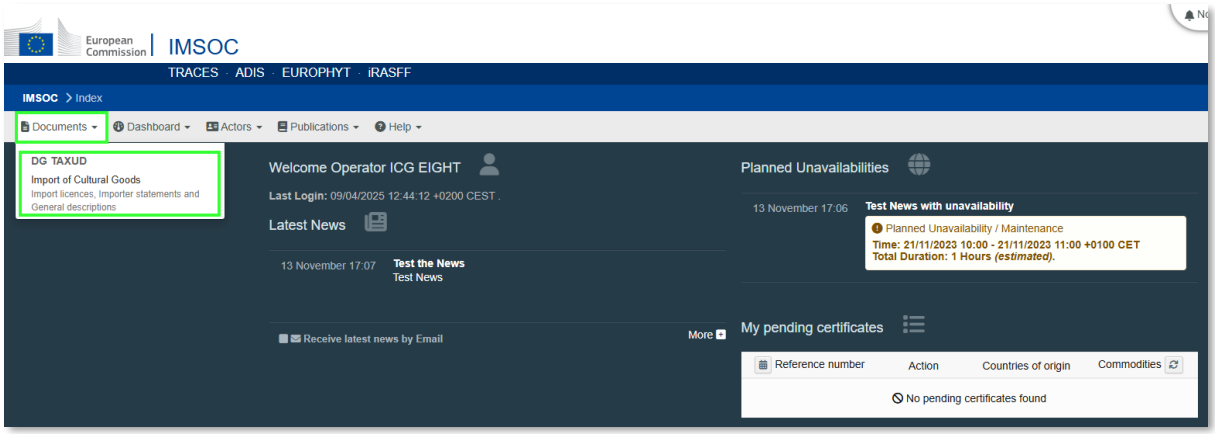


2) Creation of an ICG Licence Application

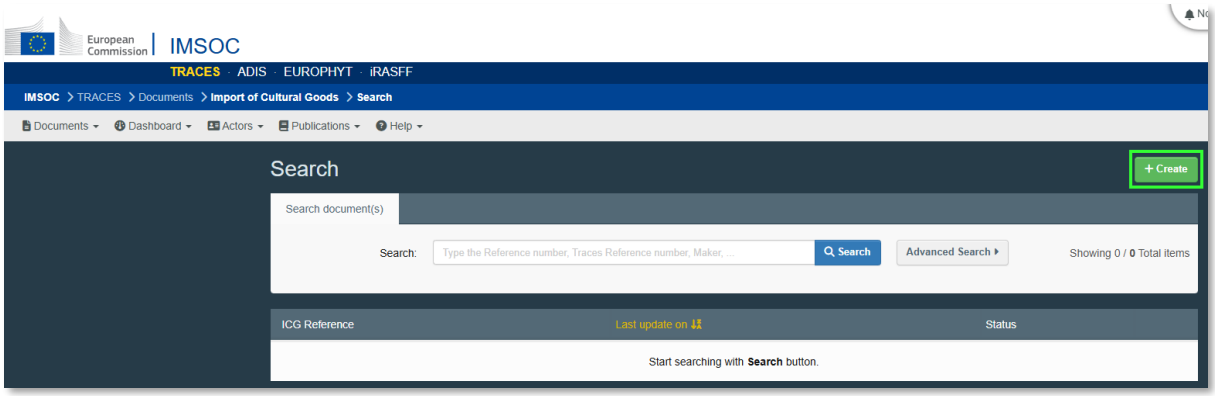
In order to start drafting a new ICG licence application, you will need to log in to your TRACES account.



Click on **Documents ➔ Import of Cultural Goods**.

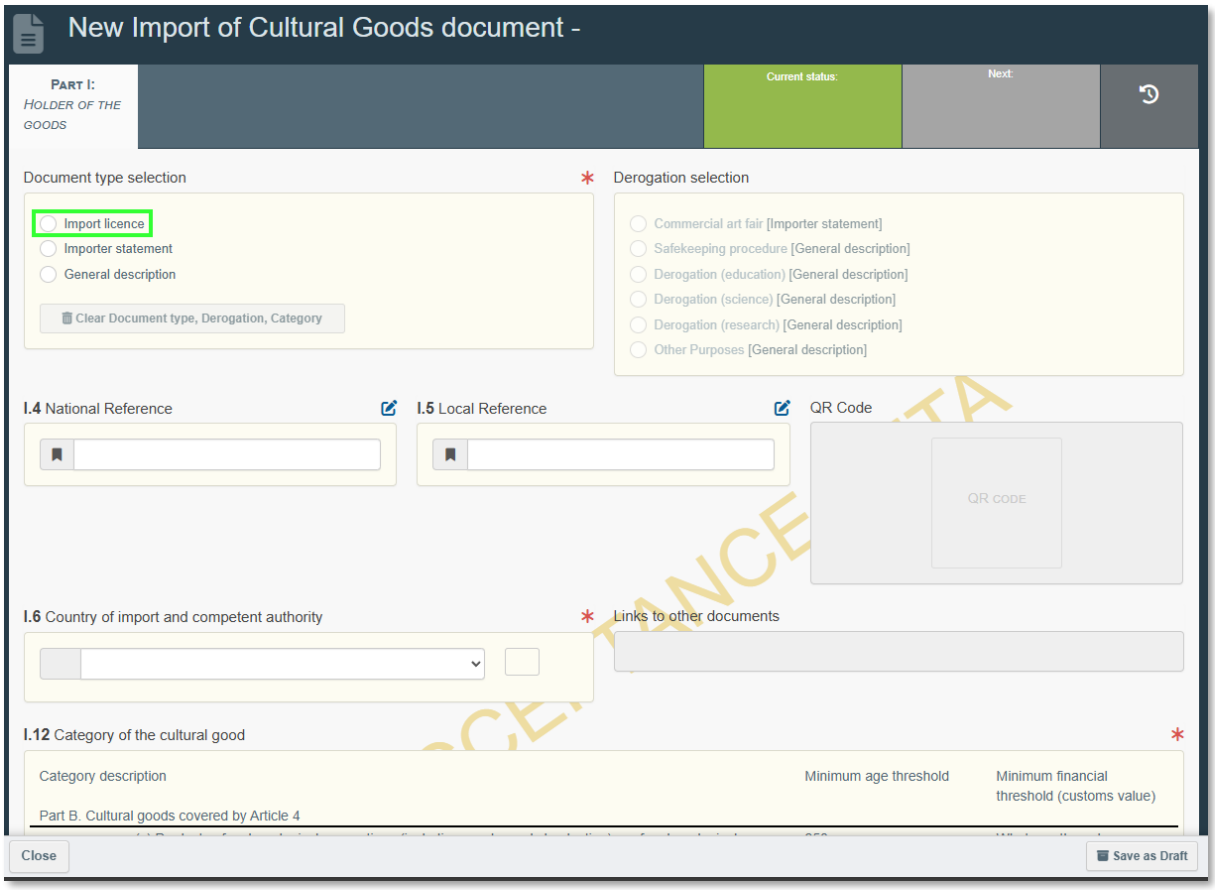


On the next page, select the **Create** button to create a new ICG document.

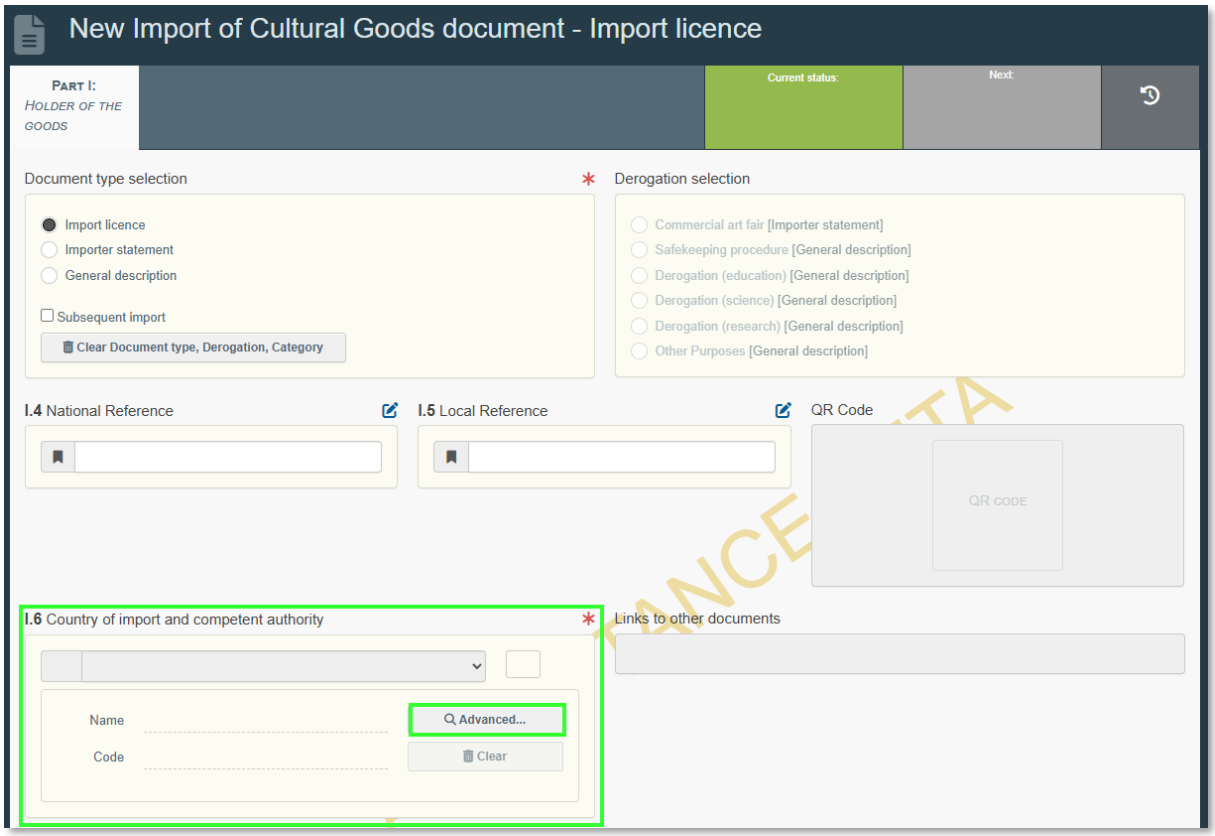


For the **document type selection**, select **Import licence**.

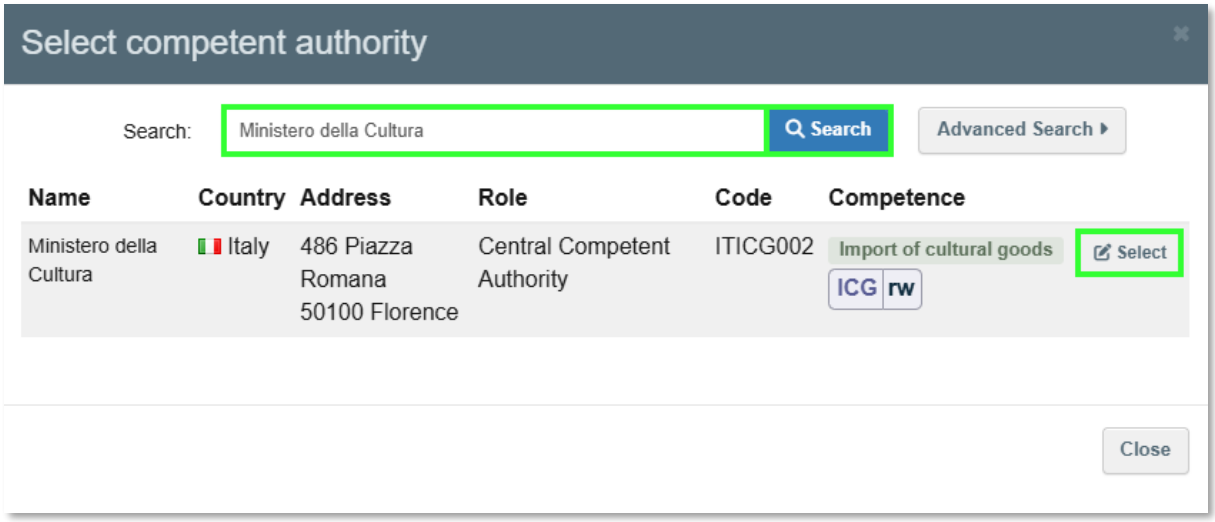
> **Note:** All fields marked with a red asterisk (*) are required to submit the selected document type.

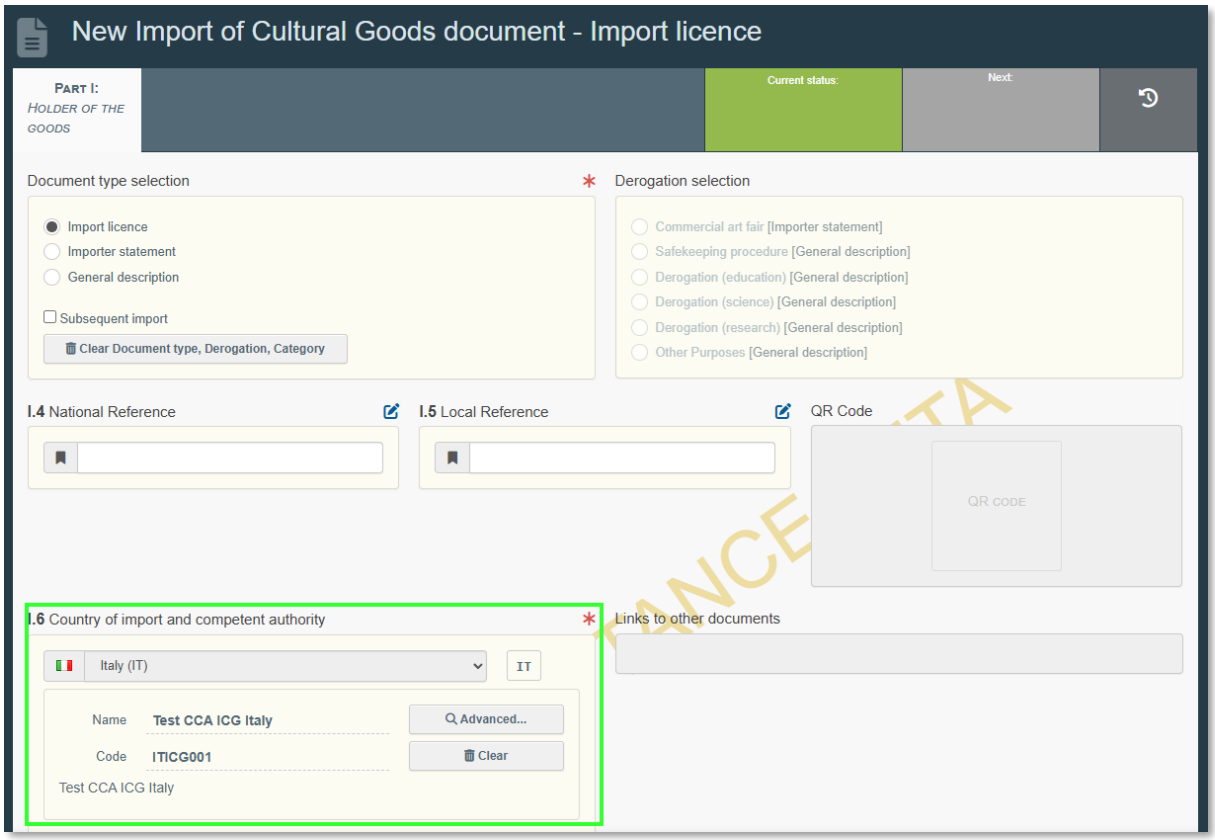


Next, use the **Advanced** button to **select the country of import and the competent authority (I.6)**. In this section, you must select the Member State of import, i.e. the Member State where the cultural good is to be imported for the first time and select the appropriate competent authority in that Member State of import.

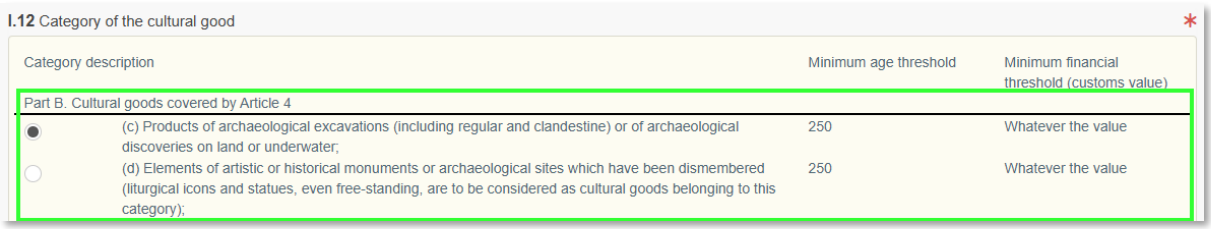


Then **search** for the competent authority using the name, address or city fields. You can also use the **advanced search** function. Once you have found the relevant CA, click **Select**.

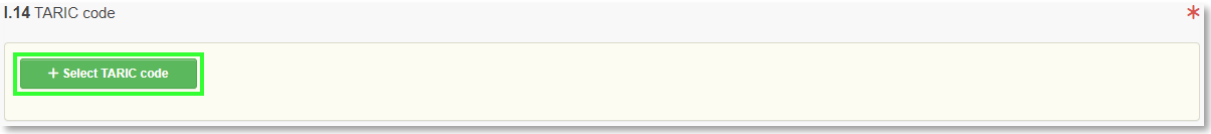




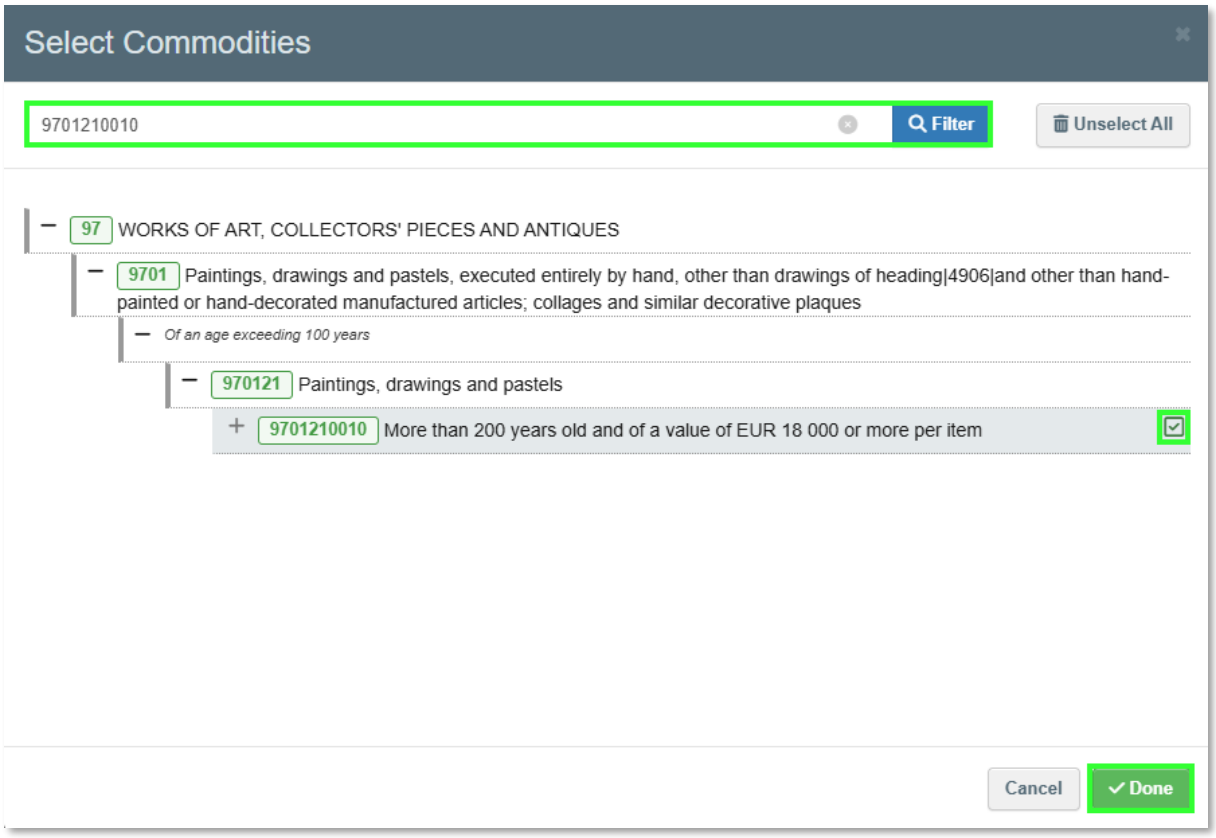
Next, choose a **category description (I.12)** from **Part B** of the Annex to Regulation (EU) 2019/880 (in case of ICG licence application).

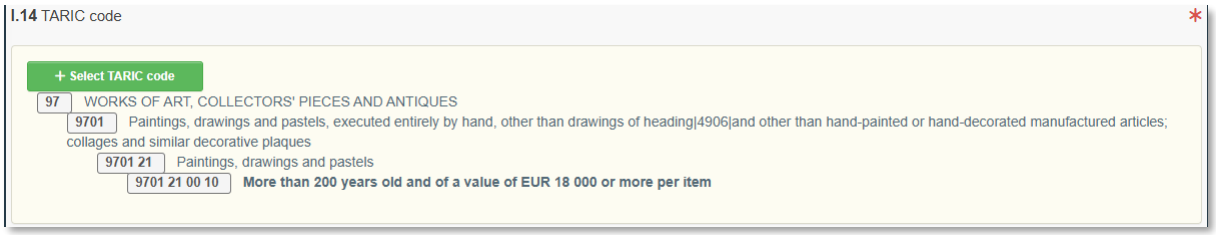


Next, indicate the appropriate 10-digit **TARIC classification code (I.14)** for the imported cultural good. It should be **the same classification code that is indicated in your customs declaration**.

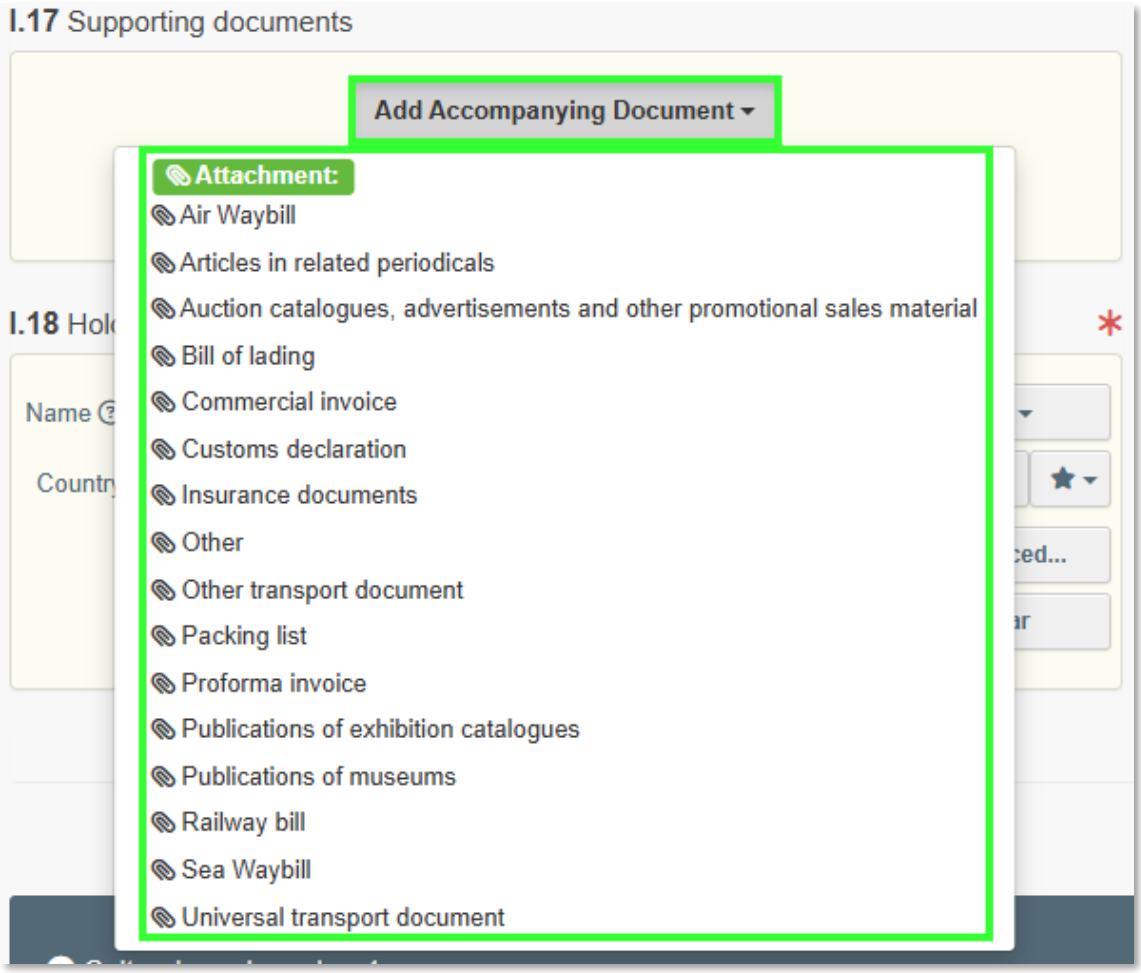


You can **filter** by keyword, section or simply enter the **TARIC code** if you already know it. Only the TARIC codes relevant to cultural goods within the scope of Regulation 2019/880 are selectable. Make sure to select it using checkbox on the right as shown below. Then click on **Done**.

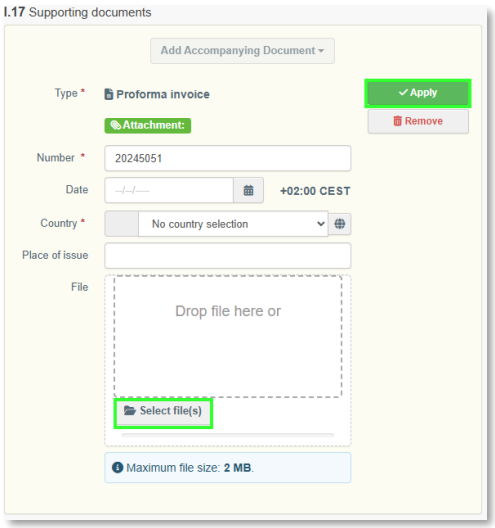


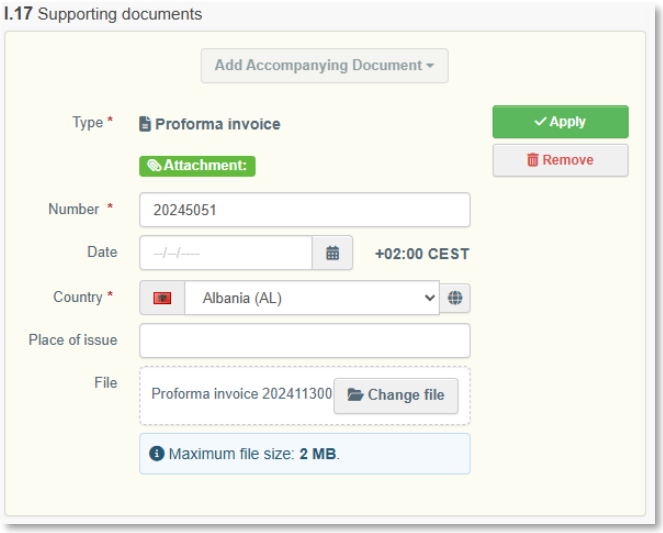


Next is the **Supporting Documents (I.17)** section, which allows you to attach documents to your ICG licence application. Such documents provide evidence that the cultural goods were exported legally from the country of origin and may include export permits, invoices, insurance or transport documents and anything else relevant to the good's export from the country of interest. They must be uploaded to the ICG system when the application is submitted. If you have more than one document, you will need to add them individually. Click on **Add Accompanying Document** and then select one of the supporting document types listed below. If your document does not match any of the listed types, you can choose the 'Other' option and enter the document name in the document number field.



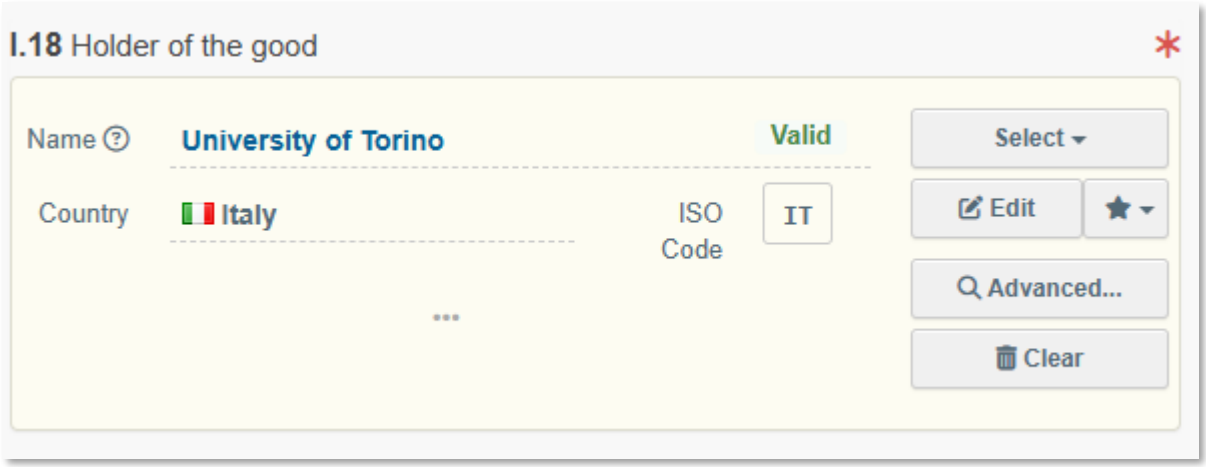
Fill in the mandatory fields according to the document you want to upload, then click **Select file** to browse for the document. Once the document has been uploaded, click **Apply** to add it to your licence application.





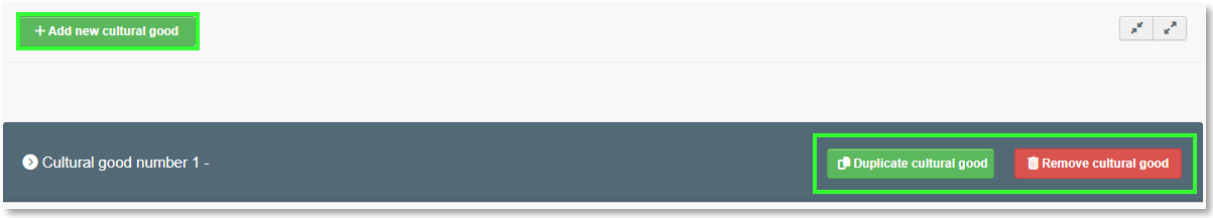
Next, the **Holder of the good (I.18)** is automatically filled in based on the account you're logged into, but you can **Edit** it if necessary. You can only select a Holder of the good to whom you are linked to in the system.

Note: 'Holder of the goods' means the person who is the owner of the goods or who has a similar right of disposal over them or who has physical control of them.



Next section is about the cultural good you plan to import.

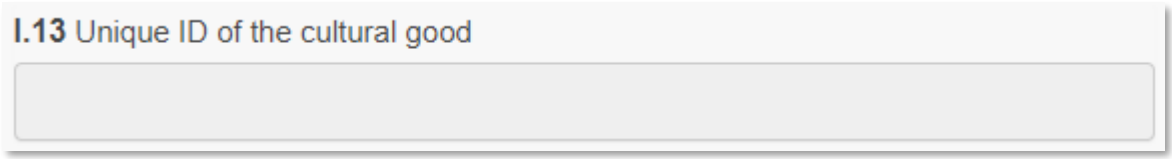
Note: you can add more than one cultural good to your application using the **add new cultural** or **duplicate cultural good** buttons.



From the drop-down list, select the **country of interest (I.11)**. Then, from the two options listed below, select the appropriate **checkbox** (a or b).



Please note that the **unique ID of the cultural good** remains empty. It will be assigned by the ICG system when the ICG licence application is submitted.

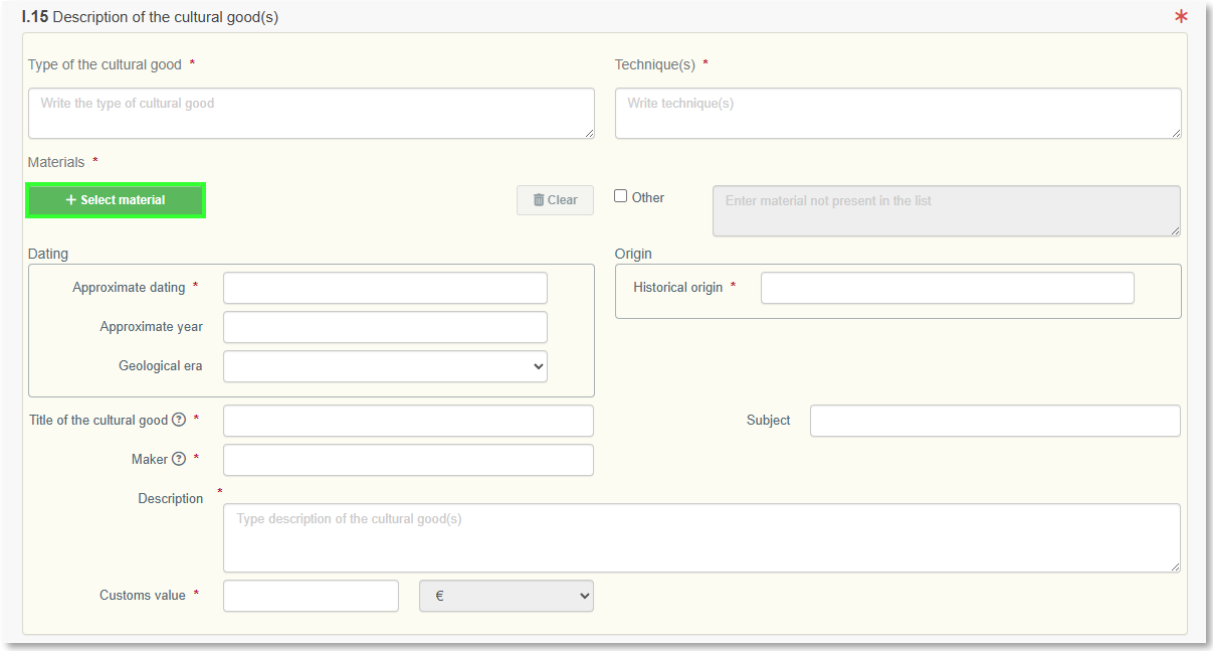


Continue **describing the cultural good (I.15)** and indicate the following information about the cultural good in this section:

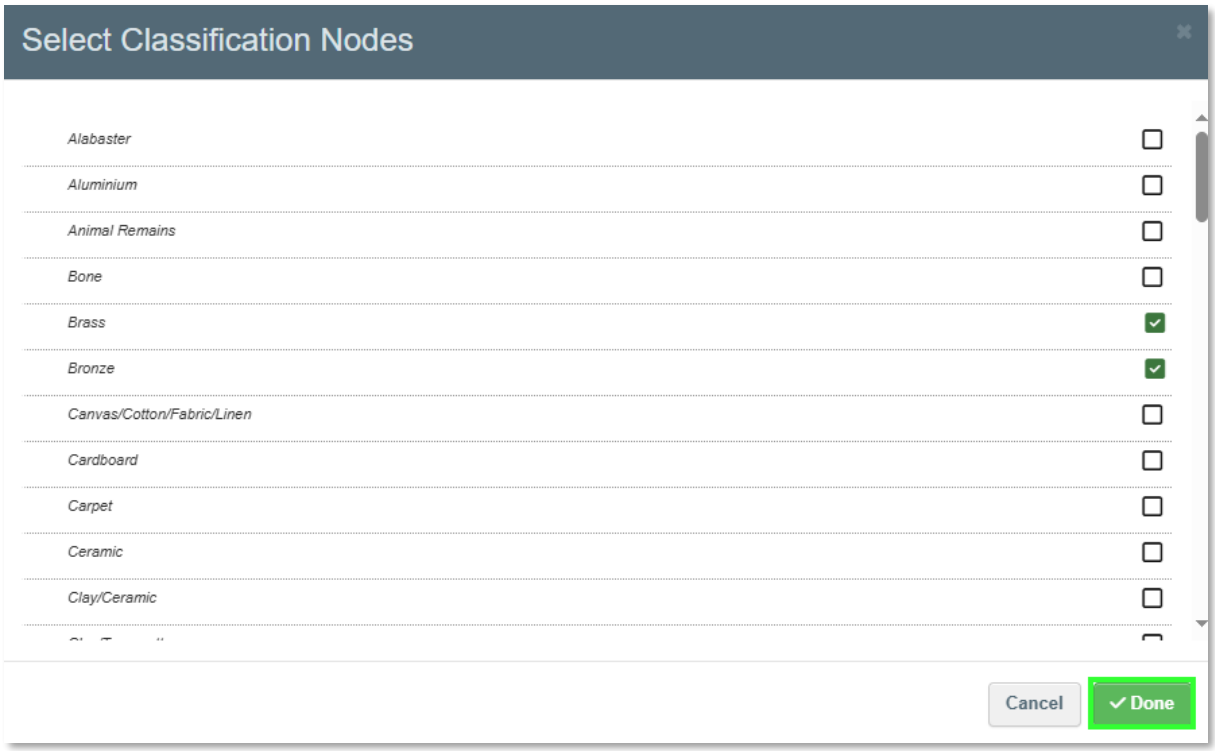
- Type of cultural good: indicate the type, e.g. sculpture, painting, book, etc.
- Materials: indicate what materials have been used to make the cultural good.

- Technique(s): indicate the technique(s) used to make the cultural good.
- Title of the cultural good: indicate the title or name by which the cultural good is known (if known).
- Subject: indicate the subject/genre/theme of the cultural good.
- Dating: Where no precise date is known for the categories listed in Part B of the Annex to Regulation (EU) 2019/880, indicate the century and part of the century (first quarter, first half) or millennium.
    - In the case of sets (archives and libraries), indicate earliest and latest dates.
    - In the case of cultural goods of paleontological interest, indicate the geological era (if known).
- Maker: indicate the maker of the cultural good. If the maker is not known indicate 'Unknown'.
- Origin: indicate the historical origin of the cultural good, e.g. for a Mesopotamian statue one could mark 'Babylon, Achaemenid Empire'
- Description: a description of the cultural good, including any additional information.
- Customs value: for import licences and importer statements, indicate the value of the cultural good for customs purposes.

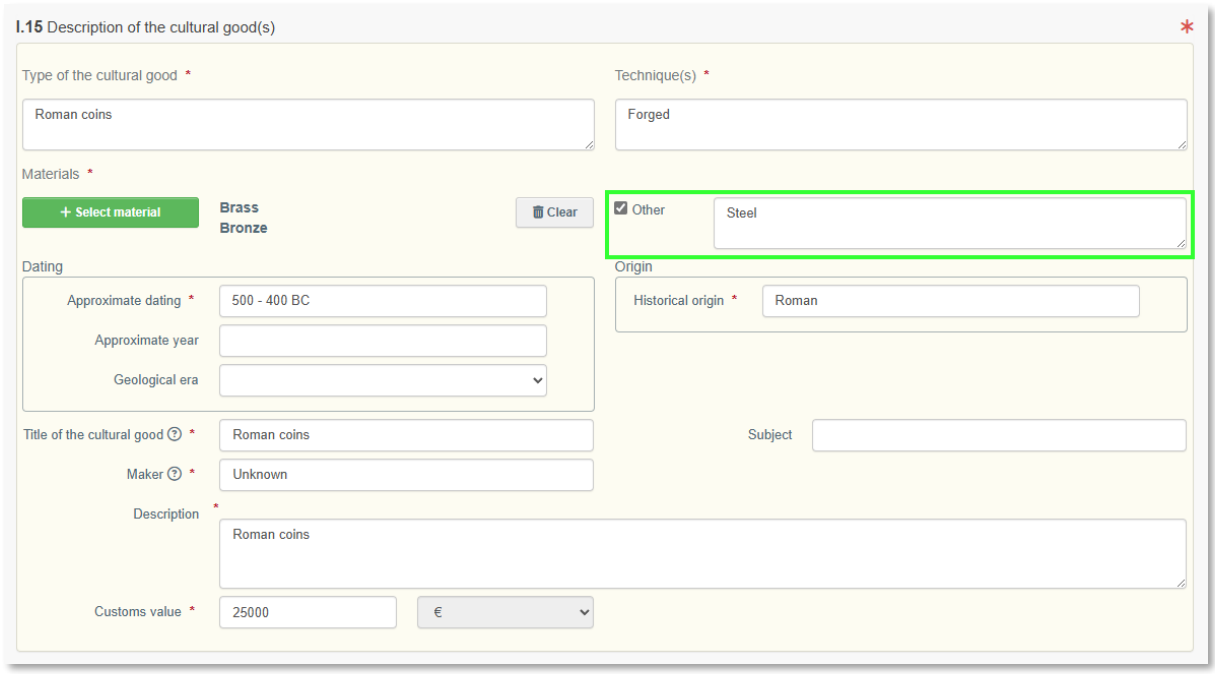
Click on **Select material** to choose at least one from the pop-up list then select **done.**



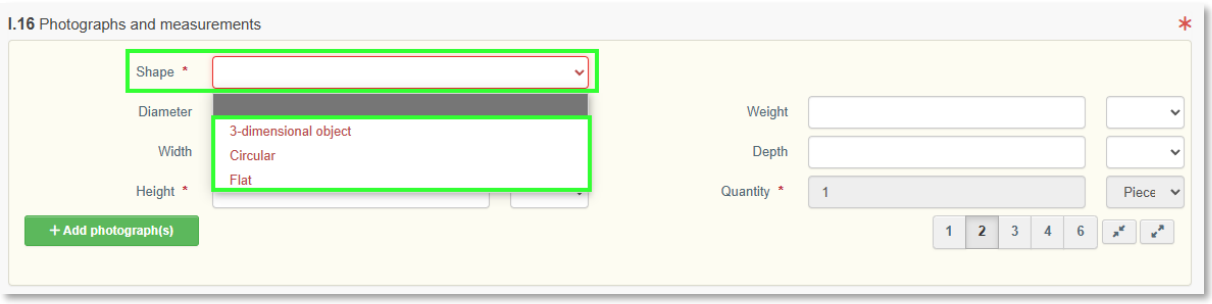
Note: you can select more than one material of your good.



If the material of the cultural good is not on the list, you can also select **Other** and type it in.



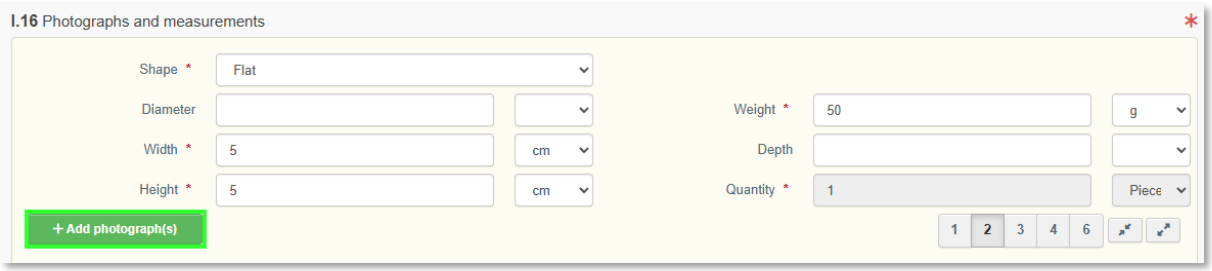
In the next step, you will need to enter the **measurements** of the cultural good and upload **high quality photographs (I.16)**. To begin adding photographs, first **select** the **shape** of the cultural good.



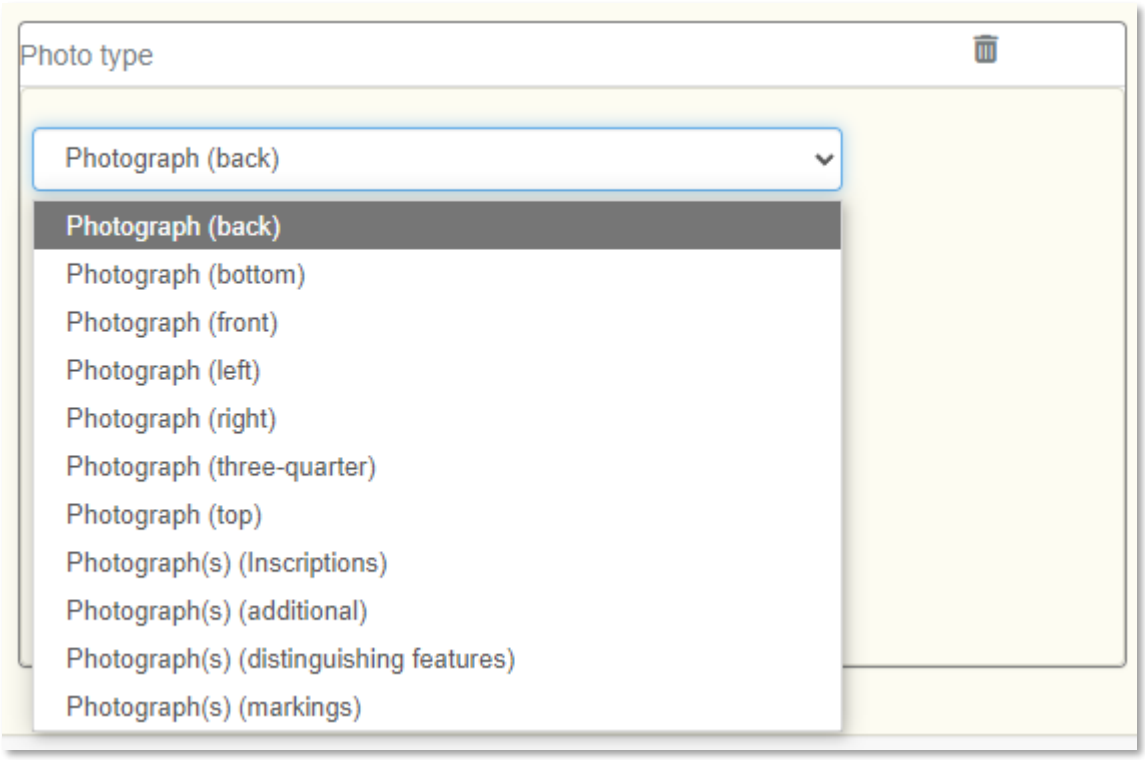
Depending on the chosen shape, you will need to provide the following photographs:

- Front,
- Back,
- Three-quarter, where appropriate (3-dimensional objects only),
- Left side, where appropriate (3-dimensional objects only),
- Right side, where appropriate (3-dimensional objects only),
- Top, where appropriate (3-dimensional objects only),
- Bottom, where appropriate (3-dimensional objects only).

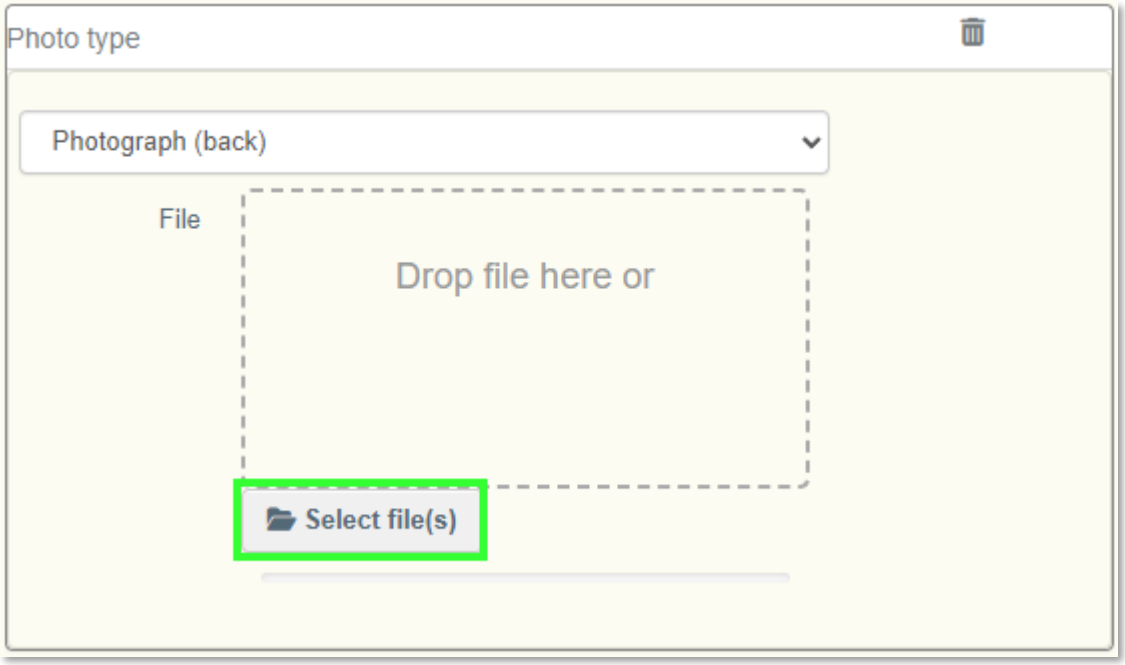
Once you have selected the shape and indicated the weight and measurements of the cultural good, click on **Add photographs** to upload the required photos.

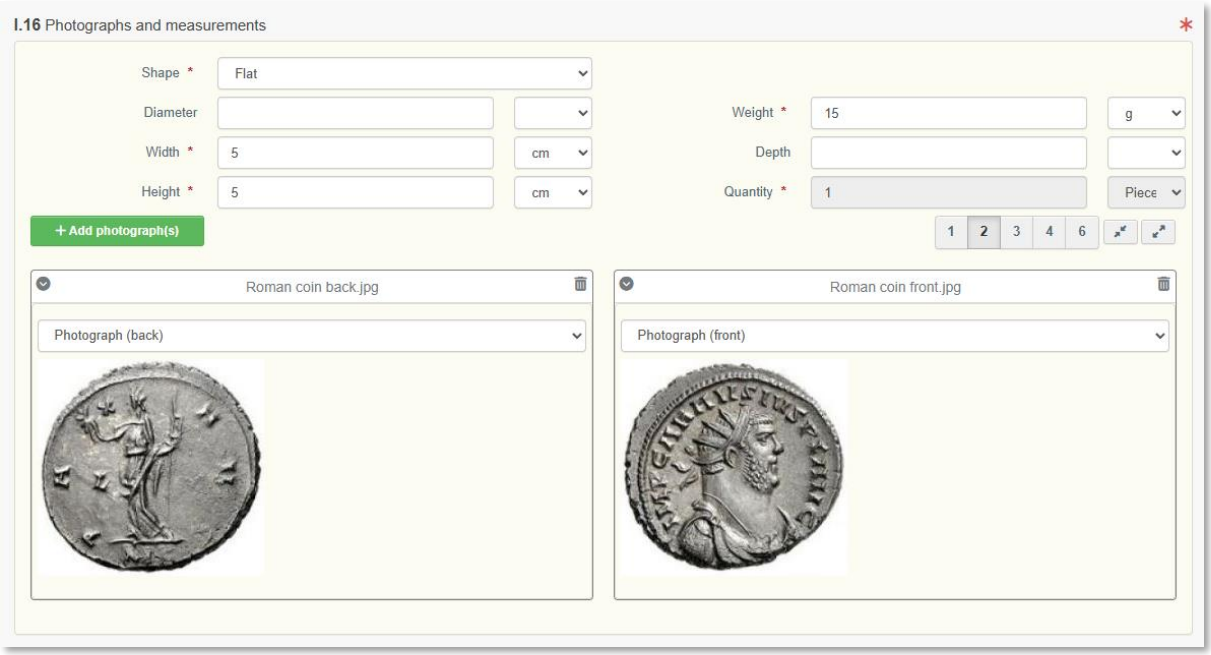


Select the **type of photo** you want to upload from the list.



Then click **Select file** to browse for a photo on your device.

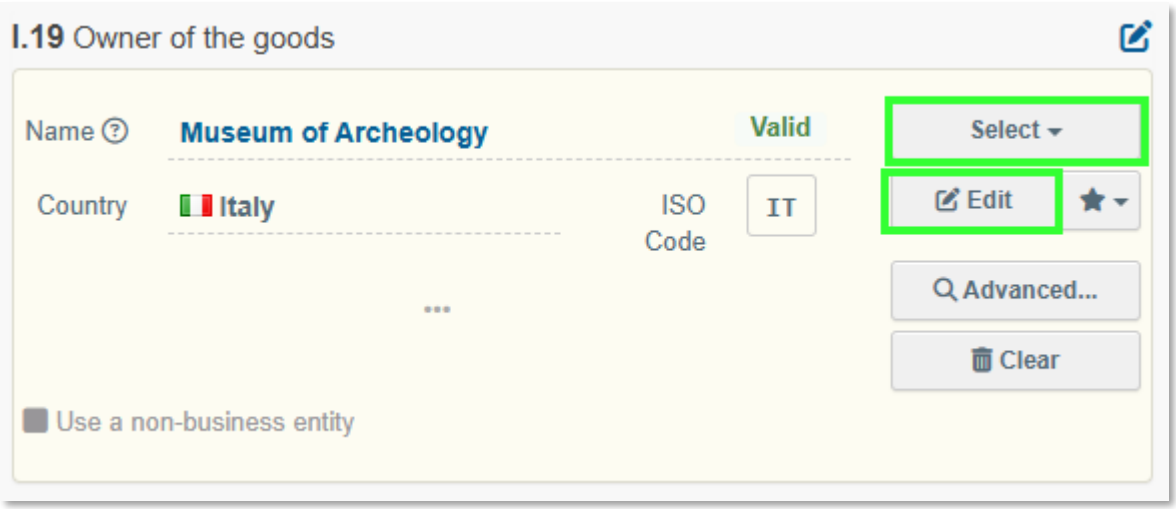




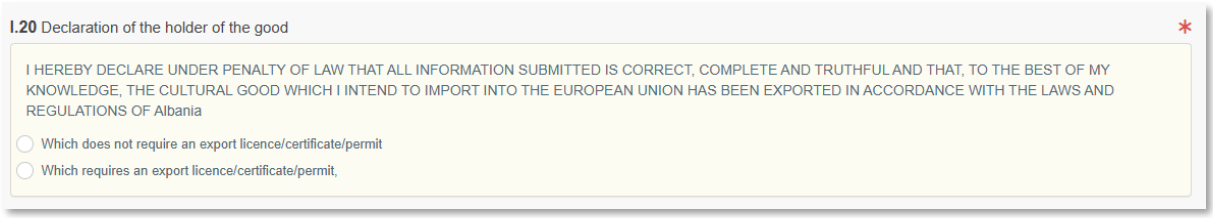
Note:

- For cultural goods presenting distinguishing features, provide a photograph of the distinguishing feature and a textual description.
- For cultural goods presenting marks, provide a photograph and textual description of the mark.
- For cultural goods presenting inscriptions, provide a photograph of the inscription, and the text of the inscription in its original language and, a translation, if possible.

Once you have uploaded the required photos, continue by **selecting** the **owner of the goods (I.19)**. You can also modify it using the **edit** button. Tick the box "use a non-business entity" when the owner of the good is a private individual who is not registered in the ICG system. The data typed in the free text boxes will not be searchable and will not be visible outside of this specific document.



The last part of the ICG licence application contains the **importer's declaration (I.20)**. Make sure you select the correct option from the two options below.

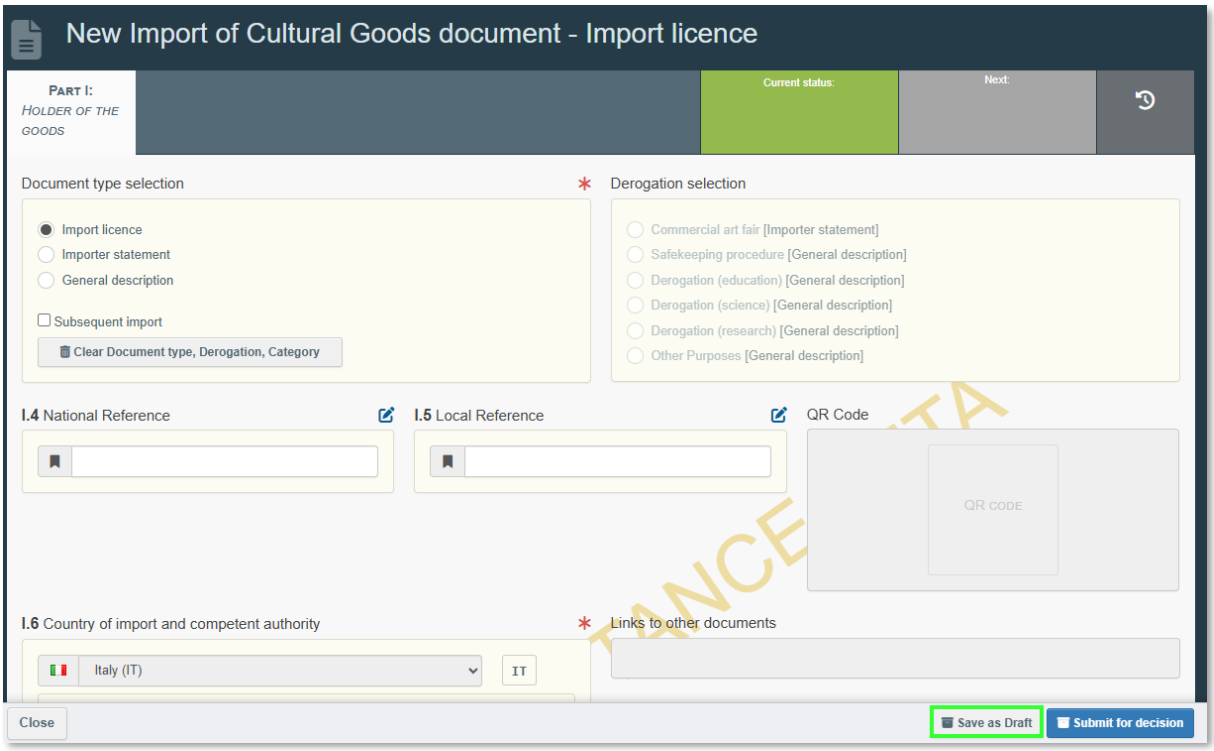


Congratulations! Your ICG licence application document is now complete and ready for submission.

3) Saving an ICG Licence Application as a Draft

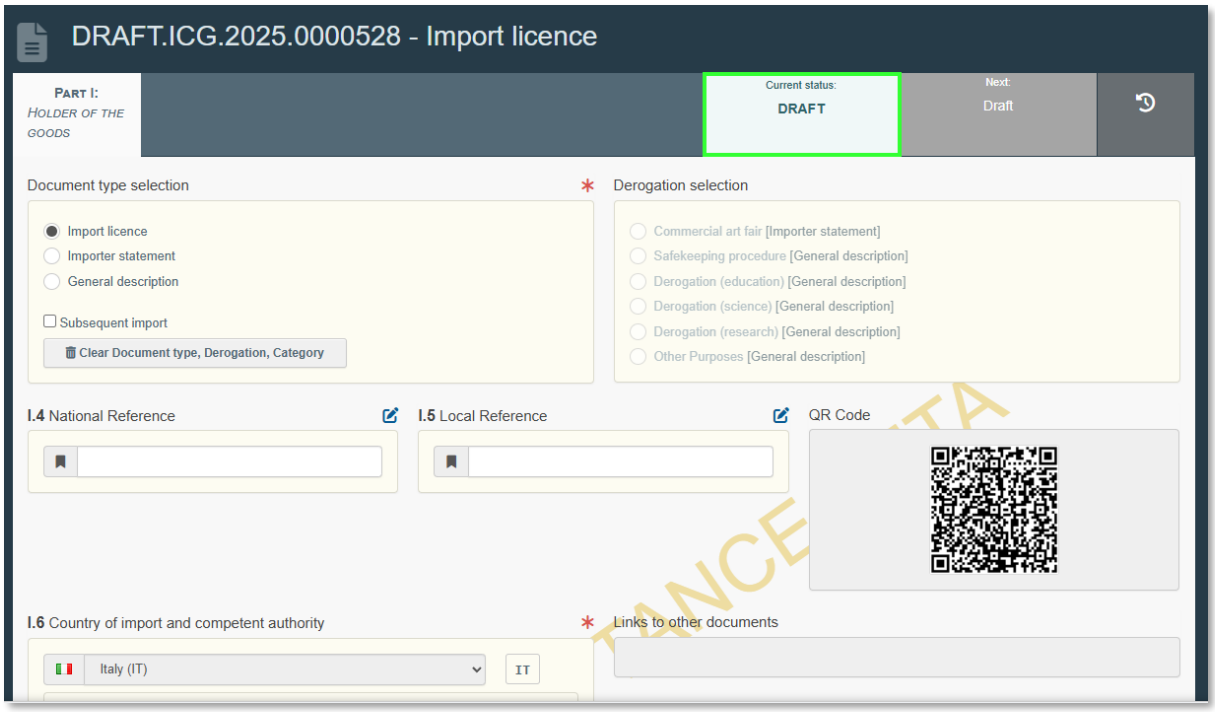
The ICG system allows each user to save a document as a draft and continue working on it later. Please note that blank documents cannot be saved; some fields must be populated. Any supporting documents attached are also saved in the draft.

To save a document as a draft, simply click on **Save as Draft** in the bottom right-hand corner.



The document should change its status to **Draft** and will be assigned a draft document number.

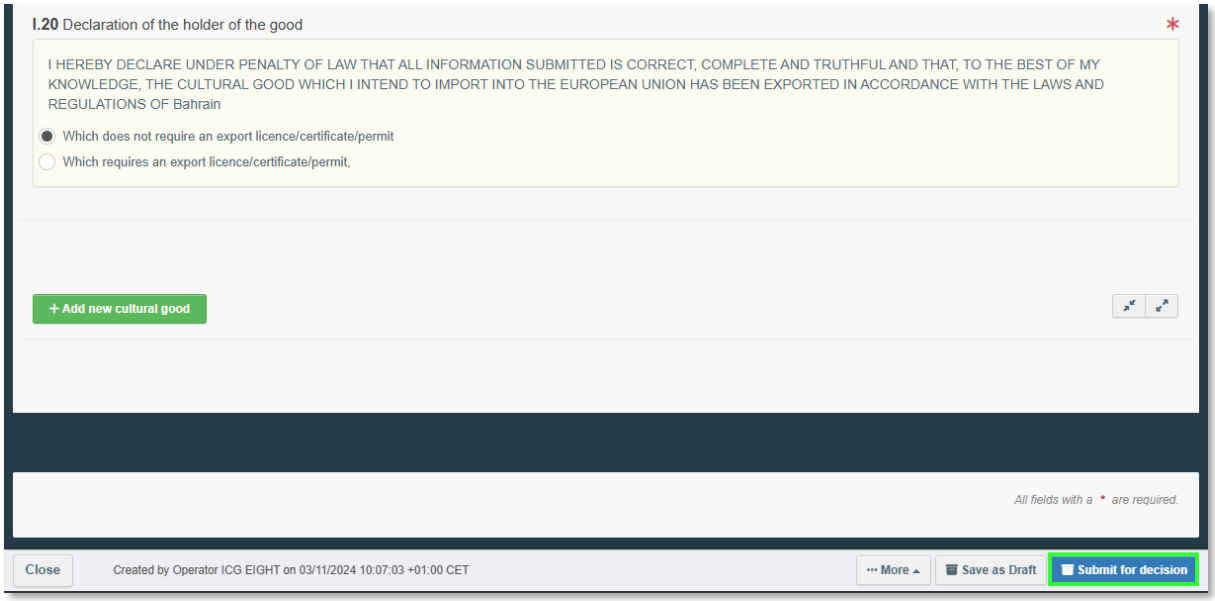
> **Note:** Saving the draft document number makes it easier to find the draft in the ICG system in the future. Please also note that the Draft reference number will not be the same as the final reference number (obtained once submitted for decision).



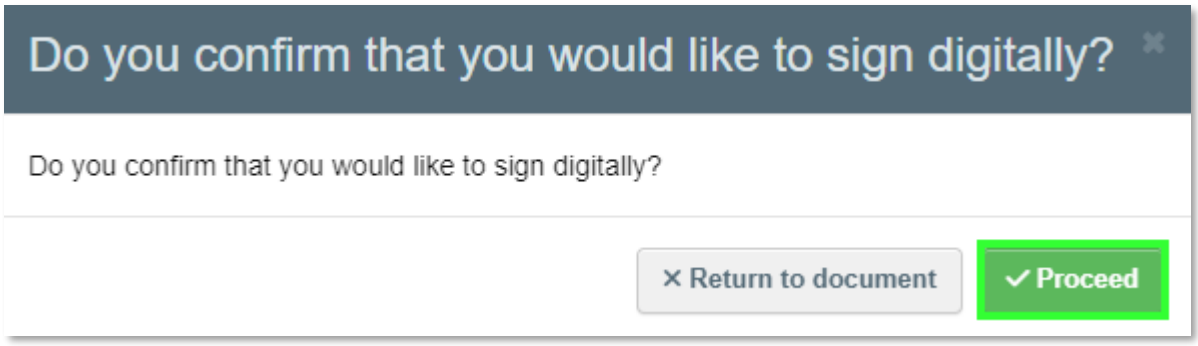
In future, use the document search function explained above to find the draft document.

4) Submitting an ICG Licence Application

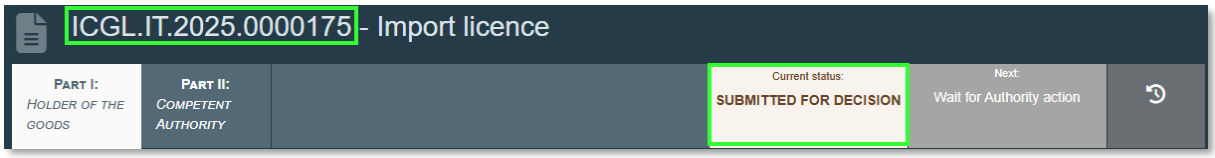
To submit an ICG licence application, you must first ensure that you have completed all mandatory fields. If all of the requirements are met, click on **Submit for decision** in the lower-right corner.



A confirmation window will appear asking you to confirm that you want to digitally sign the ICG licence application using an electronic signature. Select **proceed** to continue.



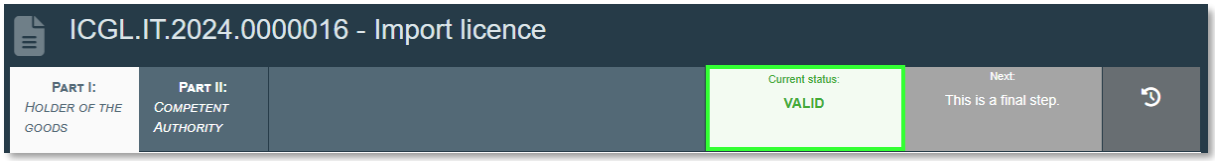
The ICG licence application should change its status to **submitted for decision** and will be assigned a unique document number. This is the final reference number for your document (different from the Draft).



Congratulations! Your ICG licence application document is now submitted for approval.

5) Following an ICG Licence Application After Submission

To track an ICG licence application after submission, open your ICG licence application and check its current status at the top.



As stated in the introduction to this section, an ICG licence application may have one of the following current statuses: draft, deleted, submitted for decision, conditionally rejected, partially rejected, valid, rejected, revoked, or withdrawn.

6) ICG Licence Application Timers Explained

ICG licence application timers or ICG Timers regulate the approval process for the Import of Cultural Goods licence application under Regulation (EU) 2019/880. These timers define deadlines for both importers and competent authorities when processing applications.

Below you can find a quick guide on key timers and their durations:

1. **T21 – 21 Days (Request for Additional Information)**
   - Starts when an importer submits an ICG licence application.
   - The CA has 21 days to request extra information if needed.
   - If no request is made within this period, the CA must decide based on the information submitted with the application.
2. **T40 – 40 Days (Providing Additional Information)**

- Starts when the CA requests additional information (if more than one request is submitted, T40 will begin from the most recent one).
- The importer has 40 days to provide the requested information.
- ICG licence application status automatically changes to 'conditionally rejected'.
- If the importer fails to respond within the deadline, the ICG licence application will automatically change its status to rejected.

3. **T90 – 90 Days (Decision-Making Period)**
   - Begins when a complete application is received.
   - If additional information was requested (T40), T90 starts after T40 ends.
   - If there has been no request for additional information, then the start date of the T90 is the date of the initial submission of the licence application.

> **Note:** The term 'days' in this context refers to calendar days and not business days. Please also note that these deadlines are laid down in Regulation (EU) 2019/880 and Commission Implementing Regulation (EU) 2021/1079 and cannot be changed in any way.

A few practical examples of how to use the timers:

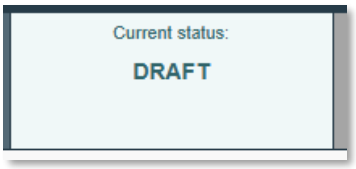
1. **Fast Approval:** The importer submits a complete application, and the CA approves it on the same day.
2. **Missing Documents:** If the importer fails to upload a required export certificate, the CA requests it within 21 days. The importer has 40 days to respond, and if they do, the CA restarts its 90-day review period.
3. **Rejected Application:** If the importer does not provide the requested information within 40 days, the application is automatically rejected.
4. **Last-Minute Submissions:** If CA requests for additional information at the last possible moment (day 21), and subsequently an importer submits the missing documents/information at the last moment (day 40), the CA gets a full 90 days from that point to decide. The longest possible time to process an import licence application would then be 21 + 40 + 90 = 151 days.
5. **Physical Inspection:** If the CA requests an inspection using the 'request additional information' functionality, they must do so within the first 21 days. The importer would then have 40 days to present the item for inspection. However, a physical inspection can be requested also outside the ICG system - by directly contacting the applicant – even after the first 21 days, but within the 90 days period.

b) ICG Importer Statement – Basic Workflow

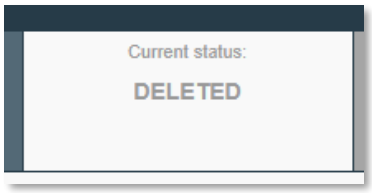
1) Basic Information

This section provides detailed instructions on how to accurately draw up an importer statement in the ICG system to import certain cultural goods into the European Union. The import of the cultural goods referred to in Part C of the Annex of Regulation (EU) 880/2019 is subject to the submission of an importer statement. An ICG importer statement may have one of the following current statuses: draft, deleted, valid or replaced.

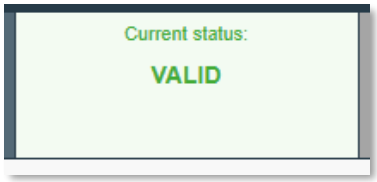
- **Draft:** The ICGS was saved as a draft using the 'Save as draft' function. It has not yet been made visible to customs or to a competent authority.



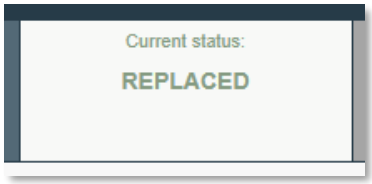
- **Deleted:** The user has marked the ICGS as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.



- **Valid:** The ICGS has been successfully registered and is now available for reference in the system during customs procedures under temporary admission. See the 'Registering an ICGS' workflow.

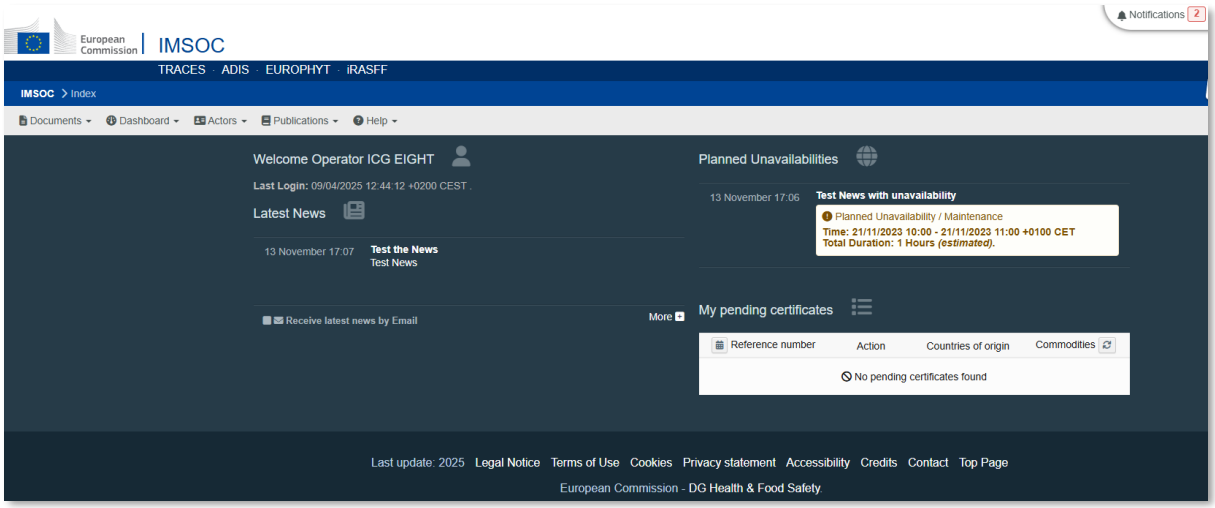


- **Replaced (only in the case of an ICGS for a commercial art fair derogation):** The ICGS has been replaced by a related import licence and can no longer be used. See the 'Replacing ICGS' workflow in the next subchapter.

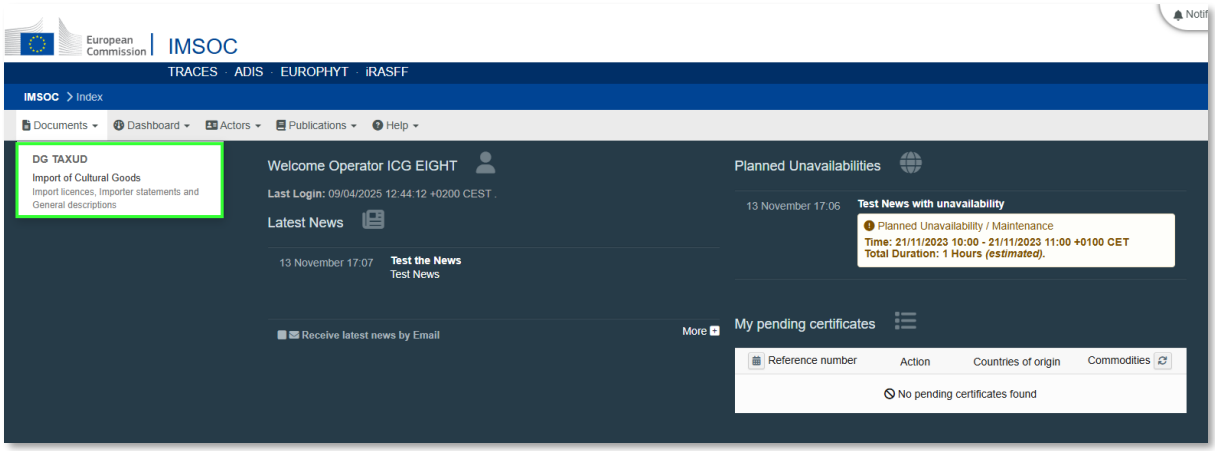


2) Creating an ICG Importer Statement

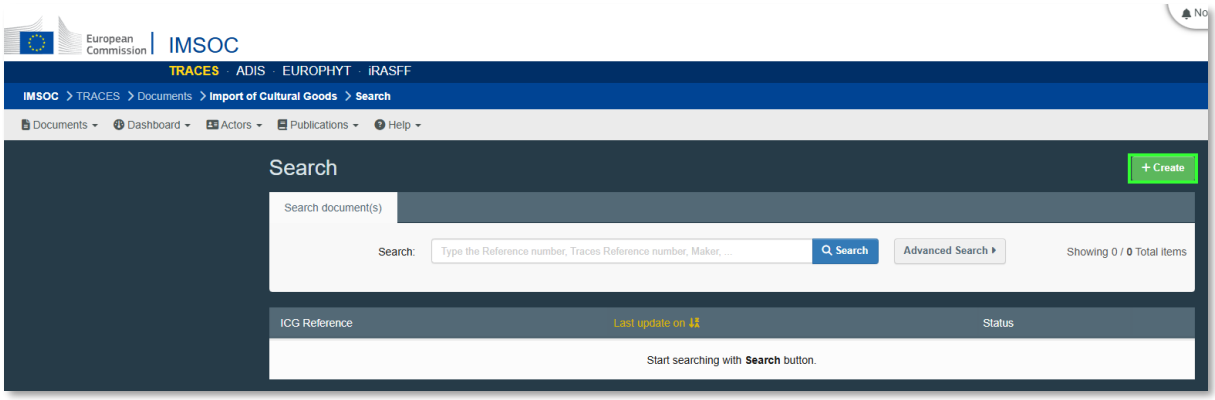
To begin drafting a new ICG importer statement, you will need to log in to your account on the TRACES platform.



Then, click on **Documents ➔ Import of Cultural Goods**.

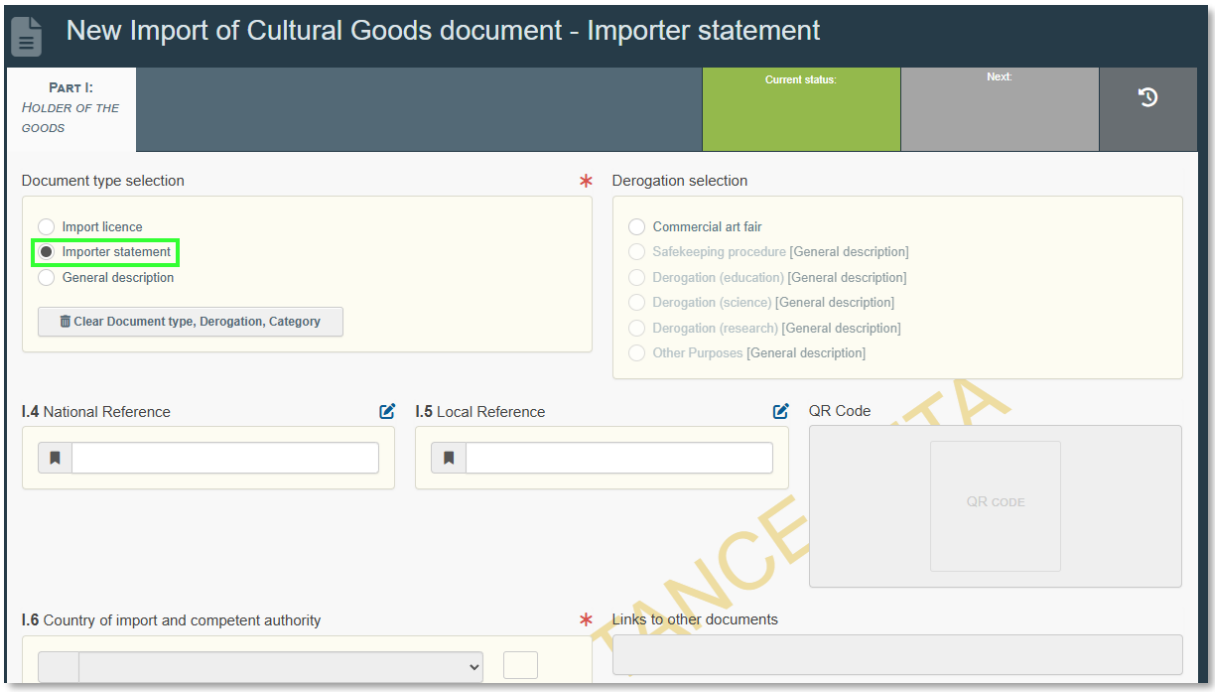


On the next page, select the **Create** button to create a new ICG document.

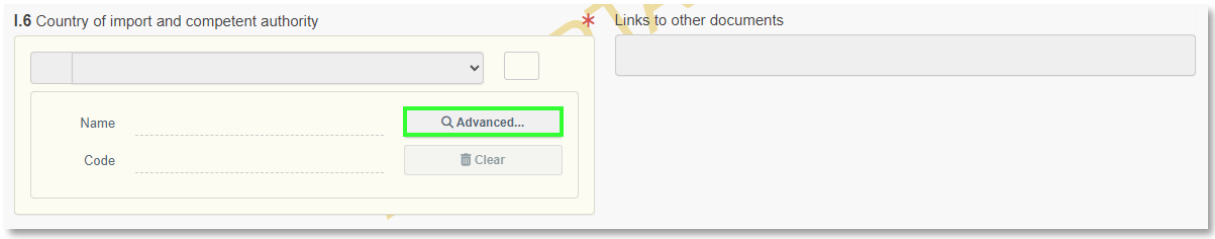


For the **document type selection**, select **Importer statement**.

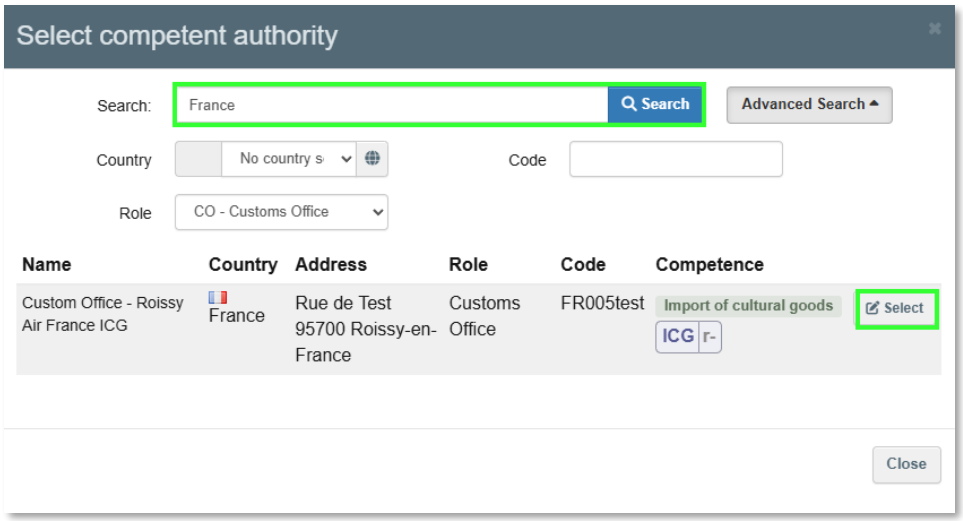
> **Note:** All fields marked with a red asterisk (*) are required to submit the selected document type.

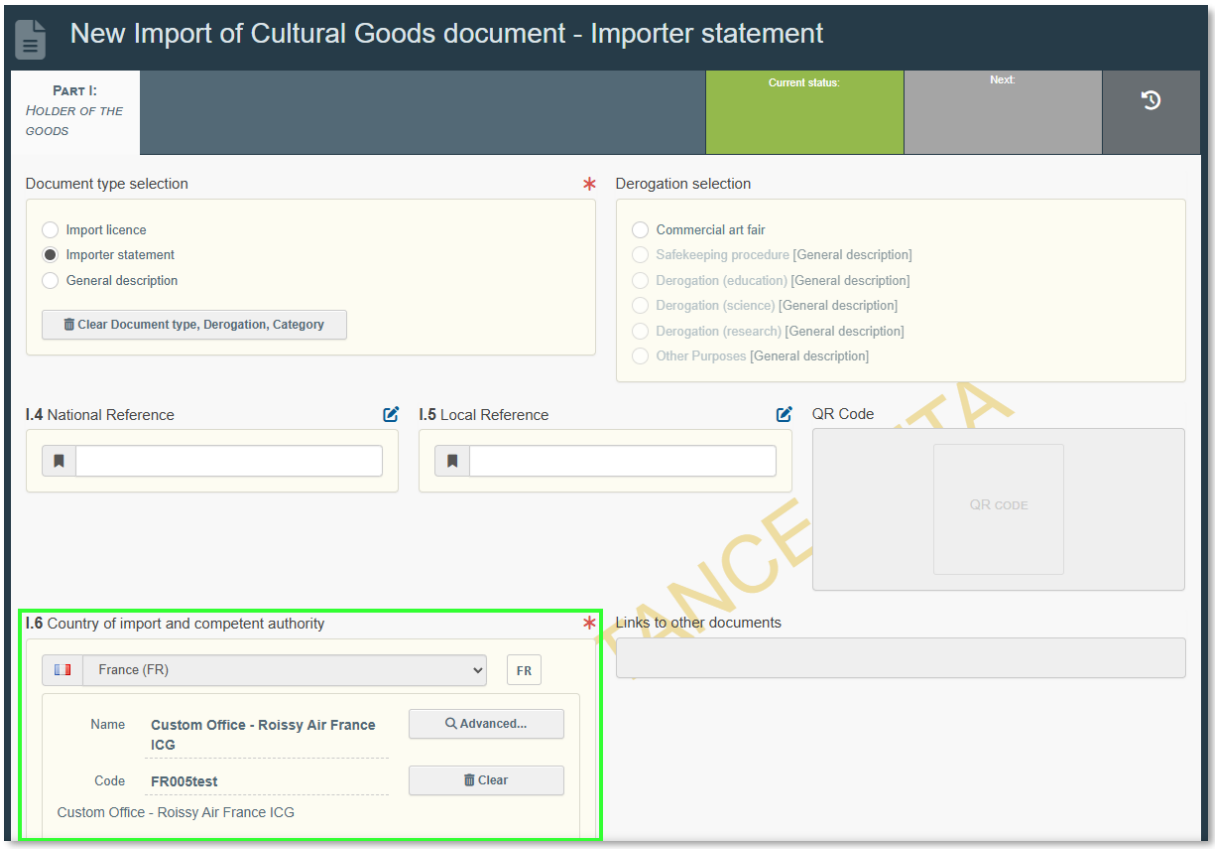


Next, use the **Advanced** button to **select the country of import and the competent authority (I.6)**.



Then **search** for the competent customs office by name, address or city. You can also use the **advanced search** function. In this section, you must select the Member State of import, i.e. the Member State where the cultural good is to be imported for the first time and select the appropriate Customs Office in that Member State of import. Once found, click **Select**.

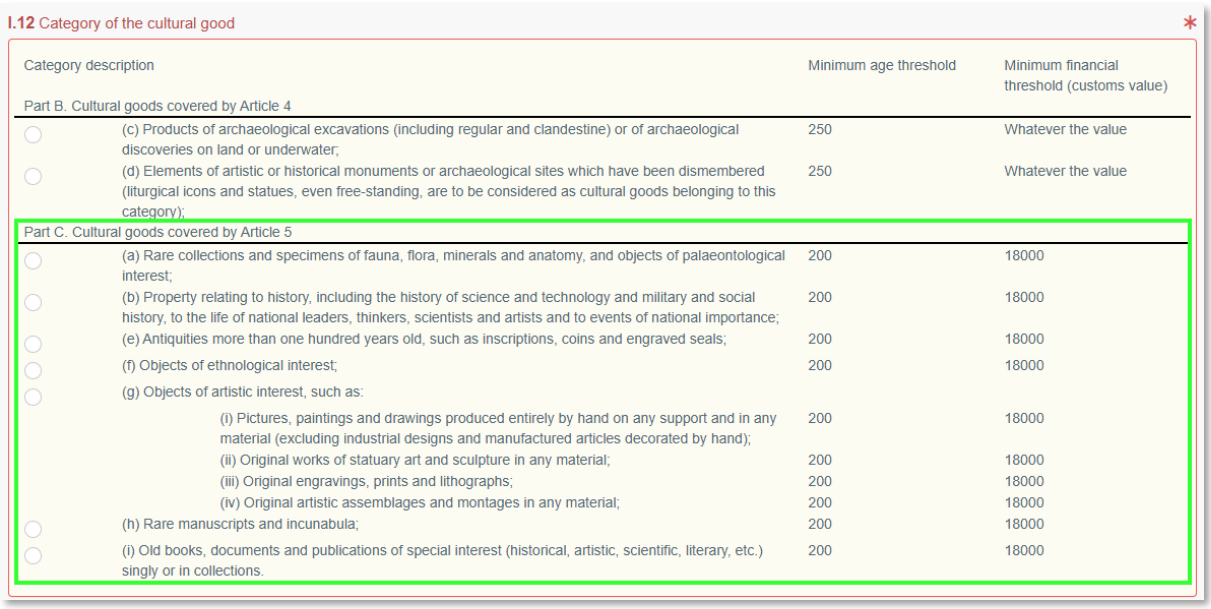




Next, you will find a **derogation selection**, however, this section of the manual is dedicated to the regular ICG importer statement, i.e. **not in the context of a derogation for a commercial art fair**, therefore we will **skip this part** and **leave this box empty**. If you want to learn how to complete an ICG importer statement in the context of a derogation for a commercial art fair, go to Section III Part C of this manual.



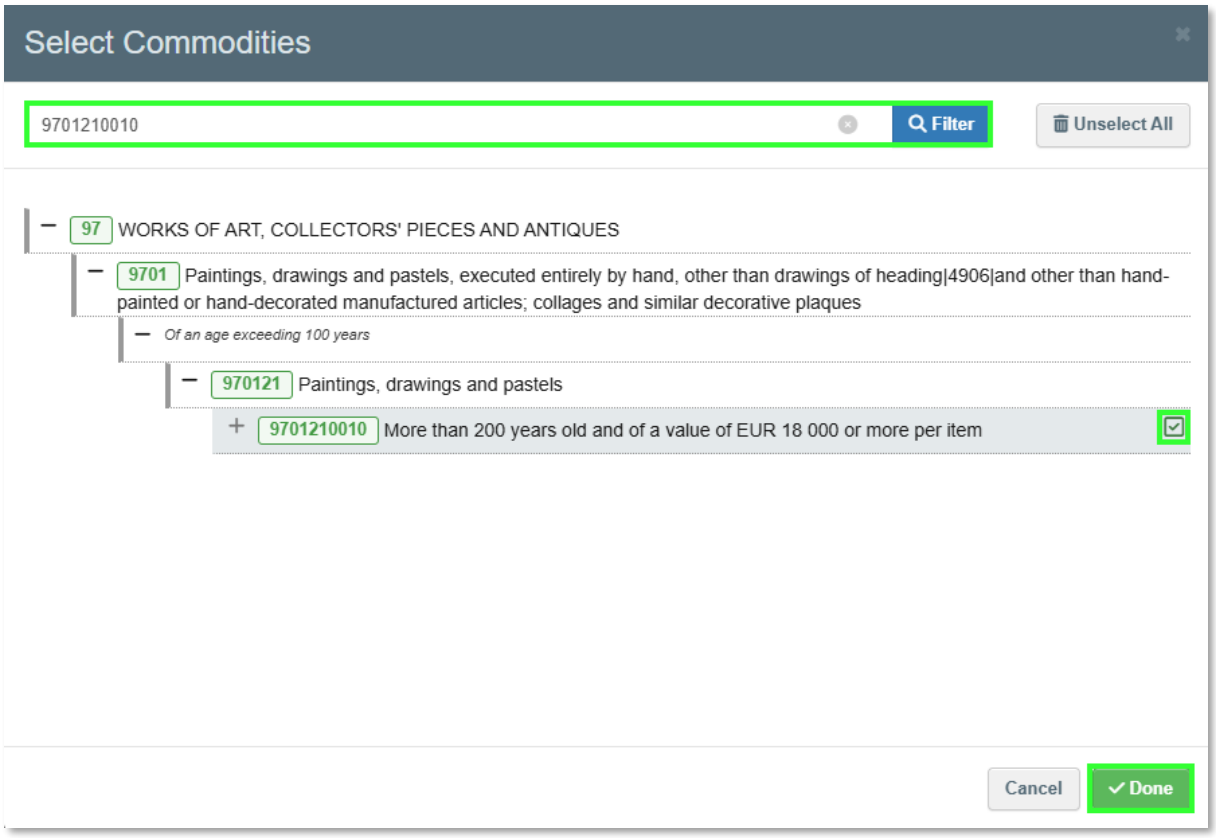
Select one of the **category descriptions (I.12)** from **Part C** of the Annex to Regulation (EU) 2019/880.

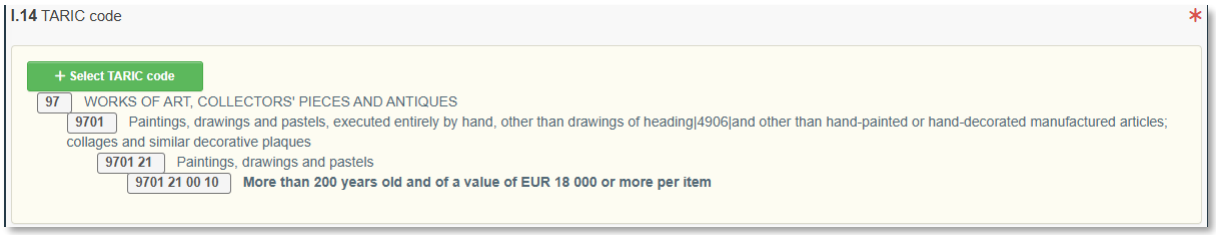


Next, indicate the appropriate 10-digit **TARIC classification code (I.14)** for the imported cultural good. It should be the same classification code as the one indicated in your customs declaration.

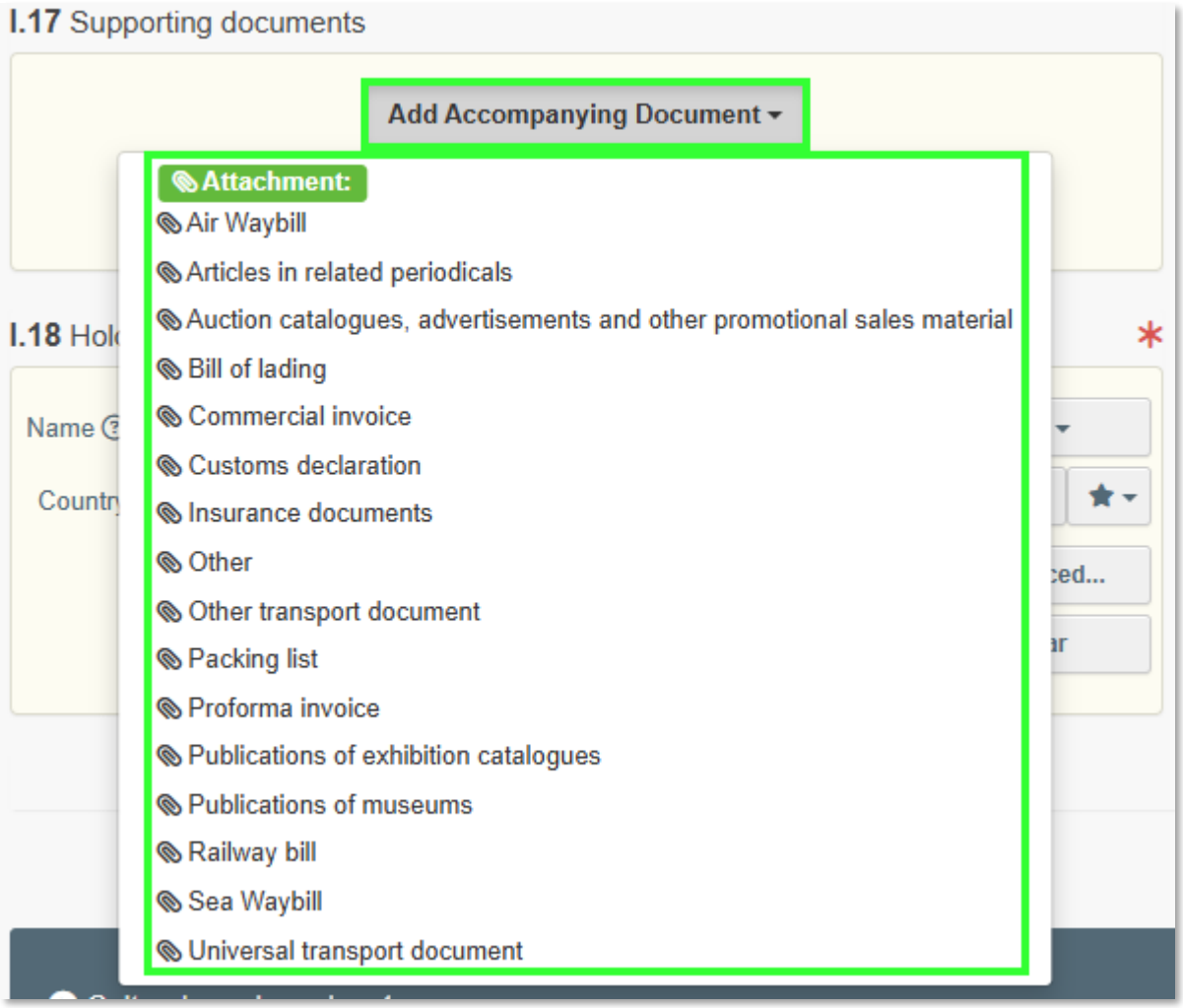


You can **filter** by keyword, section or simply enter the **TARIC code** if you already know it. Make sure to select it using checkbox on the right as shown below. Then click on **Done**.

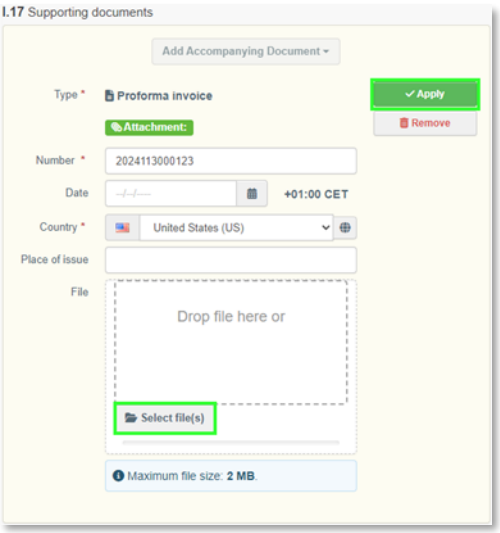


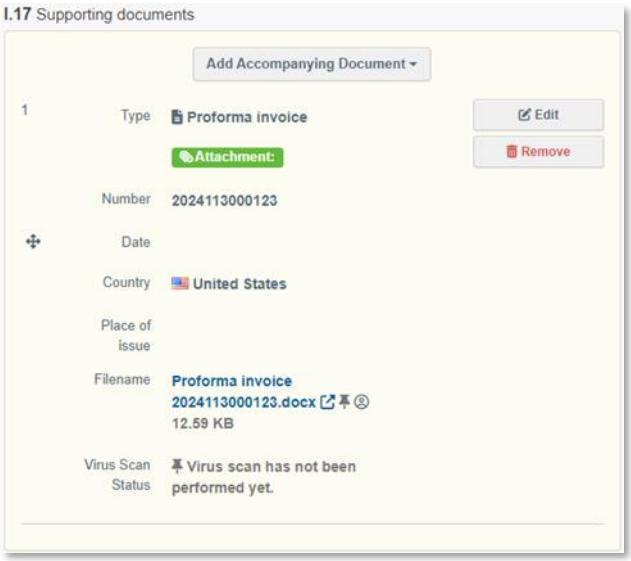


Next is the **Supporting Documents (I.17)** section, which allows you to attach documents to your ICG importer statement. The importer must have any necessary supporting documents as evidence of legal export at their disposal, but they do not need to upload them to the system. These documents should instead be made available to customs, if they request to see them. Nevertheless, we will explain how to upload documents to your ICG importer statement in case you need to use this function in the future. If you need to upload more than one document, you will need to add them individually. Click on **Add Accompanying Document** and then select one of the supporting document types listed below. If your document does not match any of the listed types, you can choose the 'Other' option and enter the document name in the document number field.



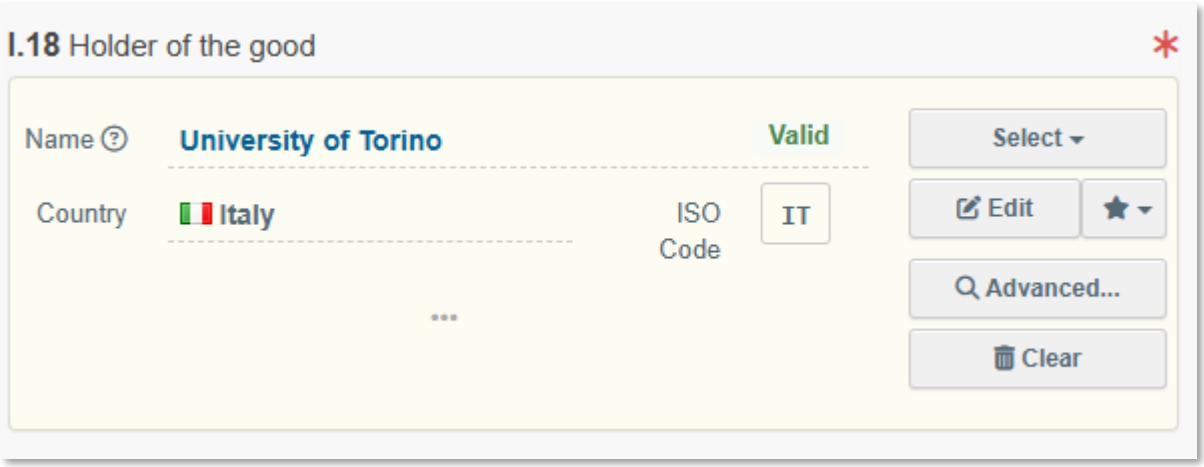
Fill in the mandatory fields according to the document you want to upload, then click **Select file** to browse for the document. Once the document has been uploaded, click **Apply** to add it to your importer statement.





Next, the **Holder of the good (I.18)** is automatically filled in based on the account you're logged into, but you can **Edit** it if necessary.

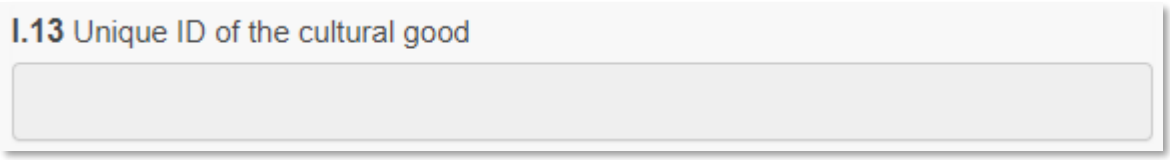
> **Note:** 'Holder of the goods' means the person who is the owner of the goods or who has a similar right of disposal over them or who has physical control of them.



Next section is about the cultural good you plan to import. From the drop-down list, select the **country of interest (I.11)**. Then, from the two options listed below, select the appropriate **checkbox** (a or b).



Please note that the **unique ID of the cultural good** remains empty. It will be assigned by the ICG system when the ICG importer statement is submitted.



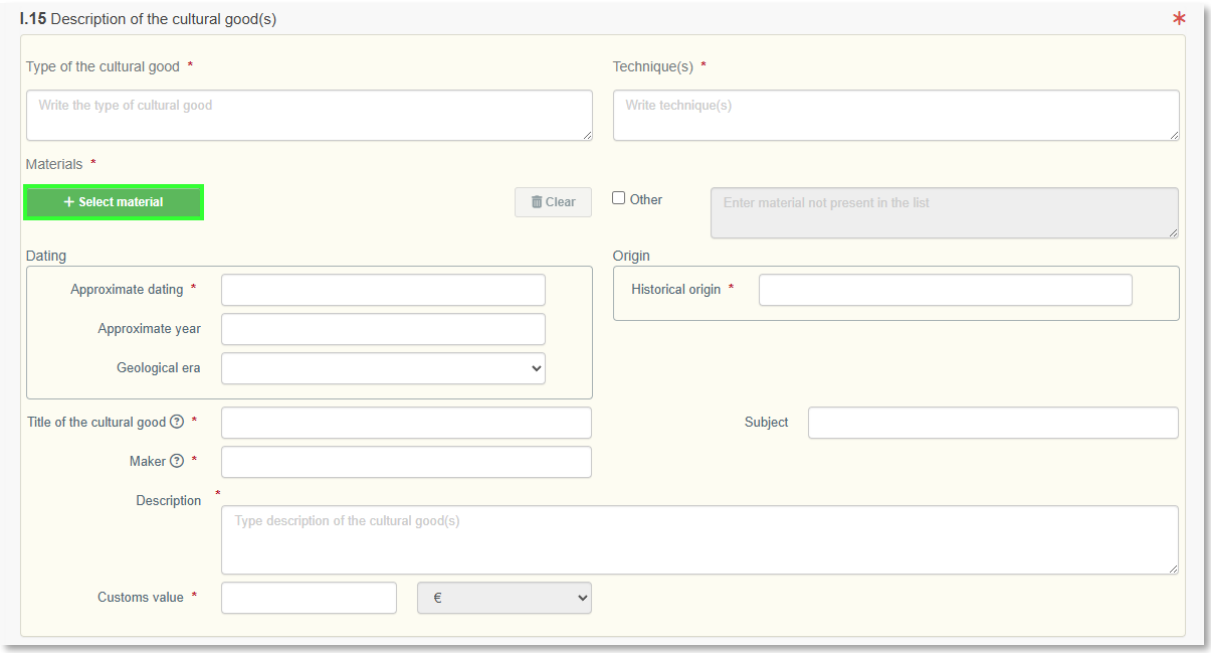
Continue **describing the cultural good (I.15)** and indicate the following information about the cultural good in this section:

- Type of cultural good: indicate the type, e.g. sculpture, painting, book, etc.
- Materials: indicate what materials have been used to make the cultural good.
- Technique(s): indicate the technique(s) used to make the cultural good.
- Title of the cultural good: indicate the title or name by which the cultural good is known (if known).
- Subject: indicate the subject/genre/theme of the cultural good.
- Dating: Where no precise date is known for the categories listed in Part B of the Annex to Regulation (EU) 2019/880, indicate the century and part of the century (first quarter, first half) or millennium.

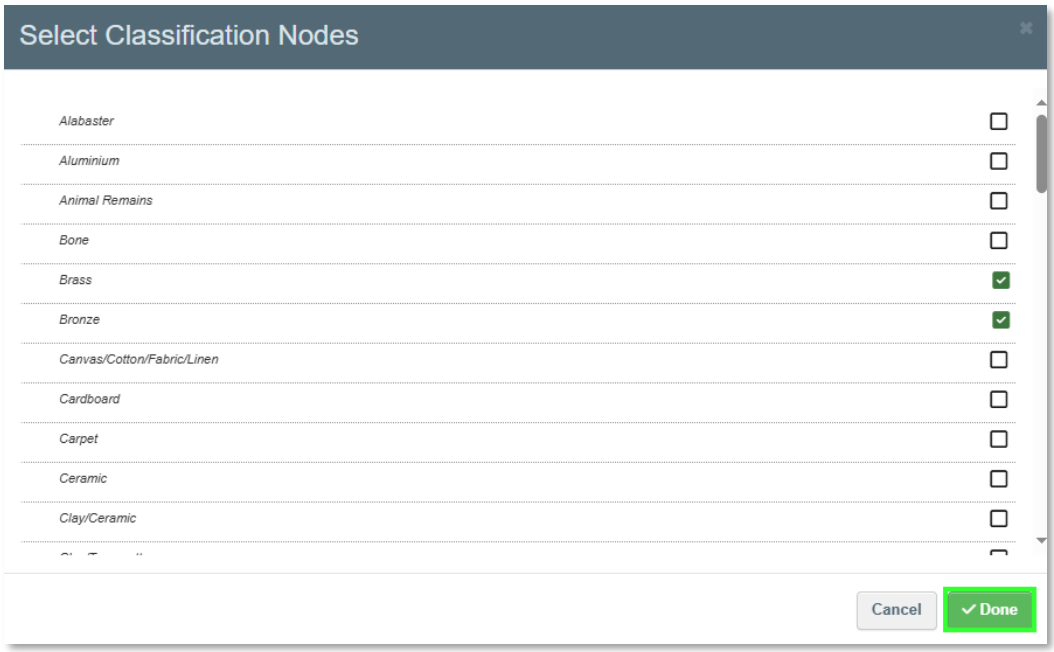
- In the case of sets (archives and libraries), indicate earliest and latest dates.
- In the case of cultural goods of paleontological interest, indicate the geological era (if known).

- Maker: indicate the maker of the cultural good. If the maker is not known indicate 'Unknown'.
- Origin: indicate the historical origin of the cultural good, e.g. for a Mesopotamian statue one could mark 'Babylon, Achaemenid Empire'
- Description: a description of the cultural good, including any additional information.
- Customs value: for import licences and importer statements, indicate the value of the cultural good for customs purposes.

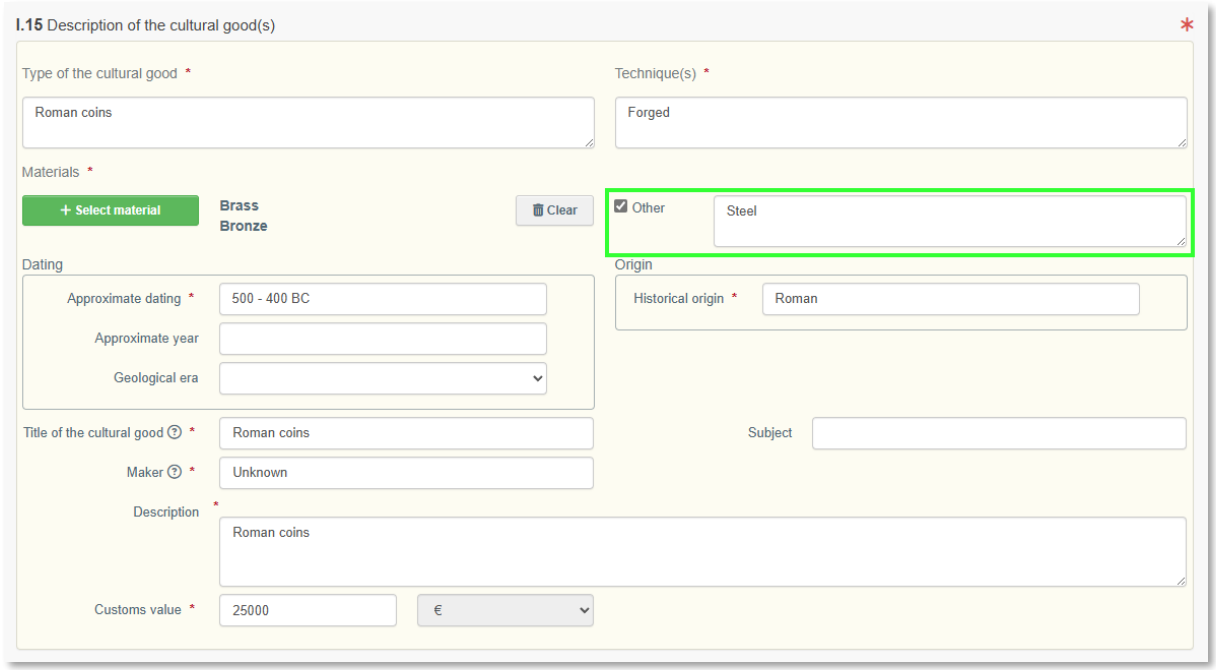
Click on **Select material** to choose at least one from the pop-up list then select **done.**



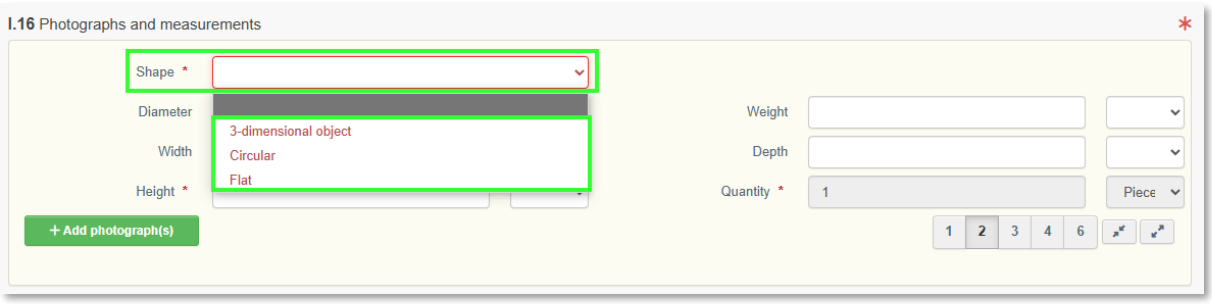
Note: you can select more than one material of your good.



If the material of the cultural good is not on the list, you can also select **Other** and type it in.



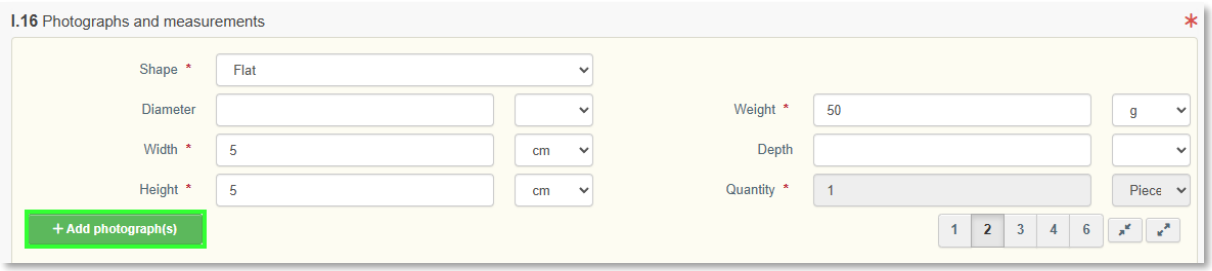
In the next step, you will need to enter the **measurements** of the cultural good, specify the quantity and upload **good quality photographs (I.16)**. For all cultural goods – except coins listed under Part C, point (e) of the Annex ("Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals") – the quantity should always be entered as '1'. To begin adding photographs, first **select** the **shape** of the cultural good.



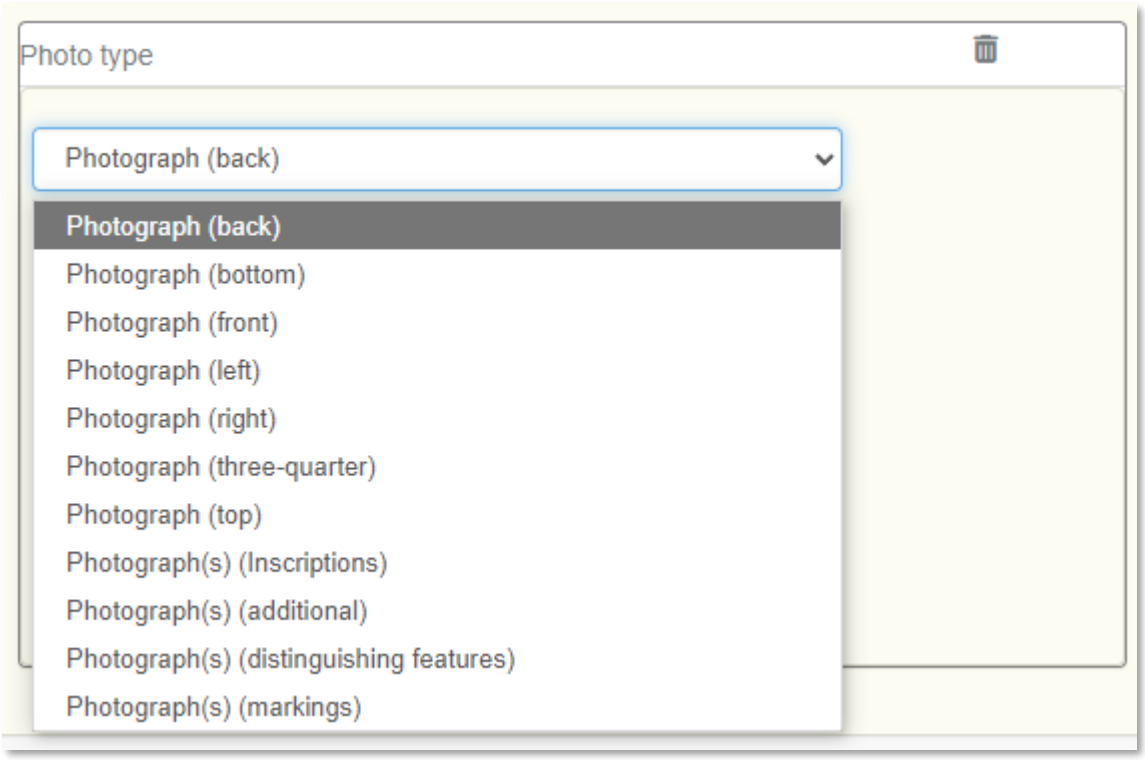
Depending on the chosen shape, you will need to privde the following photographs:

- Front,
- Back,
- Three-quarter, where appropriate (3-dimensional objects only),
- Left side, where appropriate (3-dimensional objects only),
- Right side, where appropriate (3-dimensional objects only),
- Top, where appropriate (3-dimensional objects only),
- Bottom, where appropriate (3-dimensional objects only).

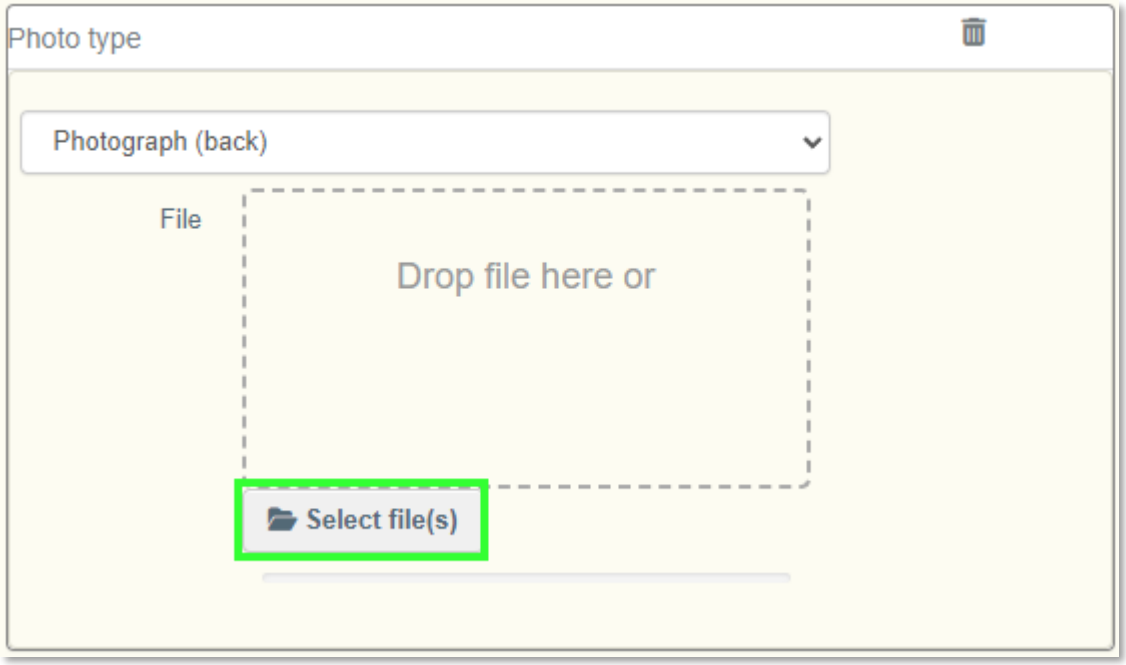
Once you have selected the shape and indicated the weight and measurements of the cultural good, click on **Add photographs** to upload the required photos.

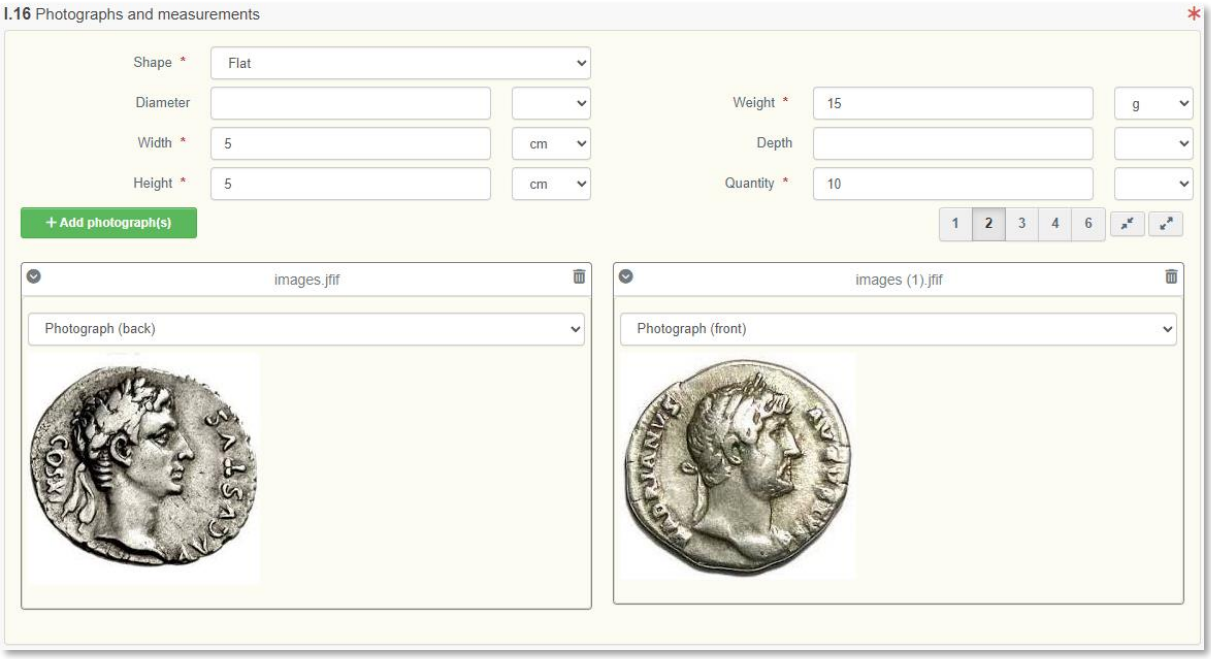


Select the **type of photo** you want to upload from the list.



Then click **Select file** to browse for a photo on your device.

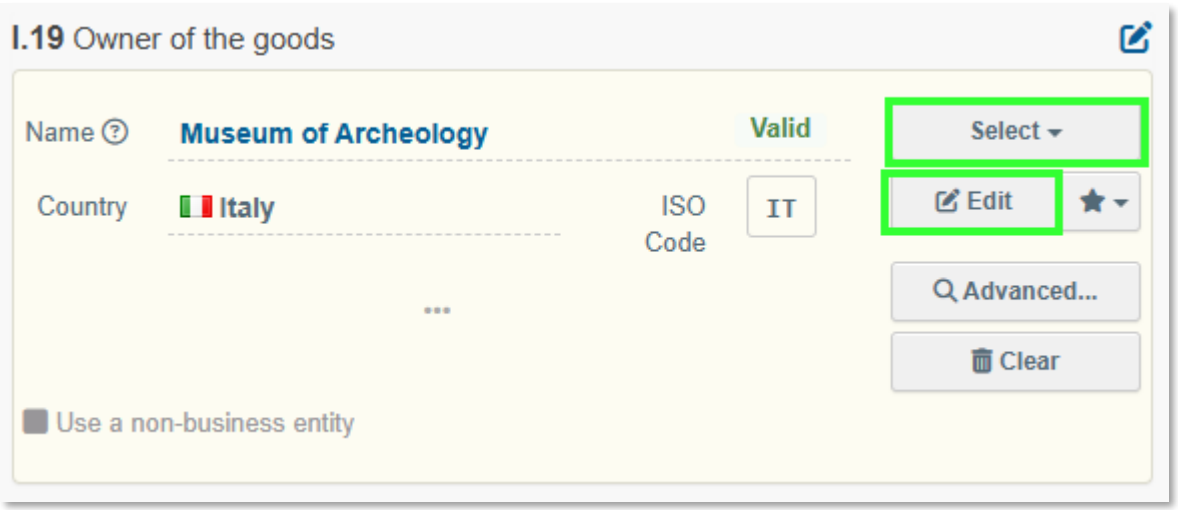




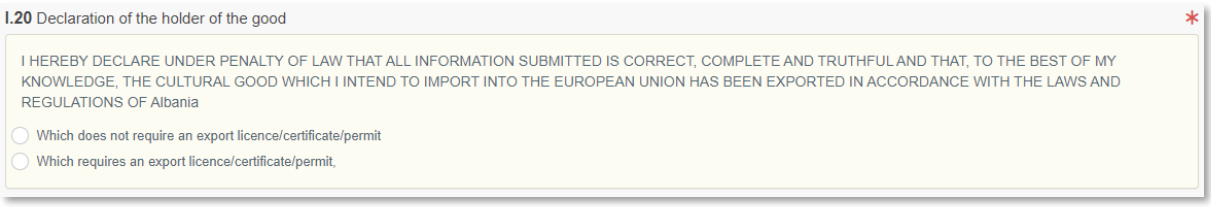
Note:

- For cultural goods presenting distinguishing features, provide a photograph of the distinguishing feature and a textual description.
- For cultural goods presenting marks, provide a photograph and textual description of the mark.
- For cultural goods presenting inscriptions, provide a photograph of the inscription, and the text of the inscription in its original language and, a translation, if possible.

Once you have uploaded the required photos, continue by **selecting** the **owner of the goods (I.19)**. You can also modify it using the **edit** button.



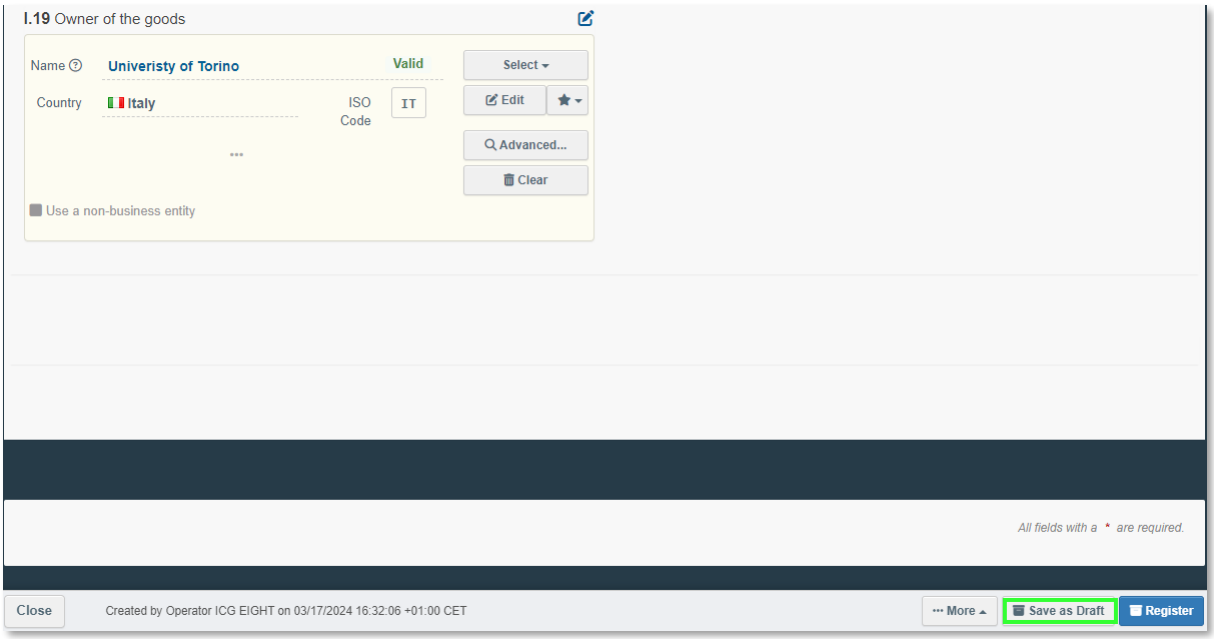
The last part of the ICG importer statement contains the **importer's declaration (I.20)**. Make sure you select the correct option from the two options below.



Congratulations! Your ICG importer statement is now complete.

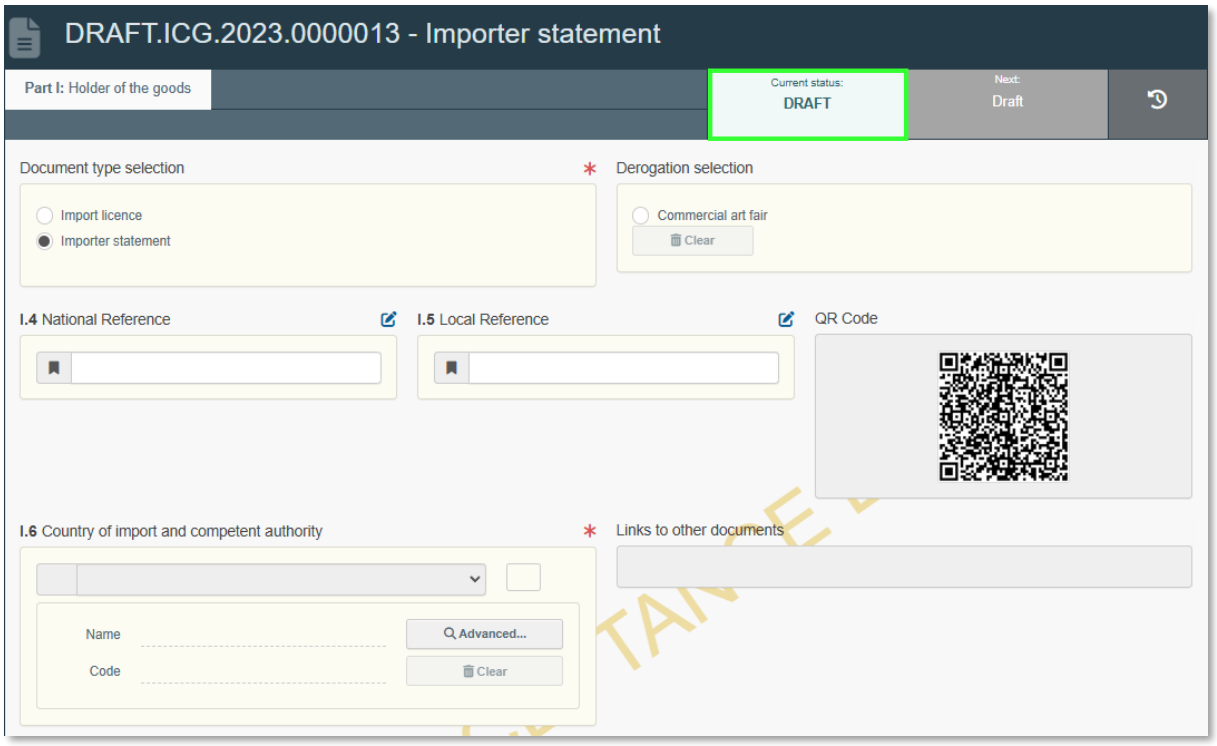
3) Saving an ICG Importer Statement as a Draft

To save an ICG importer statement as a draft, simply click on **Save as Draft** in the bottom right-hand corner.



The document should change its status to **Draft** and will be assigned a draft document number.

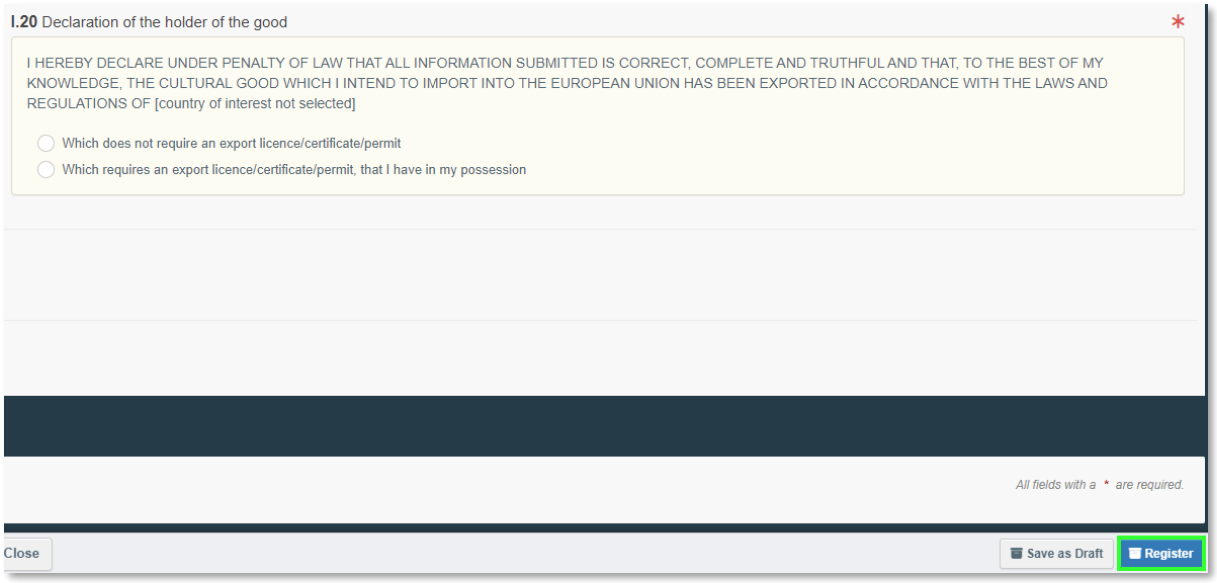
> **Note:** Saving the design document number makes it easier to find the design in the ICG system in the future.



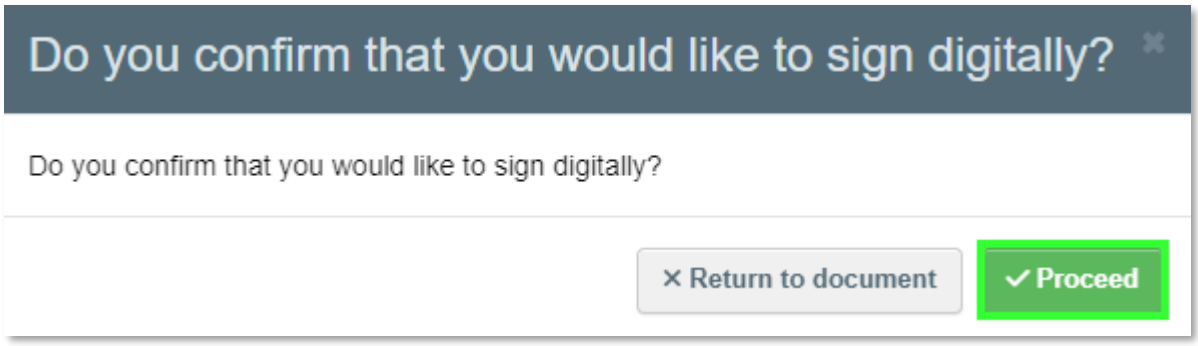
Use the document search function explained above to find the draft document in the future.

4) Registering an ICG Importer Statement

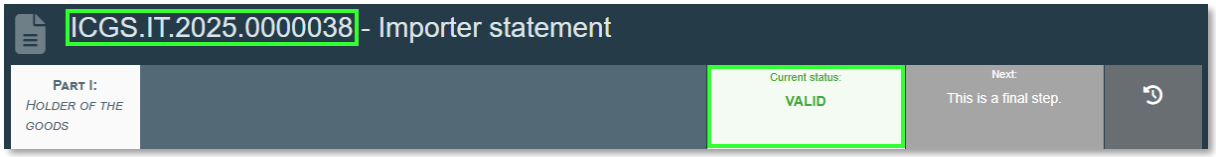
To register an ICG importer statement, you must first ensure that you have **completed all mandatory fields**. Then, click on r**egister** in the lower-right corner.



A confirmation window will appear asking you to confirm that you want to digitally sign the ICGS using an electronic signature. Select **proceed** to continue.



The ICGS should change its status to **valid** and will be assigned a new document number.



Congratulations! Your ICG importer statement is now registered.

5) Following an ICG Importer Statement After Registration

To track an ICGS after submission, open it and check its current status at the top.



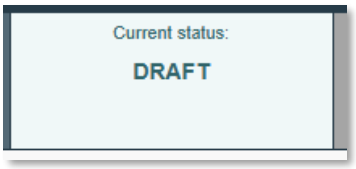
As stated in the introduction to this section, an ICG importer statement may have one of the following current statuses: draft, deleted, valid or replaced.

c) ICG Importer Statement for a Commercial Art Fair – Basic Workflow

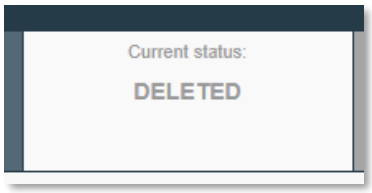
1) Basic Information

Cultural goods imported for sale at a commercial art fair and belonging to the categories in Part B of the Annex of Regulation (EU) 880/2019 do not immediately require an import licence. Instead, an importer statement with an art fair derogation can be drawn up and submitted in the ICG system. This section provides detailed instructions on how to accurately draw up such an importer statement for the temporary admission of cultural goods. However, if the cultural goods are to remain in the European Union after the end of the commercial art fair an import licence will then be required. An ICGS for a commercial art fair may have one of the following current statuses: draft, deleted, valid or replaced.

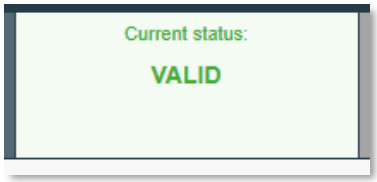
- **Draft:** The ICGS was saved as a draft using the 'Save as draft' function. It has not yet been made visible or submitted to a competent authority.



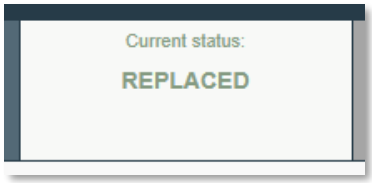
- **Deleted:** The user has marked the ICGS as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.



- **Valid:** The ICGS has been successfully registered and is now available for reference in the system during customs procedures under temporary admission. See the ‘Registering an ICGS’ workflow.

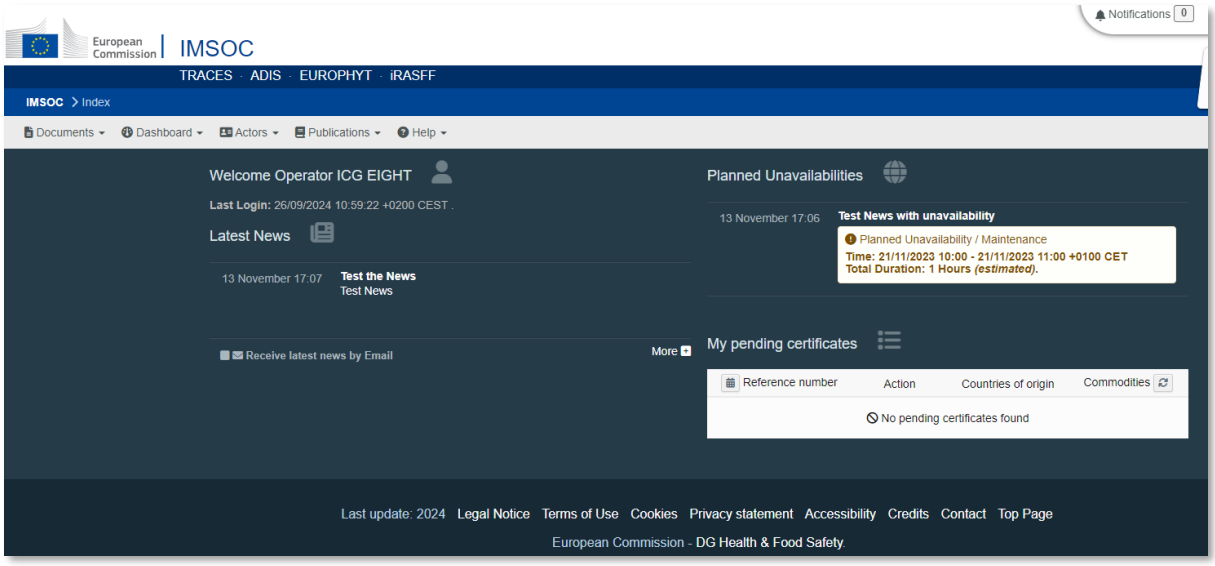


- **Replaced:** The ICGS has been replaced by a related import licence and can no longer be used. See the 'Replacing ICGS' workflow.

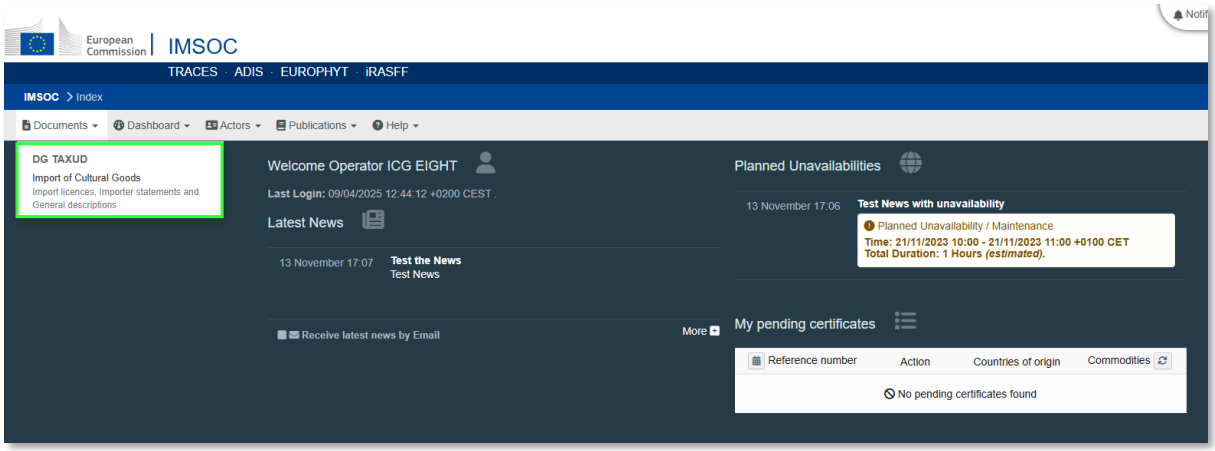


2) Creating an ICG Importer Statement for a Commercial Art Fair

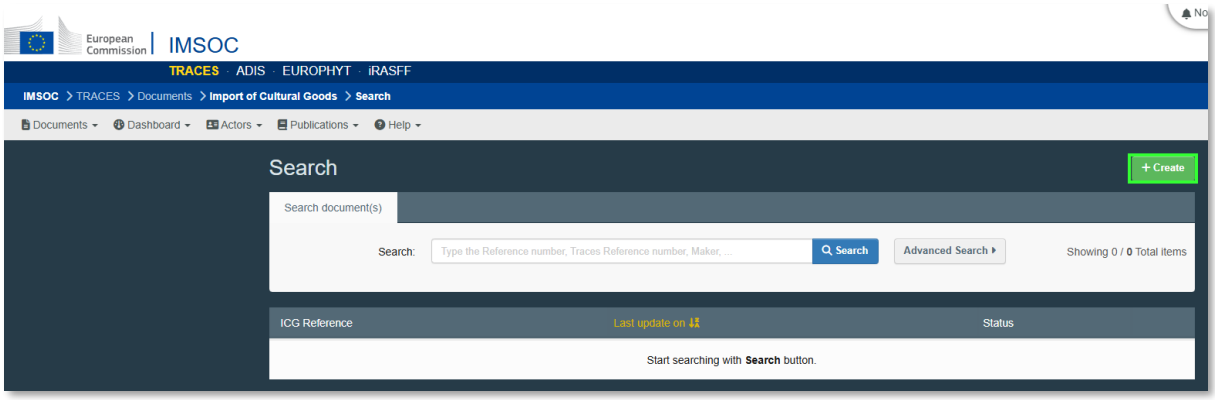
To begin drafting a new ICG importer statement for a commercial art fair, you will need to log in to your account on the TRACES platform.



Then, click on **Documents ➔ Import of Cultural Goods**.

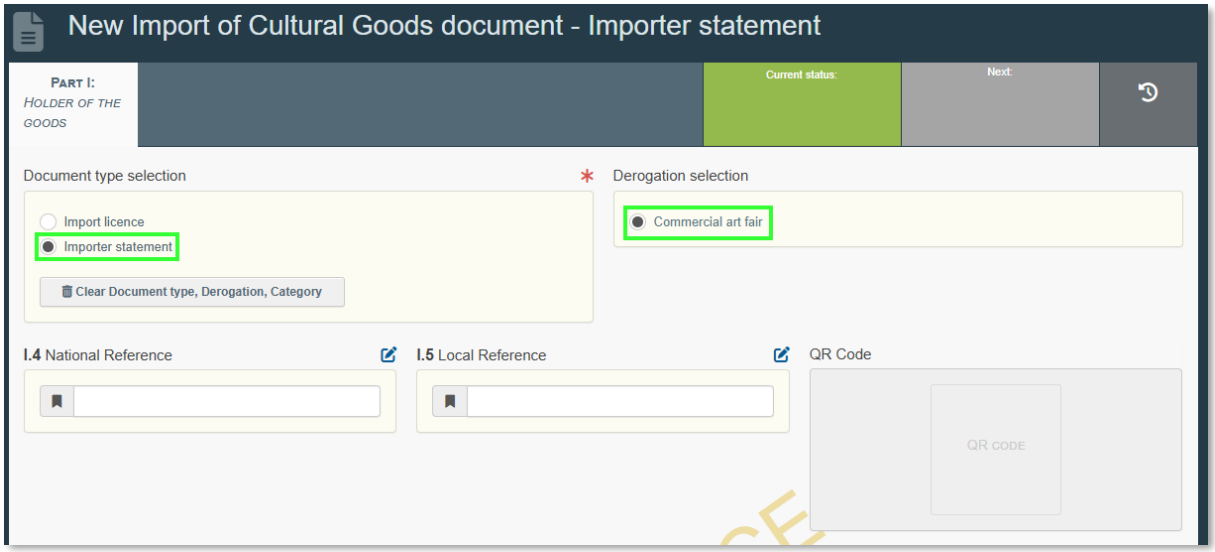


On the next page, select the **Create** button to create a new ICG document.

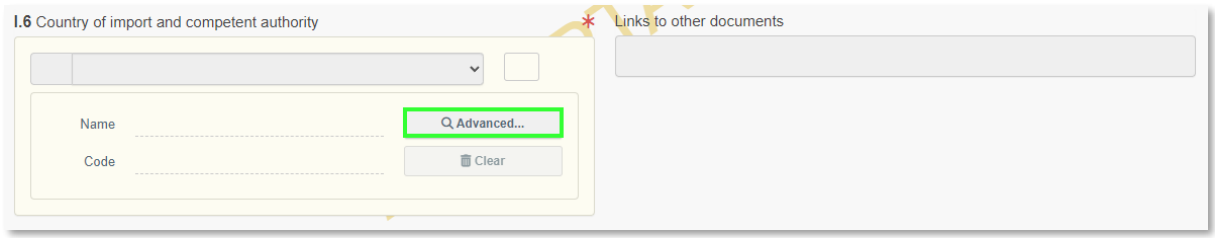


For the **document type selection**, select **Importer statement** and for the **derogation selection**, select **commercial art fair**.

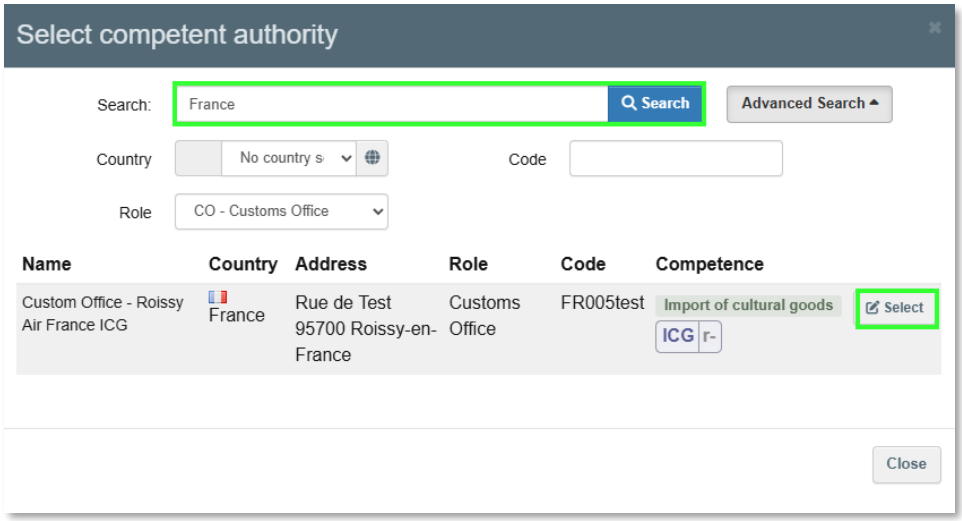
> **Note:** All fields marked with a red asterisk (*) are required to submit the selected document type.

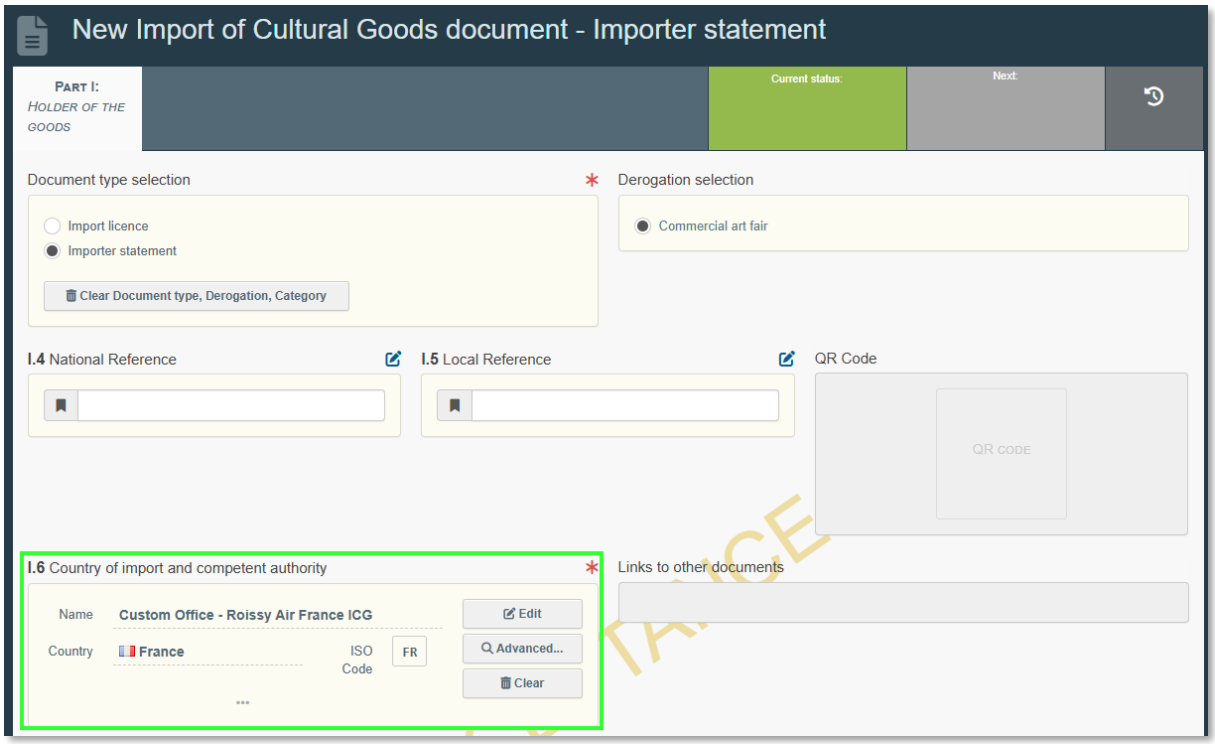


Next, use the **Advanced** button to **select the country of import and the competent authority (I.6)**.



Then **search** for the competent customs office by name, address or city. You can also use the **advanced search** function. In this section, you must select the Member State of import, i.e. the Member State where the cultural good is to be imported for the first time and select the appropriate Customs Office in that Member State of import. Once found, click **Select**.

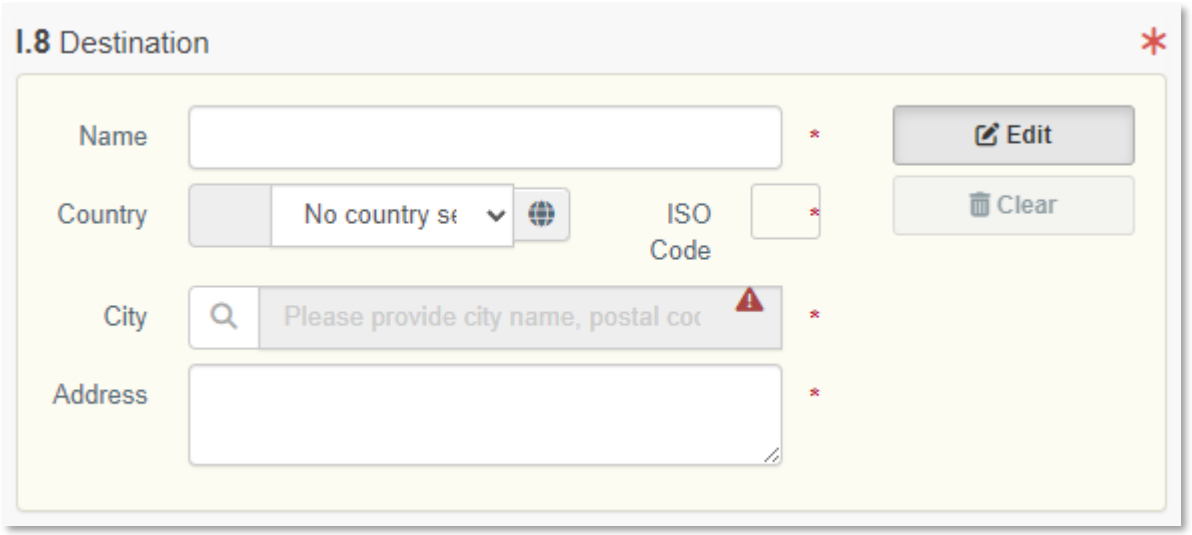




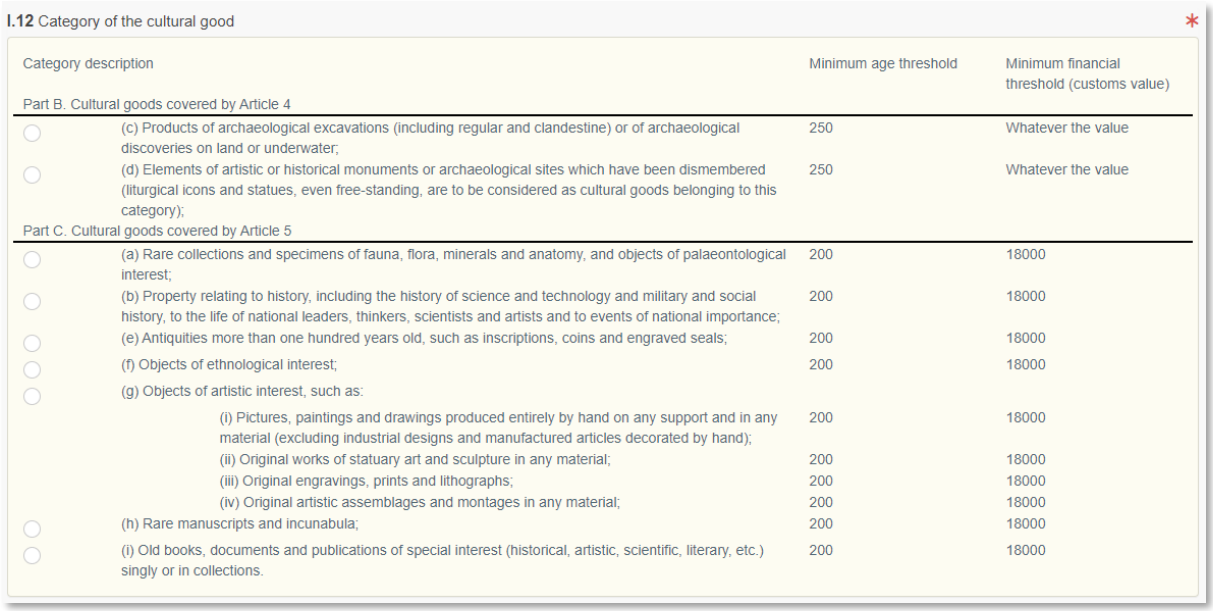
Next, you will find a **derogation selection (I.7)** which must be **selected**, otherwise the ICG system will not allow the current document to be registered.



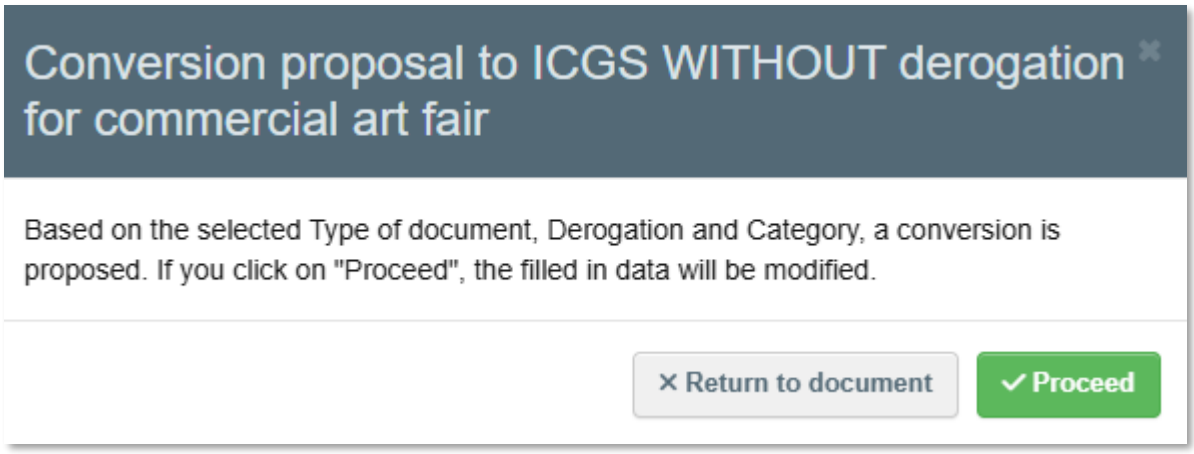
Continuing, you will find a section for the **destination (I.8)**, where you will have to fill in the full address of the **import destination**. Select the Member State where the cultural goods are to be temporarily admitted when the derogation is applied. Indicate the name of the art fair and the address of the art fair venue.



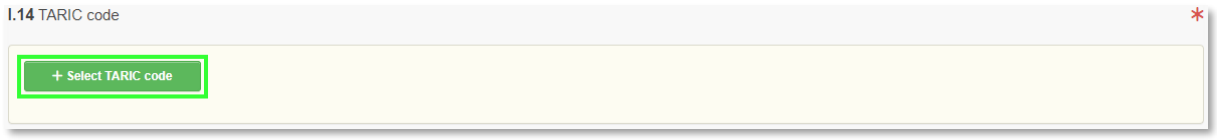
Next, select one of the **category descriptions (I.12)** from Part B.



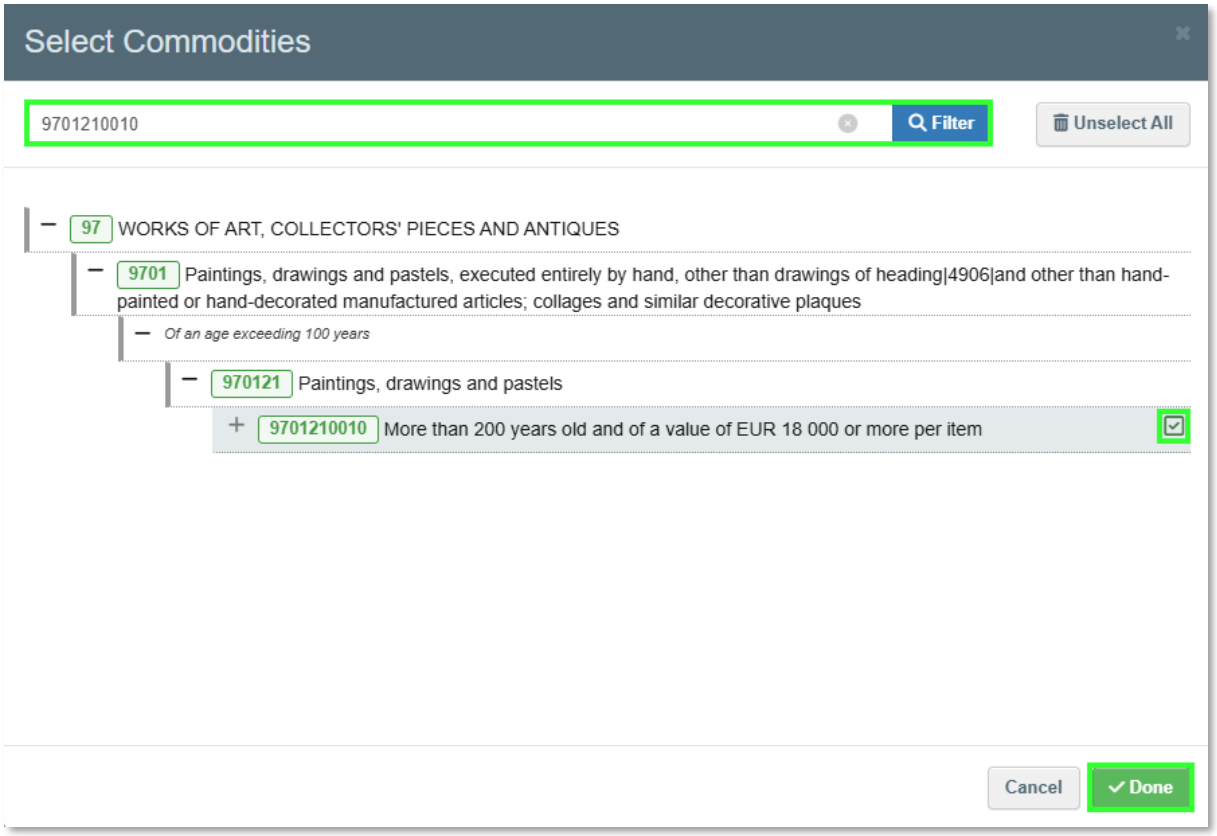
If you accidentally choose a category description from Part C, a pop-up **warning message** will appear, informing you that the ICG importer statement may be converted without a derogation for a commercial art fair, as shown below. Clicking Proceed will convert this draft ICG importer statement with a commercial art fair derogation into a regular ICG importer statement. ICGS without the derogation was explained in the previous section. In this scenario we are going to proceed with a commercial art fair derogation, so select **Return to document**.

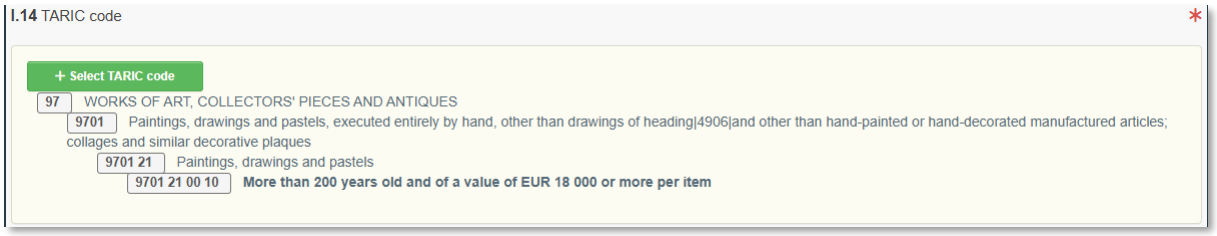


Next, indicate the appropriate 10-digit **TARIC classification code (I.14)** for the imported cultural good. It should be the same classification tariff/commodity code that is indicated in your customs declaration.

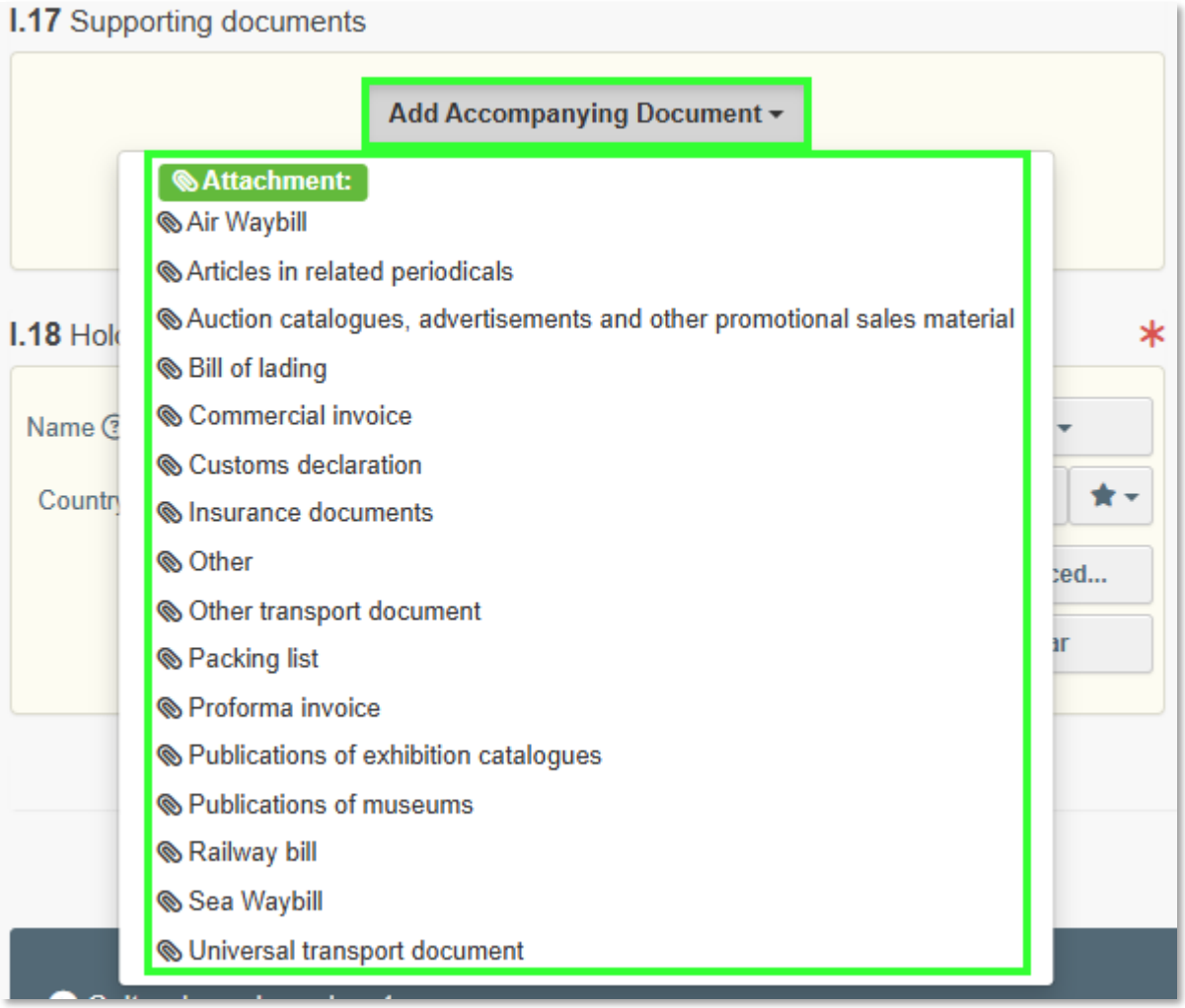


You can **filter** by keyword, section or simply enter the **TARIC code** if you already know it. Make sure to select it using checkbox on the right as shown below. Then click on **Done**.

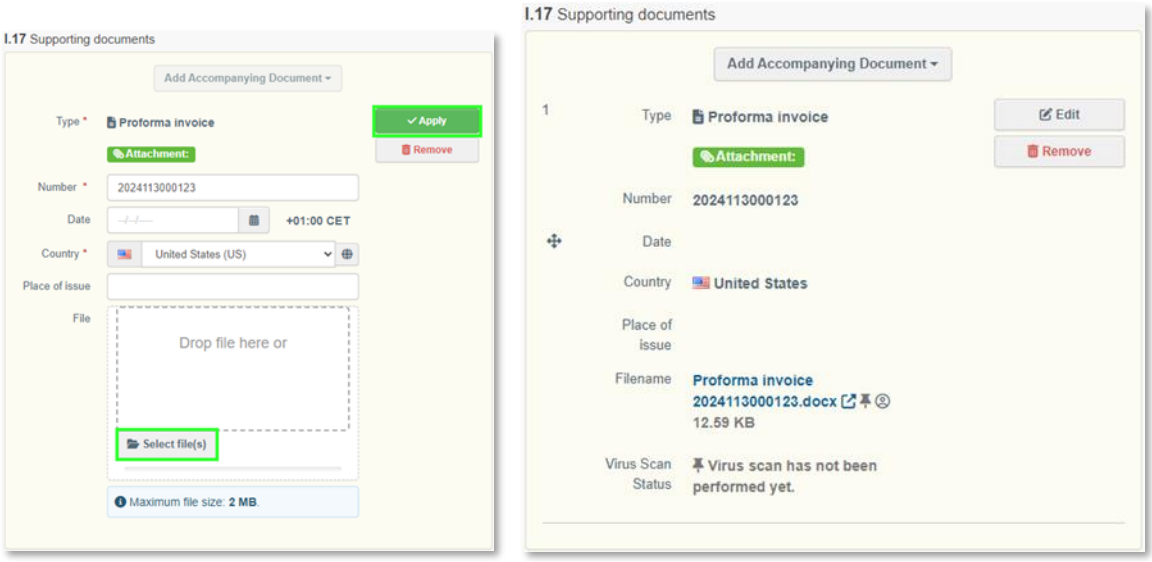




Next is the **Supporting Documents (I.17)** section, which allows you to attach documents to your ICG importer statement. The importer should have any supporting documents necessary to demonstrate legal export from the country of interest at their disposal, but they do not need to upload them to the system. These documents should instead be made available to customs, if they request to see them. Nevertheless, we will explain how to upload documents to your ICG importer statement in case you need to use this function in the future. If you need to upload more than one document, you will need to add them individually. Click on **Add Accompanying Document** and then select one of the supporting document types listed below. If your document does not match any of the listed types, you can choose the 'Other' option and enter the document name in the document number field.

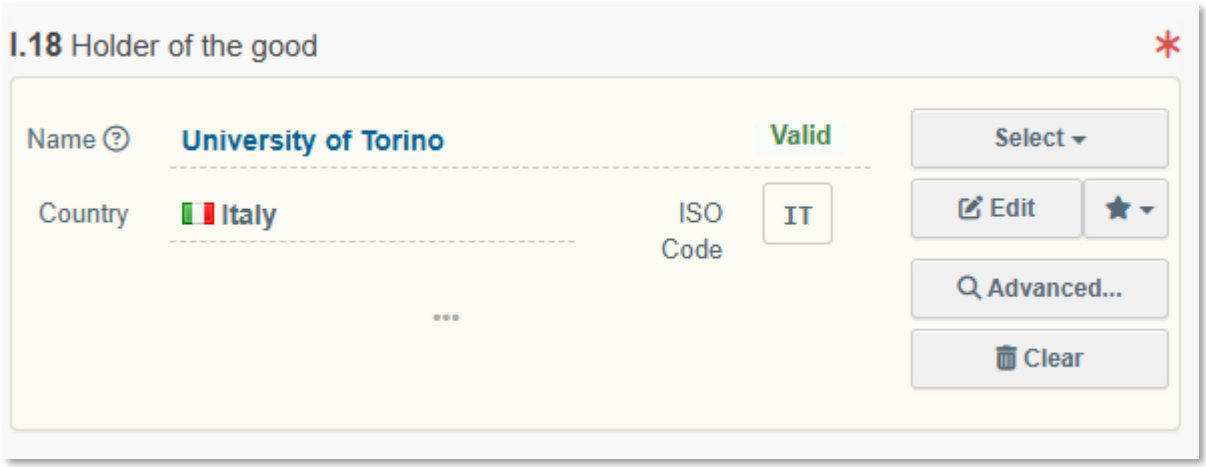


Fill in the mandatory fields according to the document you want to upload, then click **Select file** to browse for the document. Once the document has been uploaded, click **Apply** to add it to your importer statement.



Next, the **Holder of the good (I.18)** is automatically filled in based on the account you're logged into, but you can **Edit** it if necessary.

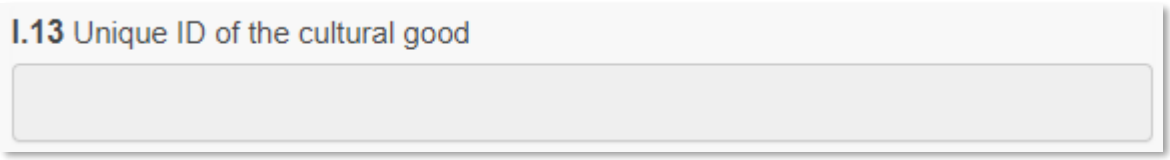
> **Note:** 'Holder of the goods' means the person who is the owner of the goods or who has a similar right of disposal over them or who has physical control of them.



Next section is about the cultural good you plan to import. From the drop-down list, select the **country of interest (I.11)**. Then, from the two options listed below, select the appropriate **checkbox** (a or b).



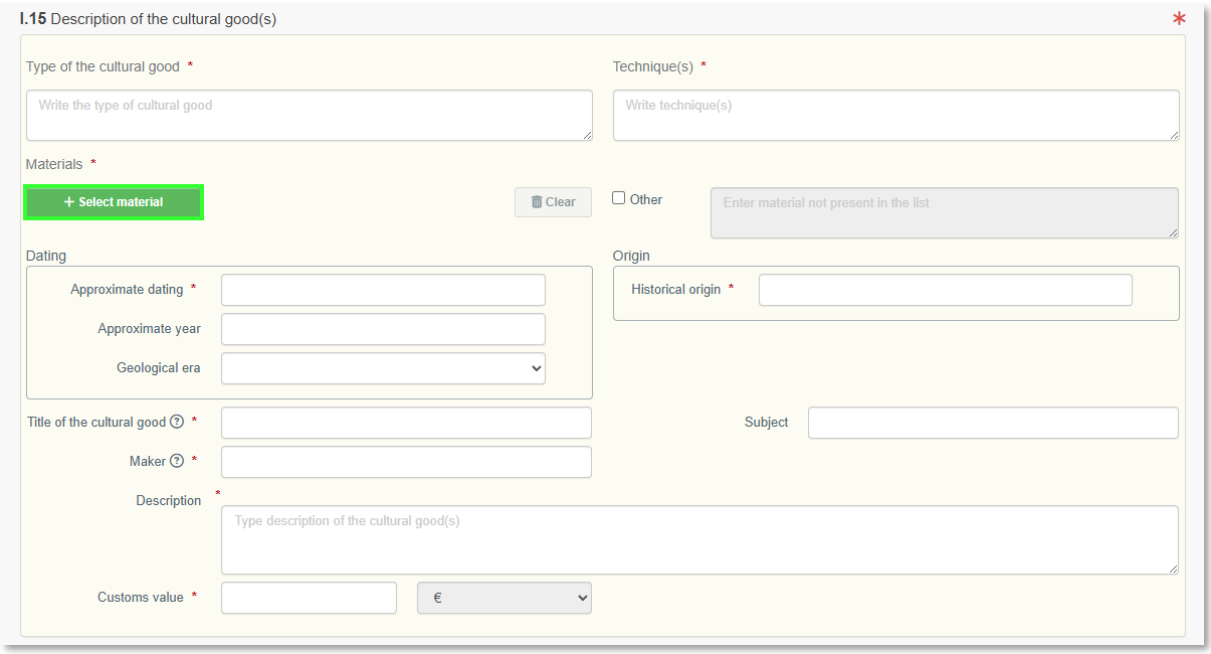
Please note that the **unique ID of the cultural good** remains empty. It will be assigned by the ICG system when the ICG importer statement is submitted.



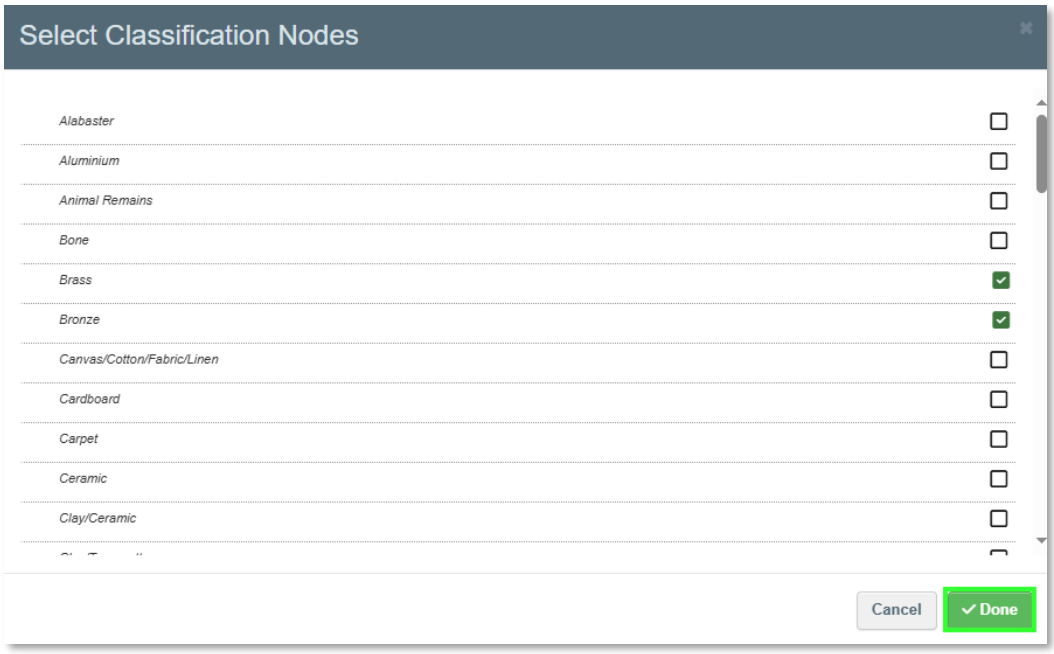
Continue **describing the cultural good (I.15)** and indicate the following information about the cultural good in this section:

- Type of cultural good: indicate the type, e.g. sculpture, painting, book, etc.
- Materials: indicate what materials have been used to make the cultural good.
- Technique(s): indicate the technique(s) used to make the cultural good.
- Title of the cultural good: indicate the title or name by which the cultural good is known (if known).
- Subject: indicate the subject/genre/theme of the cultural good.
- Dating: Where no precise date is known for the categories listed in Part B of the Annex to Regulation (EU) 2019/880, indicate the century and part of the century (first quarter, first half) or millennium.
    - In the case of sets (archives and libraries), indicate earliest and latest dates.
    - In the case of cultural goods of paleontological interest, indicate the geological era (if known).
- Maker: indicate the maker of the cultural good. If the maker is not known indicate 'Unknown'.
- Origin: indicate the historical origin of the cultural good, e.g. for a Mesopotamian statue one could mark 'Babylon, Achaemenid Empire'
- Description: a description of the cultural good, including any additional information.
- Customs value: for import licences and importer statements, indicate the value of the cultural good for customs purposes.

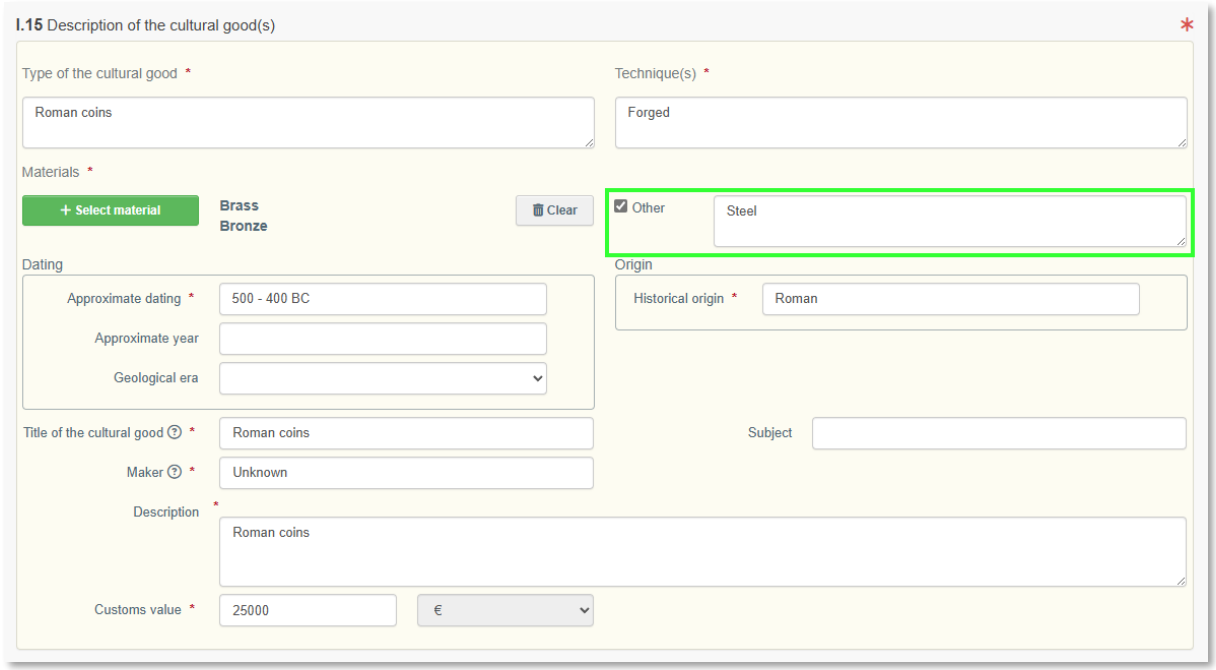
Click on **Select material** to choose at least one from the pop-up list then select **done.**



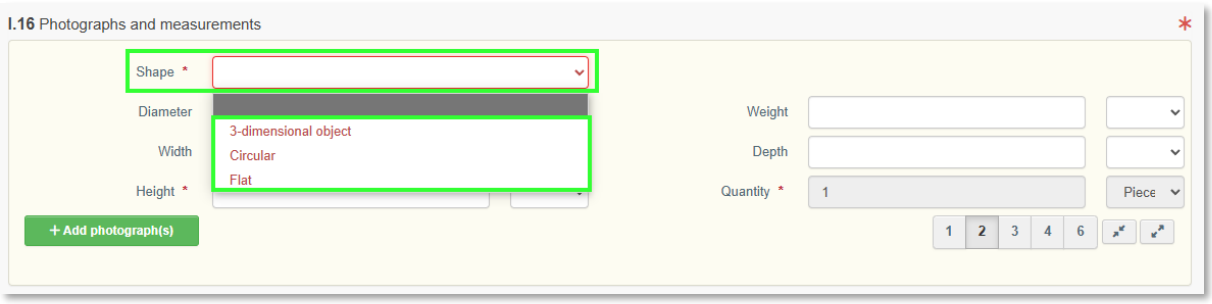
Note: you can select more than one material of your good.



If the material of the cultural good is not on the list, you can also select **Other** and type it in.



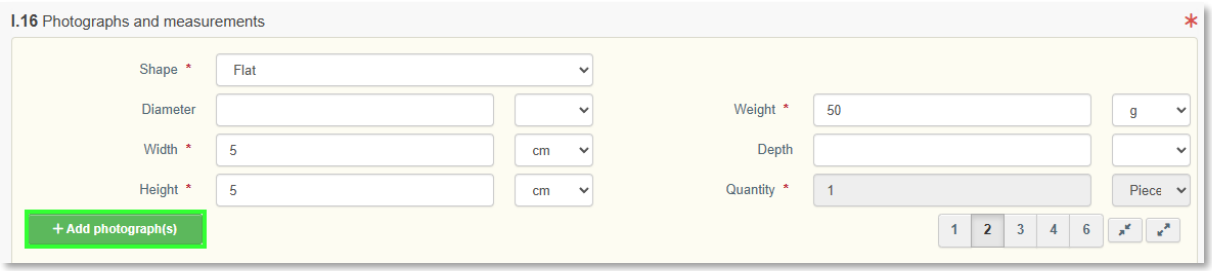
In the next step, you will need to enter the **measurements** of the cultural good and upload **good quality photographs (I.16)**. To begin adding photographs, first **select** the **shape** of the cultural good.



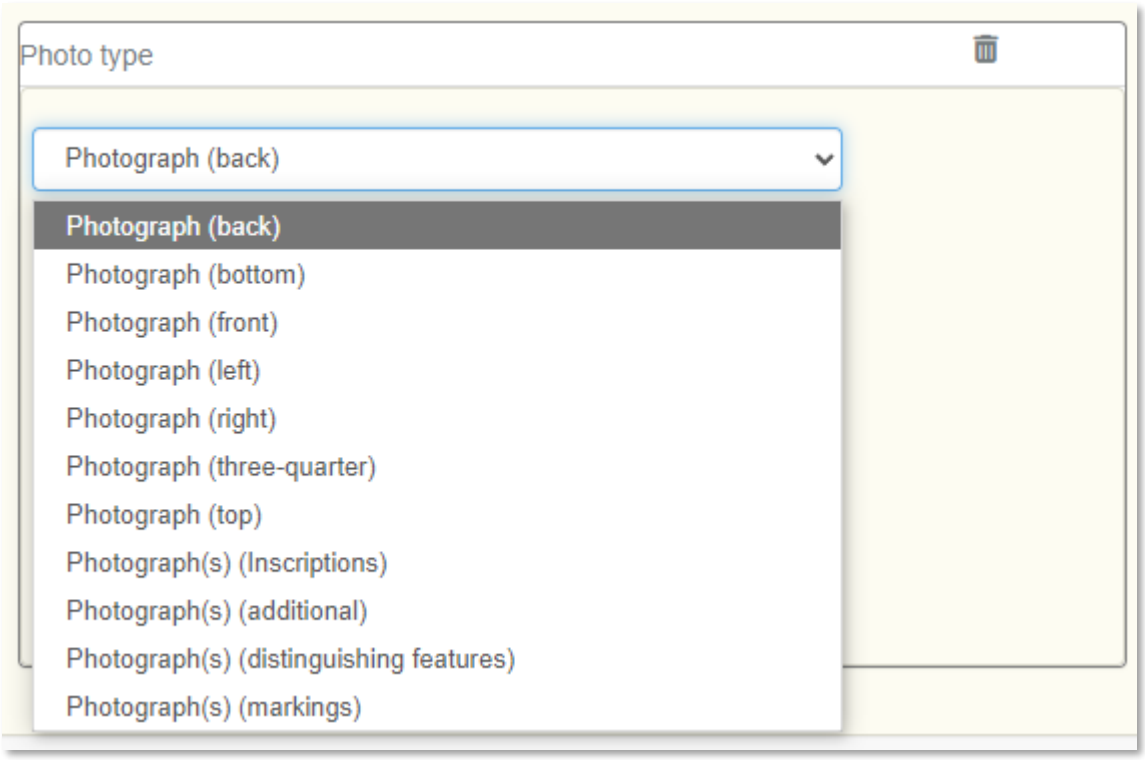
Depending on the chosen shape, you will need to privde the following photographs:

- Front,
- Back,
- Three-quarter, where appropriate (3-dimensional objects only),
- Left side, where appropriate (3-dimensional objects only),
- Right side, where appropriate (3-dimensional objects only),
- Top, where appropriate (3-dimensional objects only),
- Bottom, where appropriate (3-dimensional objects only).

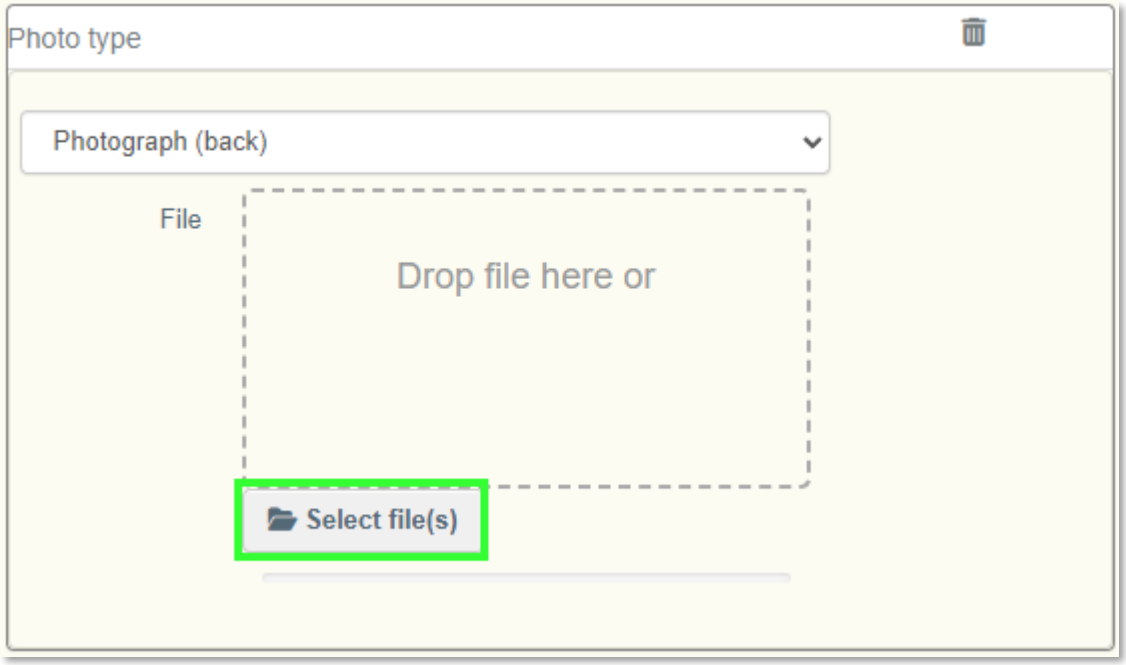
Once you have selected the shape and indicated the weight and measurements of the cultural good, click on **Add photographs** to upload the required photos.

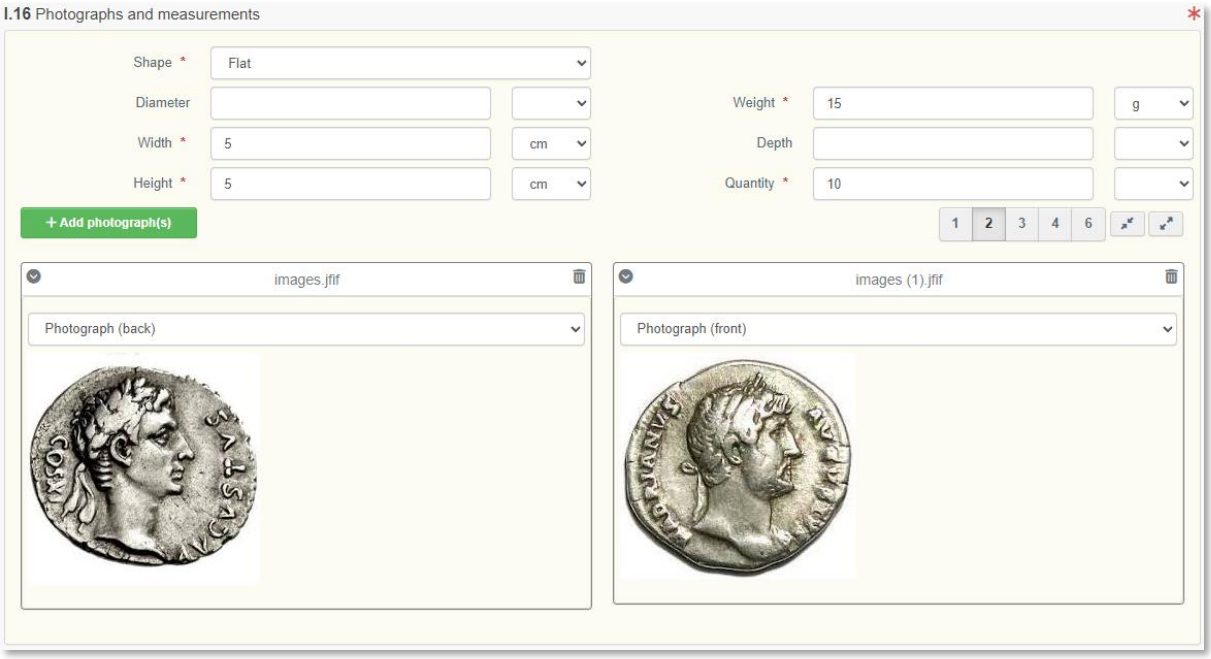


Select the **type of photo** you want to upload from the list.



Then click **Select file** to browse for a photo on your device.

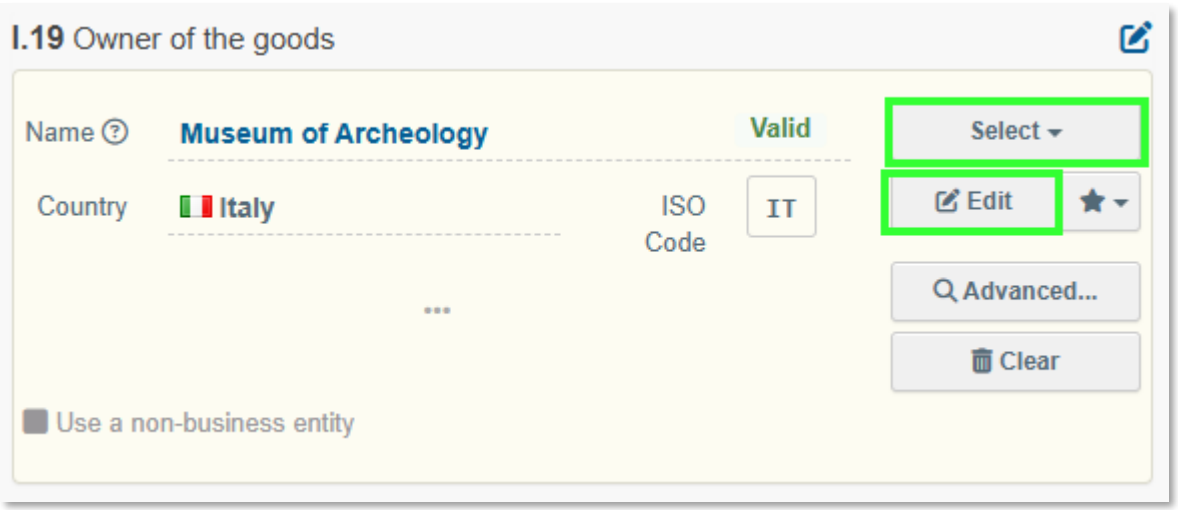




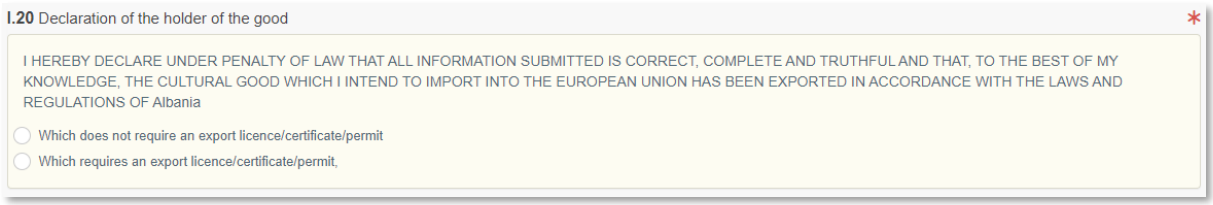
Note:

- For cultural goods presenting distinguishing features, provide a photograph of the distinguishing feature and a textual description.
- For cultural goods presenting marks, provide a photograph and textual description of the mark.
- For cultural goods presenting inscriptions, provide a photograph of the inscription, and the text of the inscription in its original language and, a translation, if possible.

Once you have uploaded the required photos, continue by **selecting** the **owner of the goods (I.19)**. You can also modify it using the **edit** button.



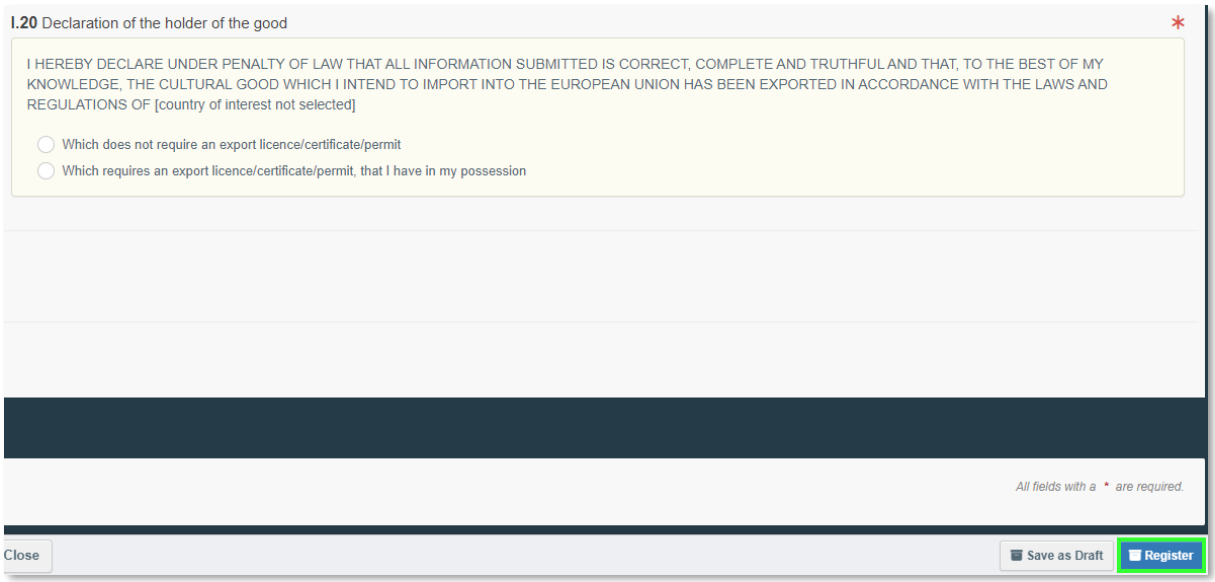
The last part of the ICG importer statement contains the **importer's declaration (I.20)**. Make sure you select the correct option from the two options below.



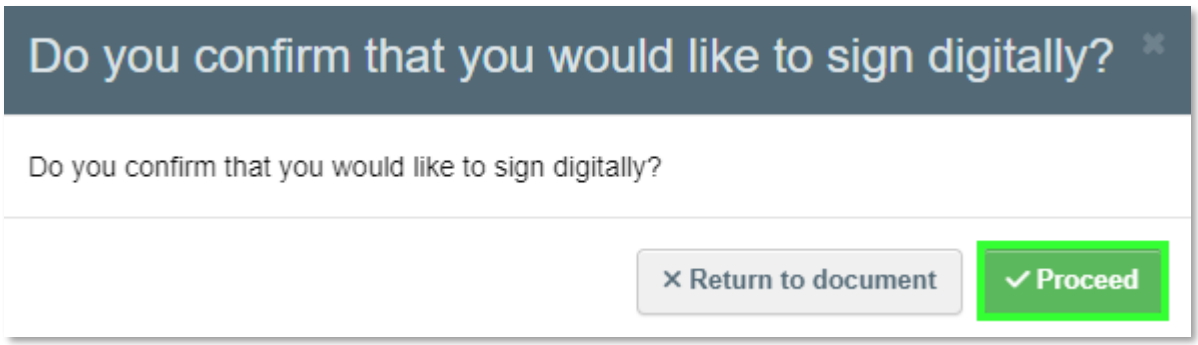
Congratulations! Your ICG importer statement with a derogation for a commercial art fair is now complete.

3) Registering an ICG Importer Statement for a Commercial Art Fair

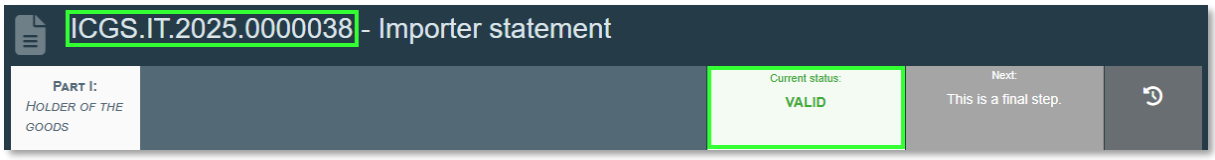
To register an ICGS with a derogation for a commercial art fair, you must first ensure that you have **completed all mandatory fields**. If all of the requirements are met, click on **register** in the lower-right corner.



A confirmation window will appear asking you to confirm that you want to sign the ICGS digitally. Select **proceed** to continue.



The ICGS should change its status to **valid** and will be assigned a new document number.



4) Following an ICG Importer Statement for a Commercial Art Fair After Registration

To track an ICGS after submission, open it and check its current status at the top.



As stated in the introduction to this section, an ICG importer statement may have one of the following current statuses: draft, deleted, valid or replaced.

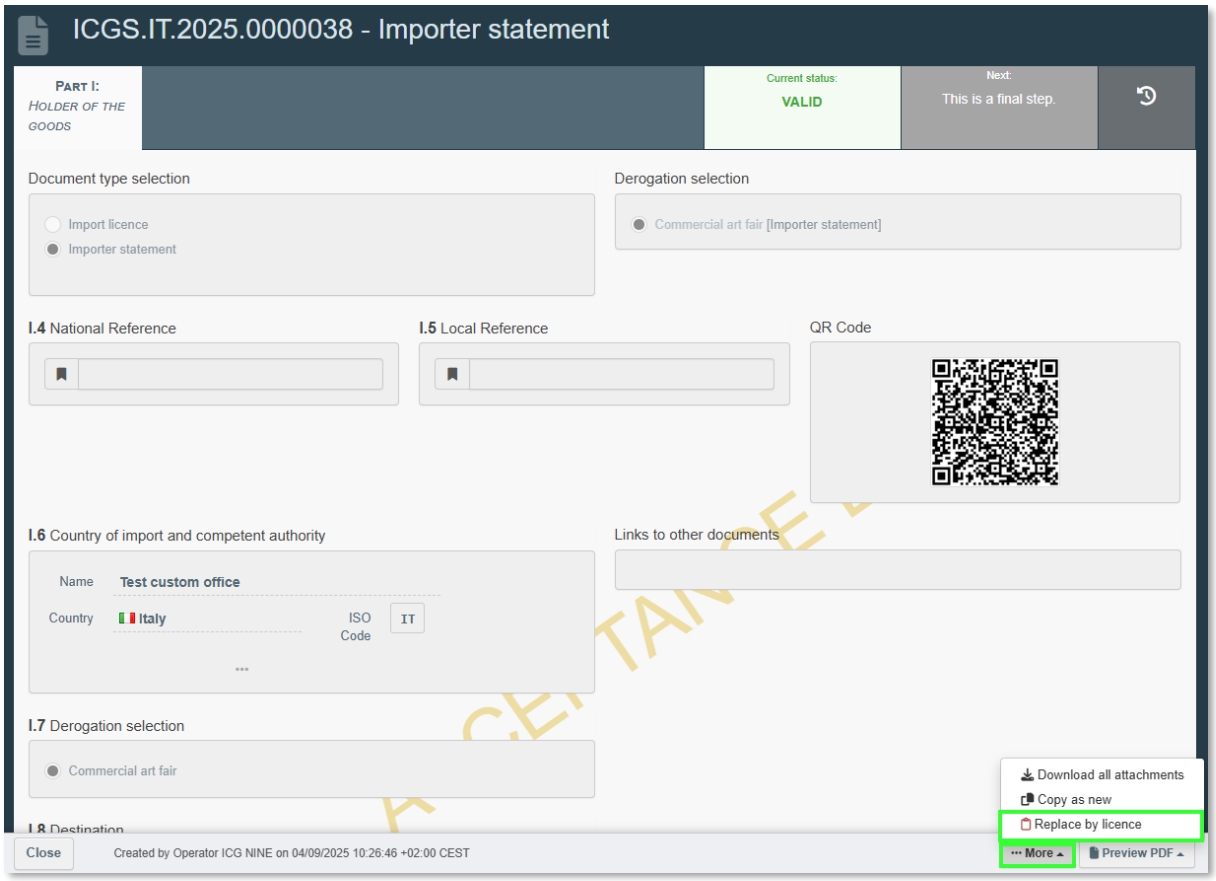
5) Expiration of an ICG Importer Statement for a Commercial Art Fair

Importer statements issued for cultural goods under temporary admission (e.g. for exhibition at a commercial art fair) have a time limit. The ICG system automatically starts a validity timer of **two years** (the maximum allowed) from the date the when the Goods Clearance Information/Intervention (Force Write-off) for the importer statement is received through EU CSW-CERTEX. If this period expires **without the importer statement being replaced by an application for an import licence**, **the system flags the statement** for follow-up.

If the **competent authority, then registers an 'Unsatisfactory Control'** — meaning that **there is no proof that the cultural good has left EU territory or that no valid import licence exists** — the ICG system automatically **generates an alert**. This ensures timely follow-up and compliance with Regulation (EU) 2019/880 and customs legislation.

6) Replacing an ICG Importer Statement for a Commercial Art Fair

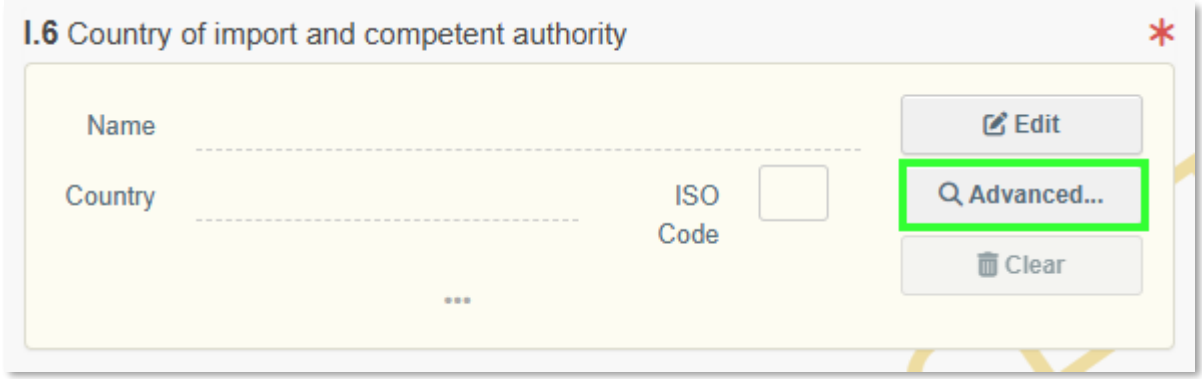
The ICG system allows you to easily replace an ICG importer statement for a commercial art fair with an ICG licence application in case the item has been sold during the art fair and is going to remain in the Union. To begin such a conversion, **open** your valid **ICG importer statement document** and in the bottom right-hand corner select **more** and then **replace by licence**.

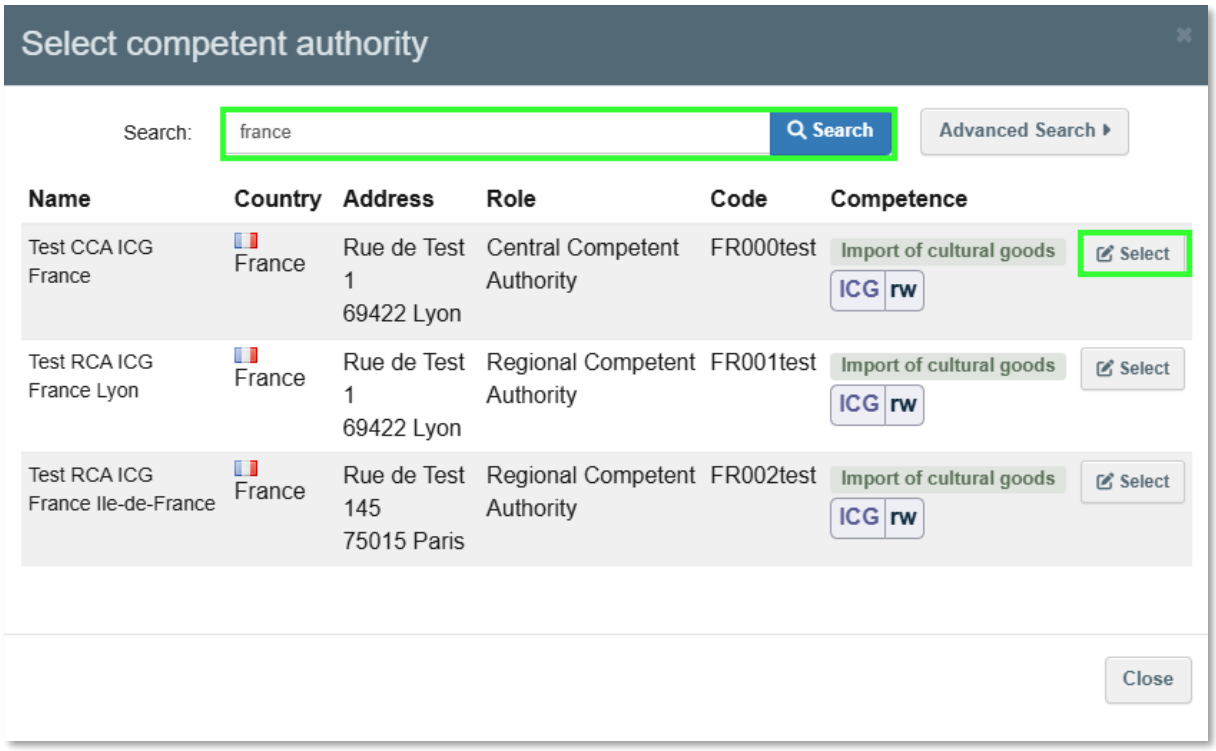


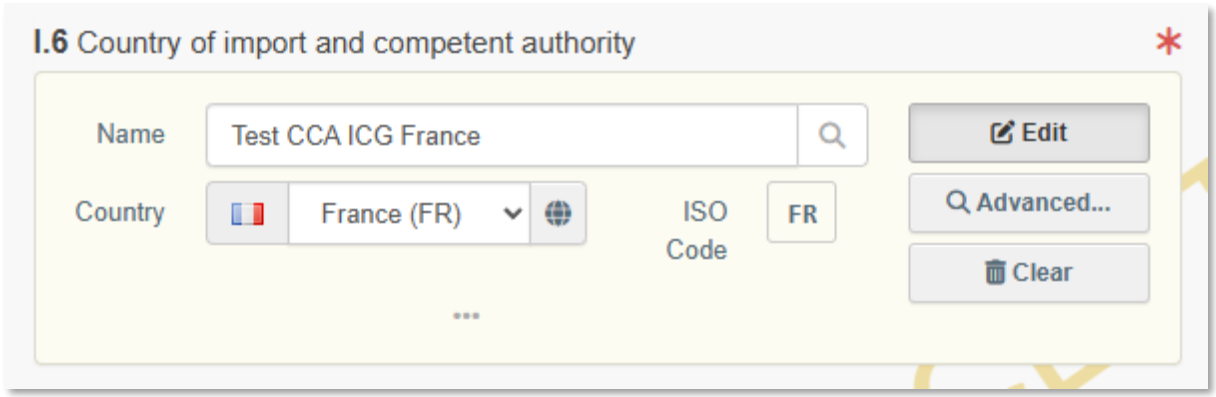
The ICG system is designed to clone ICG importer statement for a commercial art fair into a new ICG licence application without a possibility to edit these cloned fields. An importer will only be able to modify **the country of import and competent authority (I.6), add supporting documents (I.17) (optionally)** and **the declaration of the holder of the good (I.20)**.

> **Note:** If you want to make more changes to your ICG licence application than listed above, you should not use the replacement function, and you will have to draft a new ICG licence application.

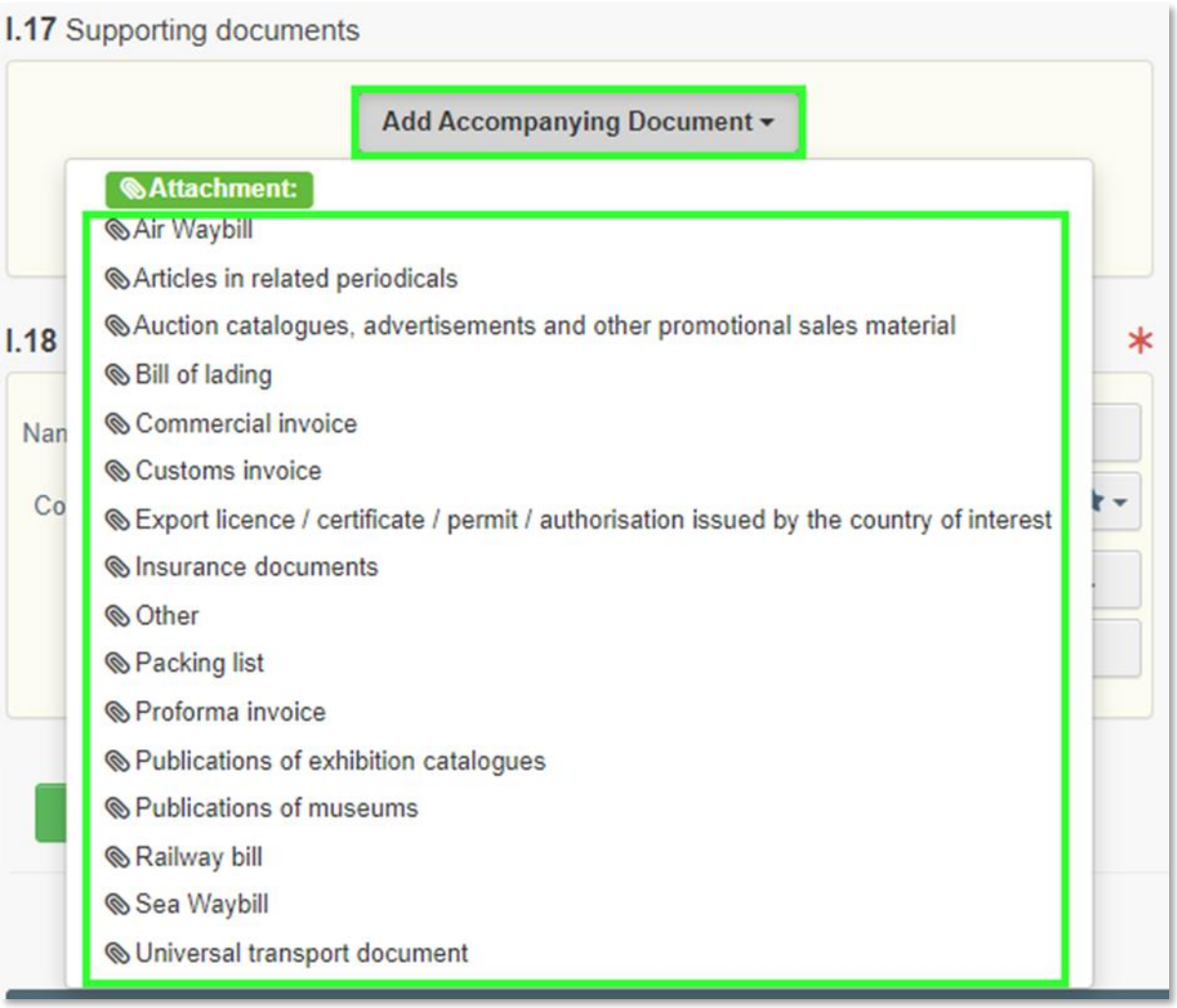
You will notice that all fields copied from the previous ICG importer statement are greyed out and cannot be changed in a replaced ICG licence application. Select **advanced** to select a **country of import and competent authority (I.6)** in your new ICG licence application.



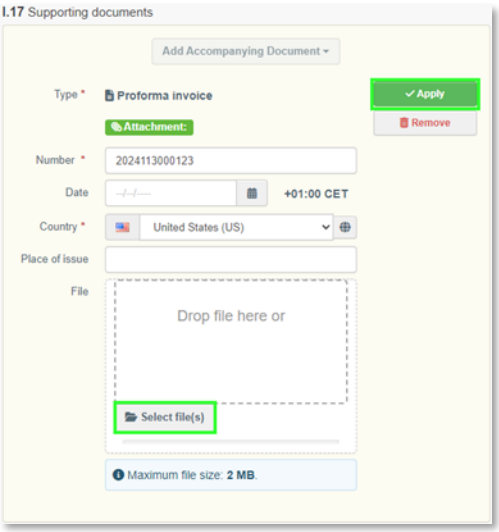


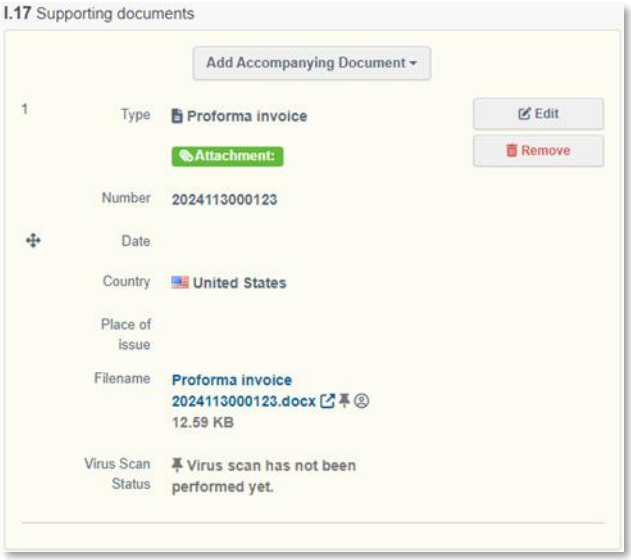


Continue adding **supporting documents** (not mandatory but highly recommended for an import licence application) as shown below. If you have more than one document, you will need to add them individually.

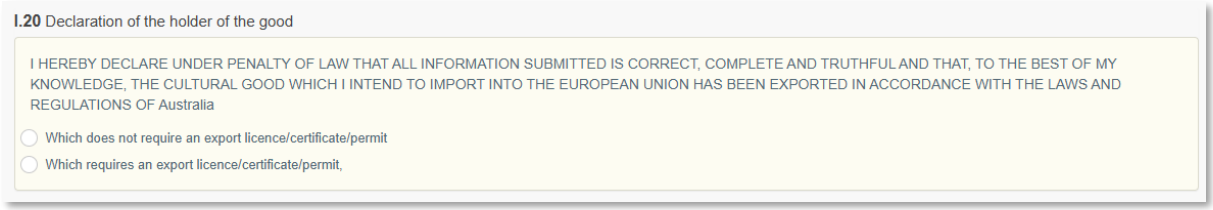


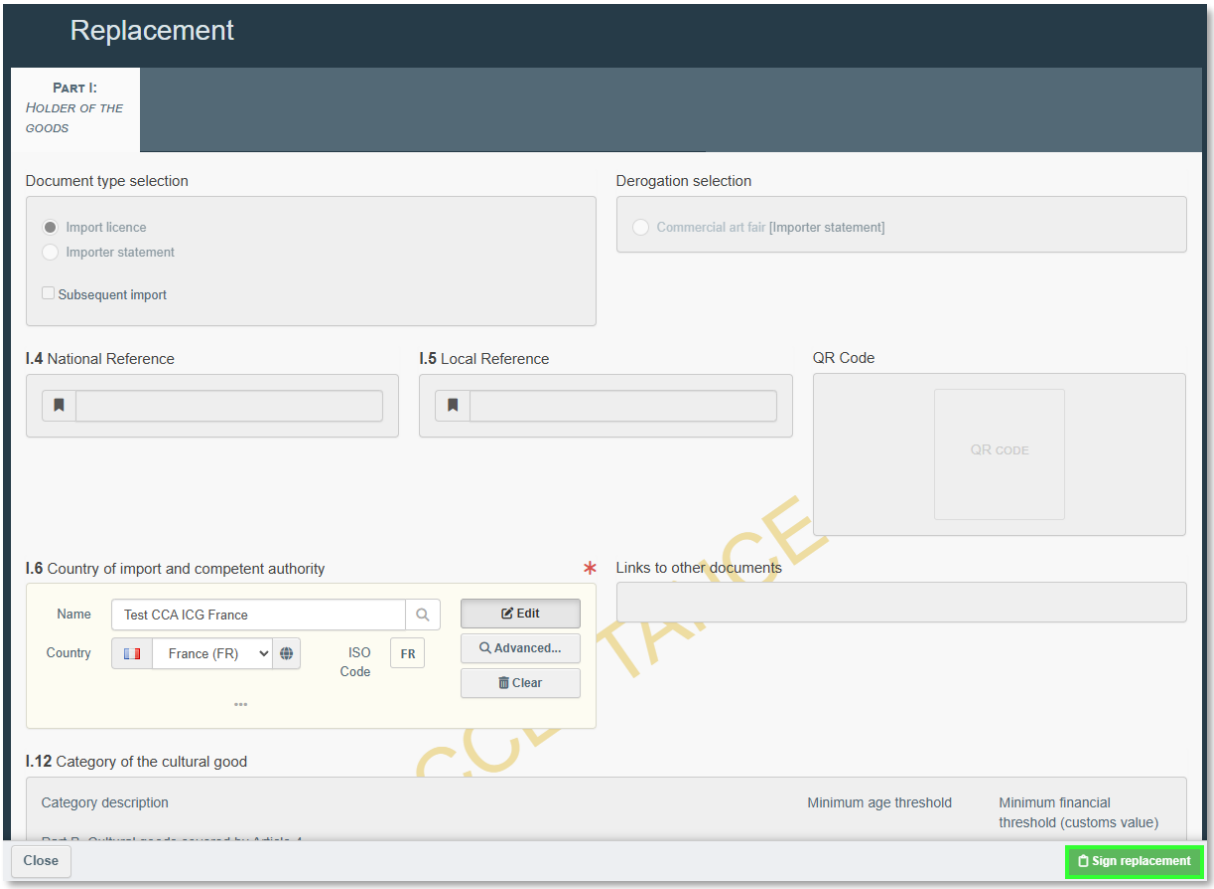
Fill in the mandatory fields according to the document you want to upload, then click **Select file** to browse for the document. Once the document has been uploaded, click **Apply** to add it to your licence application.



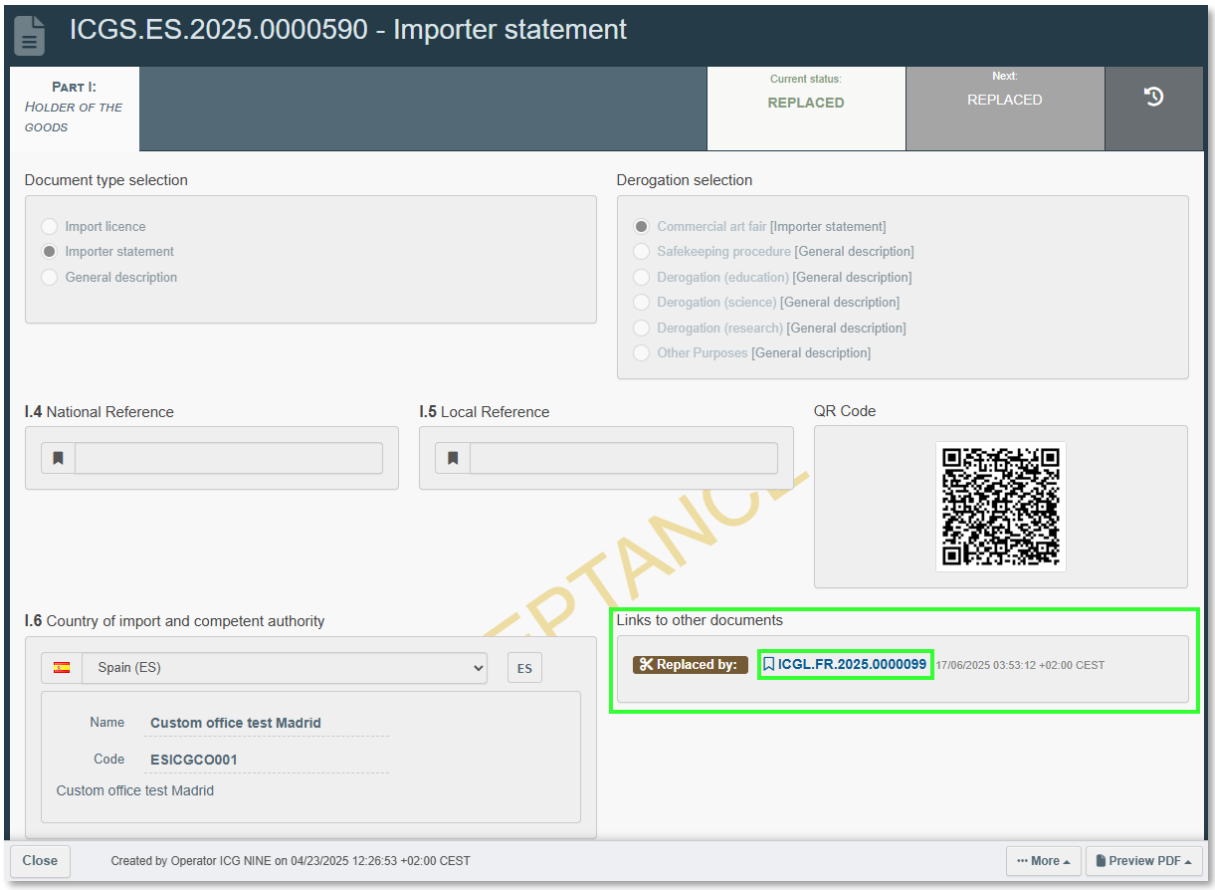


Finally, **complete the declaration of the holder of the good** that it was, to the best of your knowledge, exported legally from the country of interest and select **sign replacement** in the bottom right-hand corner to **proceed**.

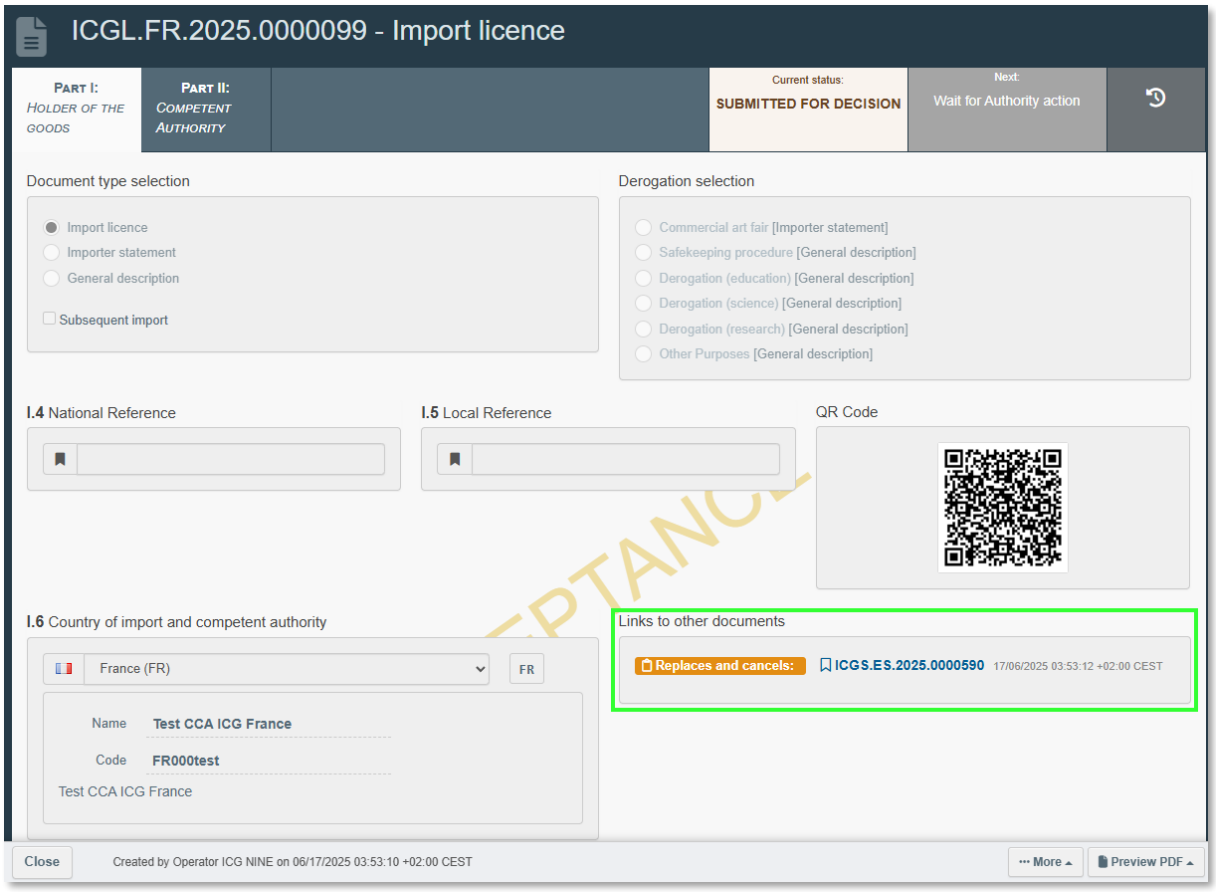




If you have completed all the mandatory fields the page should refresh and take you back to your initial ICG importer statement for a commercial art fair. A link to your **new ICG licence application** can be found in **the link to other documents section**.



Your new ICG licence application will also show a reference to your previous ICG importer statement for a commercial art fair.



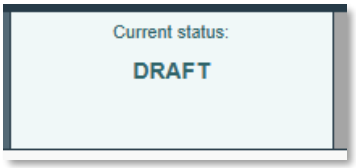
Congratulations! You have successfully replaced your ICG importer statement with a derogation for a commercial art fair into an ICG licence application.

d) ICG General Description – Basic Workflow

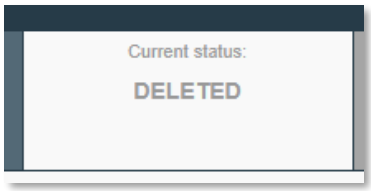
1) Basic Information

An Import General Description is required for certain temporary imports of cultural goods as defined in Implementing Regulation (EU) 2021/1079. It provides a standardised summary description of the goods and must be submitted electronically before the customs declaration. An ICG general description may have one of the following current statuses: draft, deleted or valid.

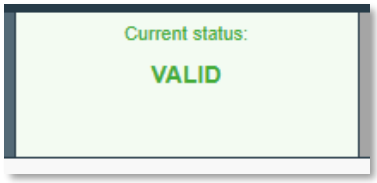
- **Draft:** The ICGD was saved as a draft using the 'Save as draft' function. It has not yet been made visible or submitted to a competent authority.



- **Deleted:** The user has marked the ICGD as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.

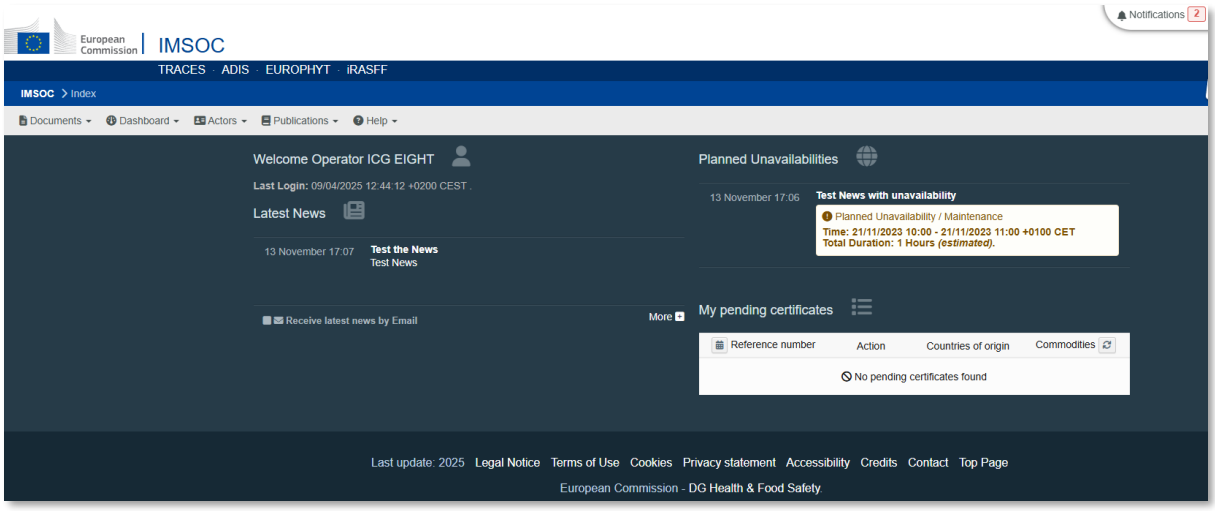


- **Valid:** The ICGD has been successfully registered and is now available for reference in the system during customs procedures under temporary admission. See the 'Registering an ICGD' workflow.

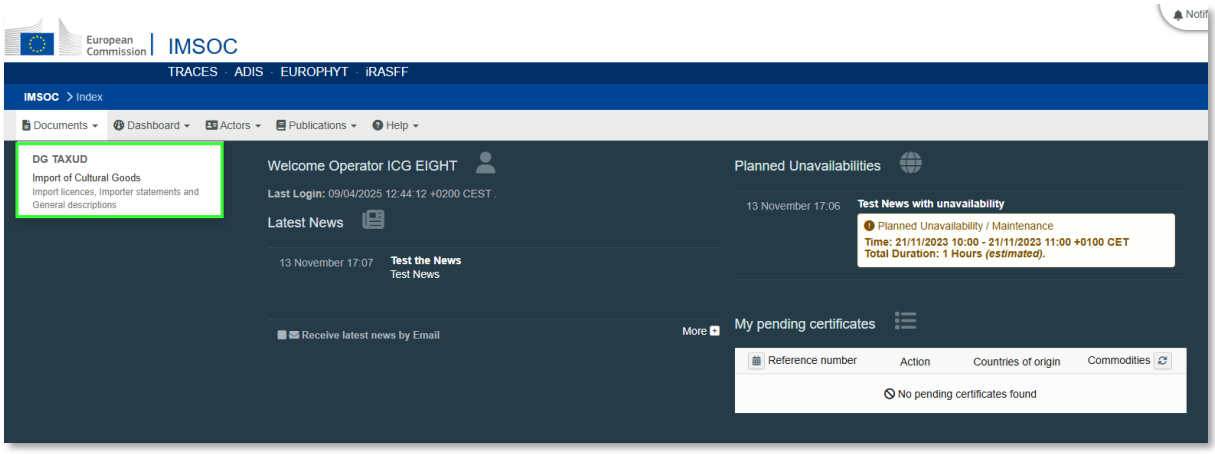


2) Creating an ICG General Description

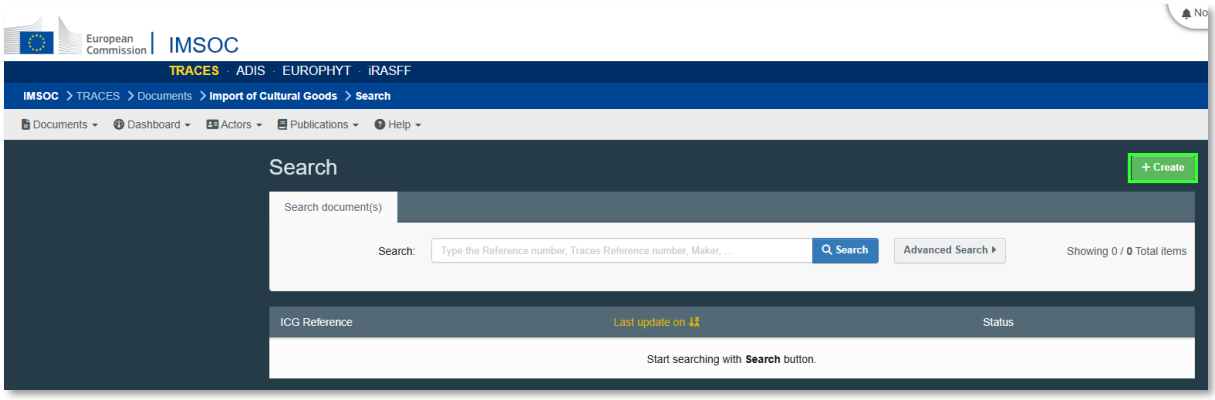
To begin drafting a new ICG general description, you will need to log in to your account on the TRACES platform. The role of "Exemption Beneficiary" is required in order to create an ICGD.



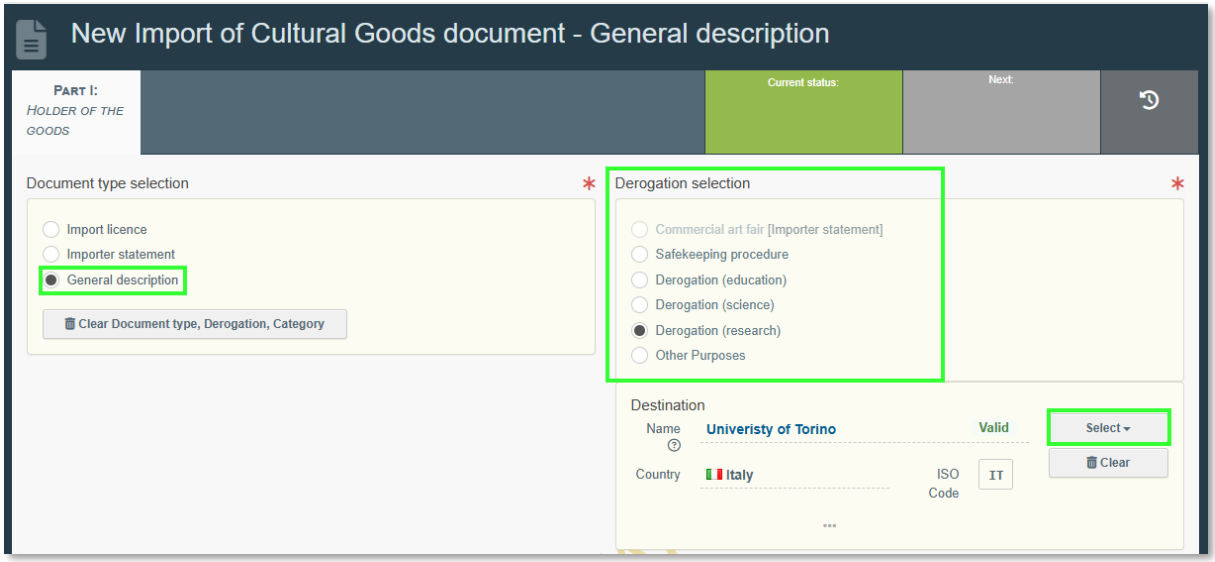
Then, click on **Documents ➔ Import of Cultural Goods**.



On the next page, select the **Create** button to create a new ICG document.

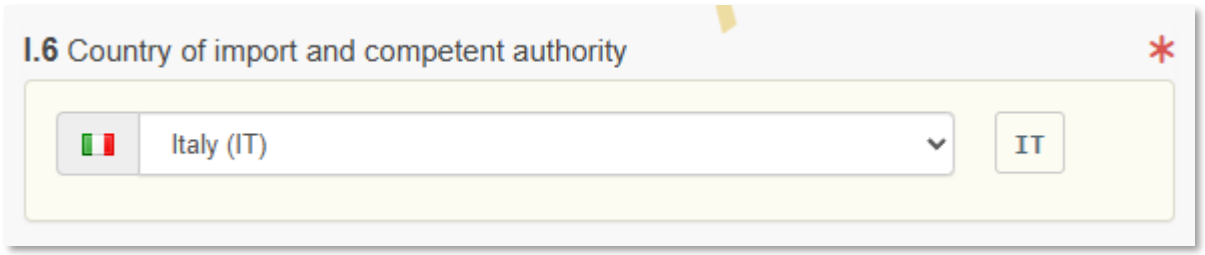


For the **document type selection**, select **General description**. Next, choose only one **type of derogation** from the available options (except for "Commercial art fair", which is not applicable for the ICGD).

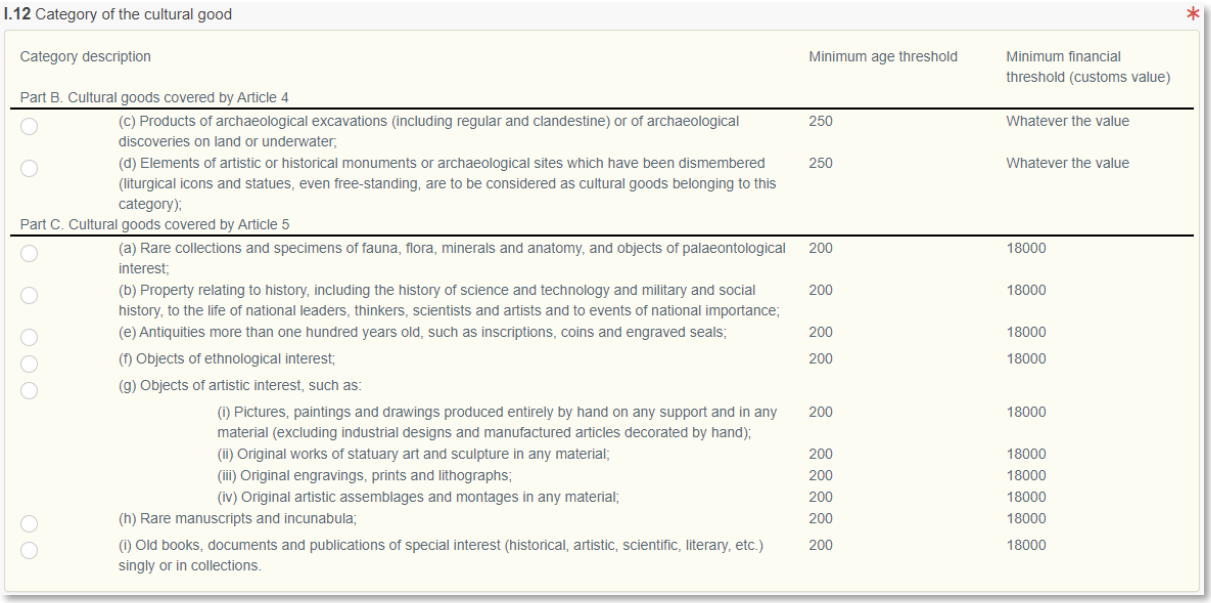


> **Note:** All fields marked with a red asterisk (*) are required to submit the selected document type.

Next, select the **country of import and competent authority (I.6)** using the drop-down list.



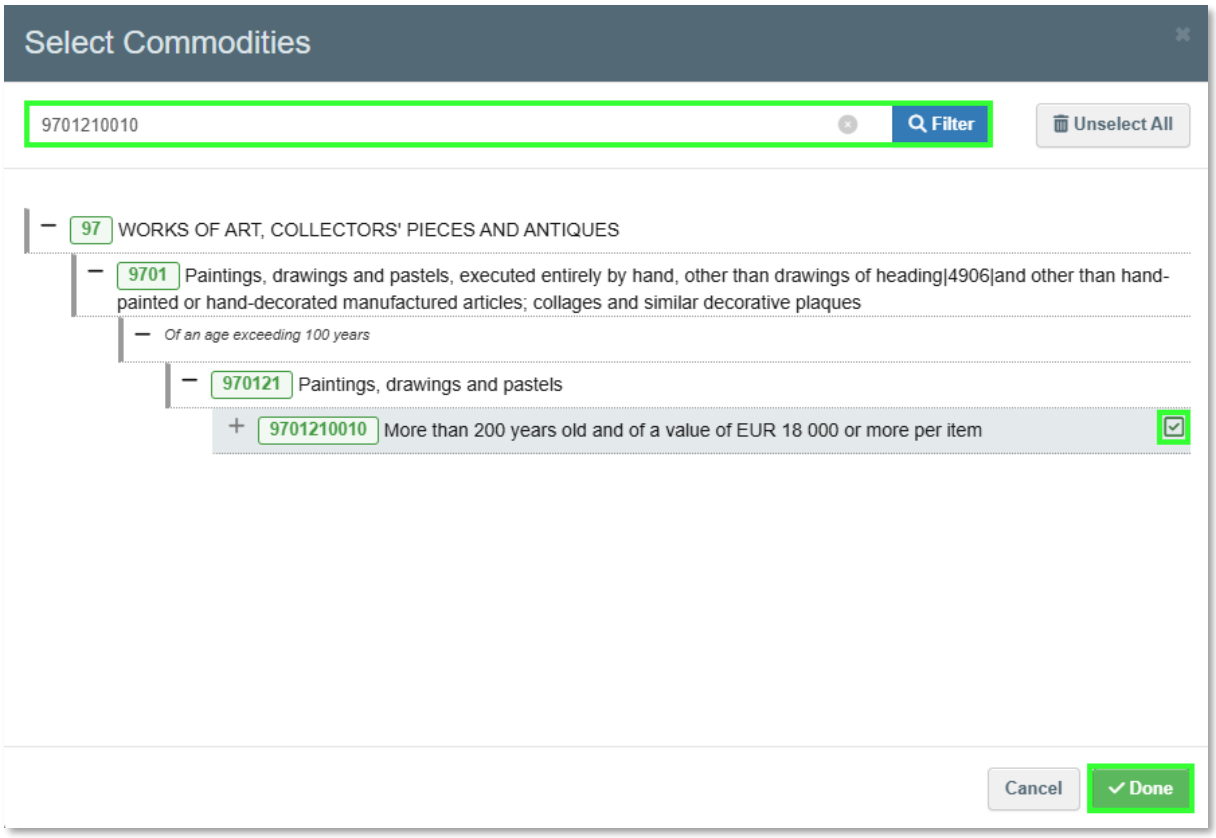
Next, select one of the **category descriptions (I.12)** from Part B or Part C of the Annex to Regulation (EU) 2019/880.

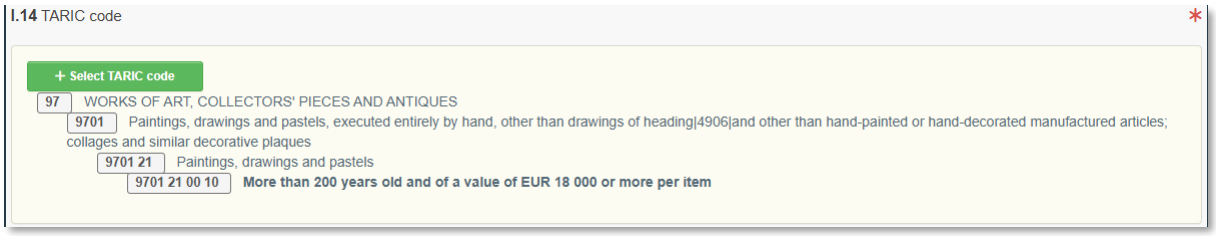


Next, indicate the appropriate 10-digit **TARIC classification code (I.14)** for the imported cultural good. It should be the same classification tariff/commodity code as indicated in the customs declaration.



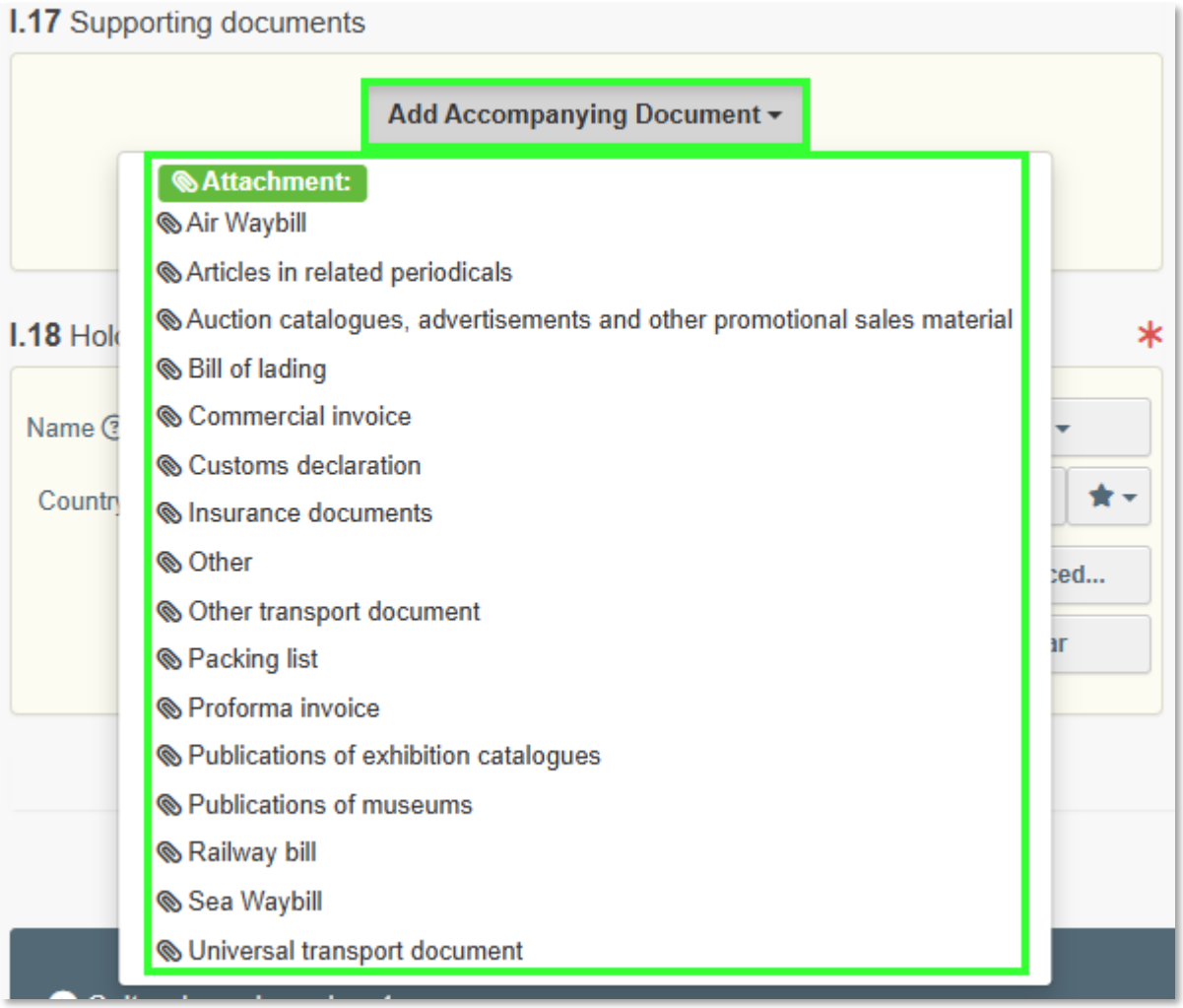
You can **filter** by keyword, section or simply enter the **TARIC code** if you already know it. Make sure to select it using checkbox on the right as shown below. Then click on **Done**.



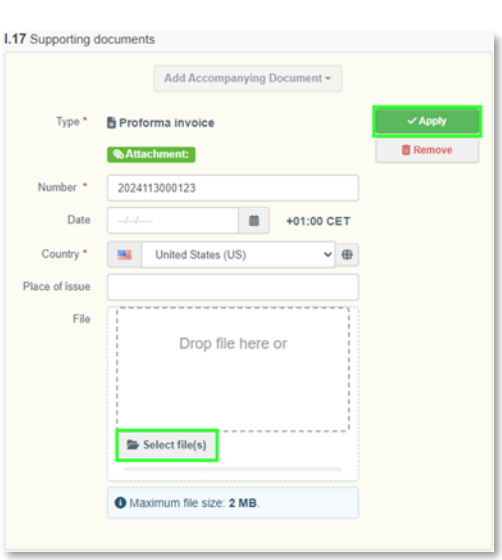


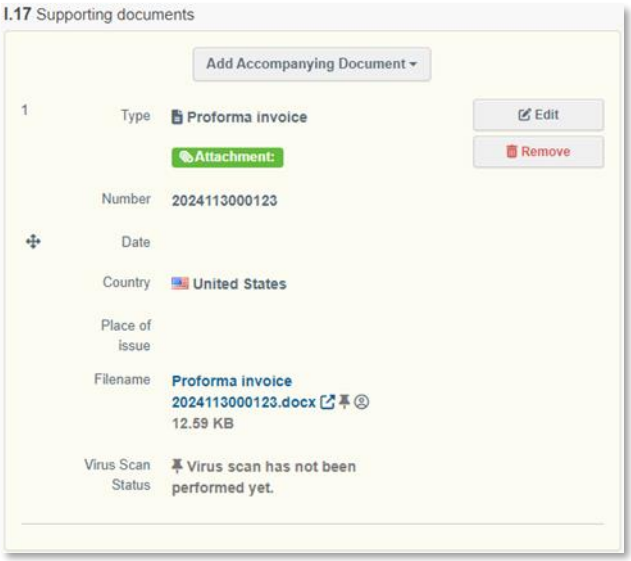
Next is the **Supporting Documents (I.17)** section, which allows you to attach documents to your ICG General Description. However, according to the Commission Implementing Regulation (EU) 2021/1079, supporting documents are not required when submitting an ICG General Description. This document serves solely as a standardised reference and does not require proof of lawful export or any other supporting evidence.

For completeness, this section is included in the system, but you are not expected to upload any documents at this stage. You may leave it empty. Nevertheless, we will explain how to upload documents in case you decide to use this function. If you want to upload more than one document, you will need to add them individually. Click on **Add Accompanying Document** and then select one of the supporting document types listed below. If your document does not match any of the listed types, you can choose the 'Other' option and enter the document name in the document number field.



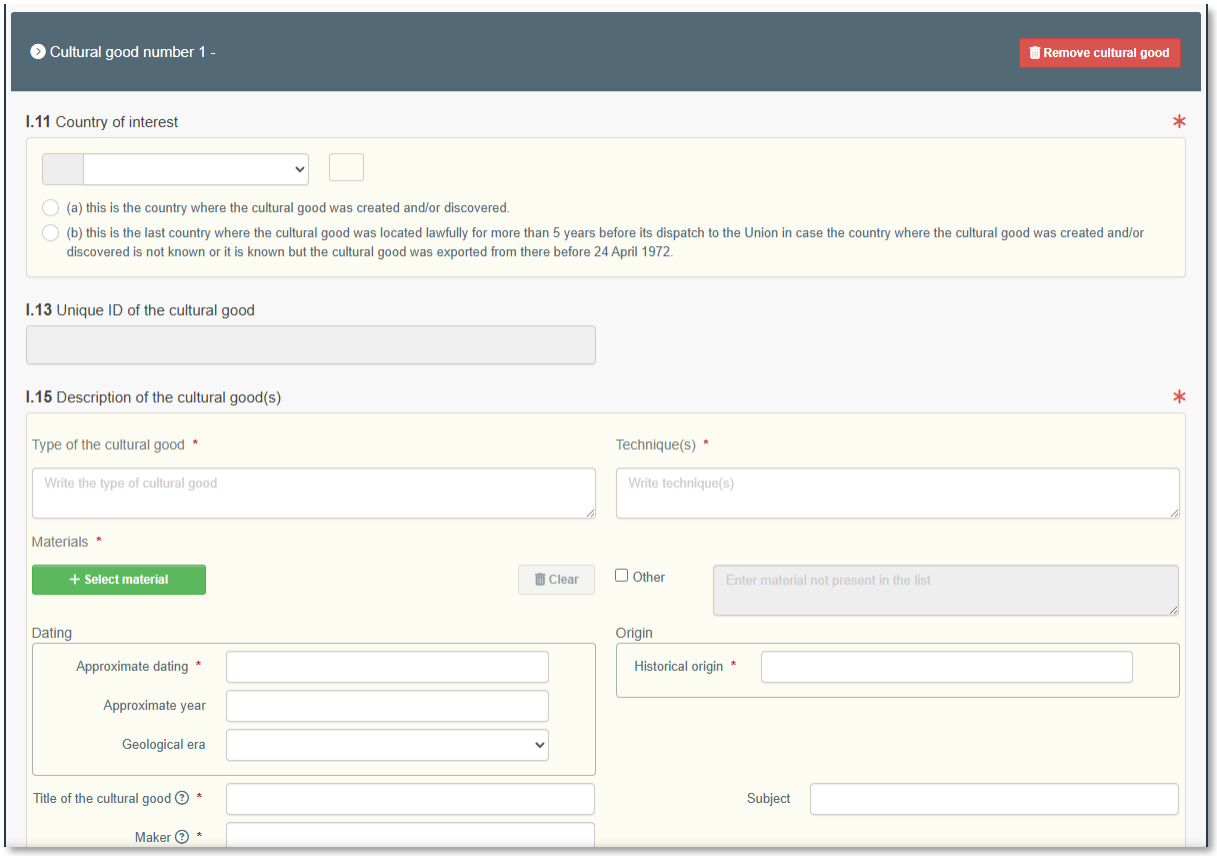
Fill in the mandatory fields according to the document you want to upload, then click **Select file** to browse for the document. Once the document has been uploaded, click **Apply** to add it to your general description.





Next section is about the cultural good you plan to import.

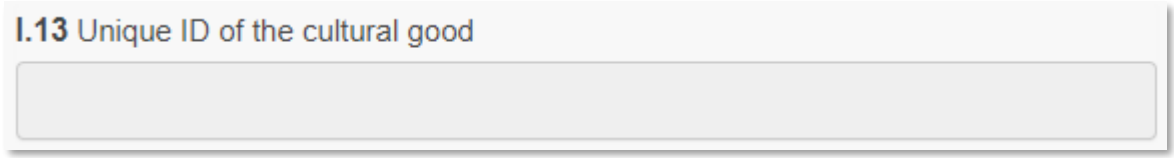
Note: Only one cultural good (item) is allowed per this type of document.



Select the appropriate **country of interest (I.11)** from the drop-down list. Then select the appropriate **checkbox** from the two options listed below (a or b).



Please note that the **unique ID of the cultural good (I.13)** remains empty. It will be assigned by the ICG system when the ICG general description is submitted.

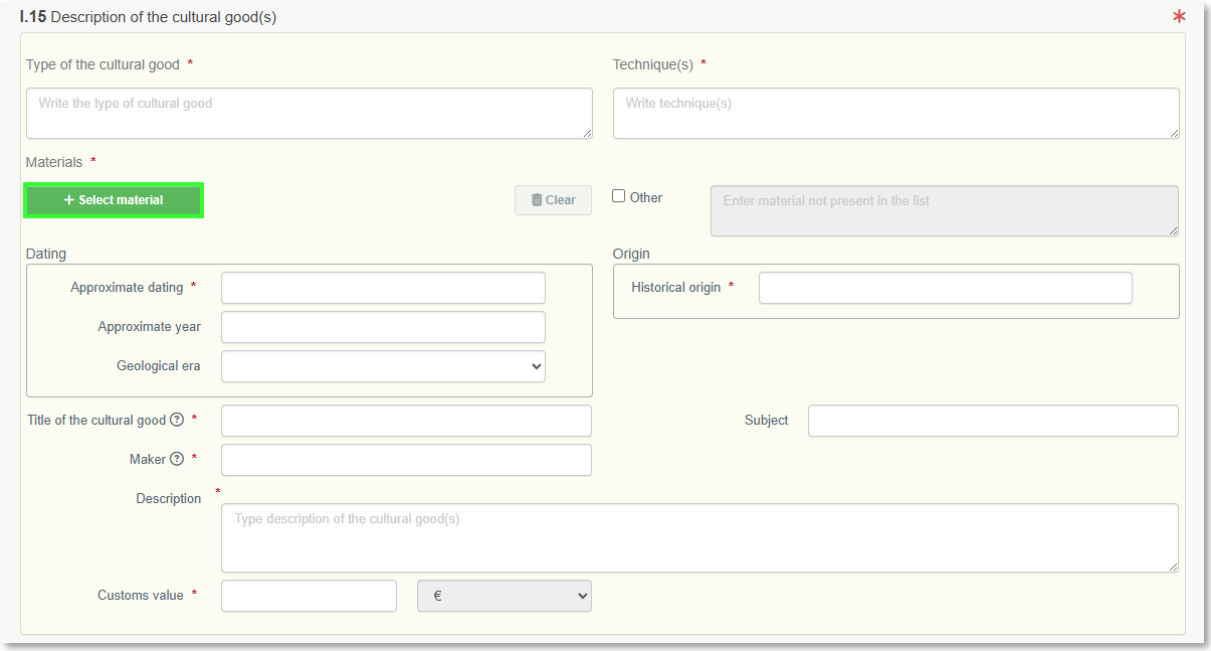


Continue **describing the cultural good (I.15)** and indicate the following information about the cultural good in this section:

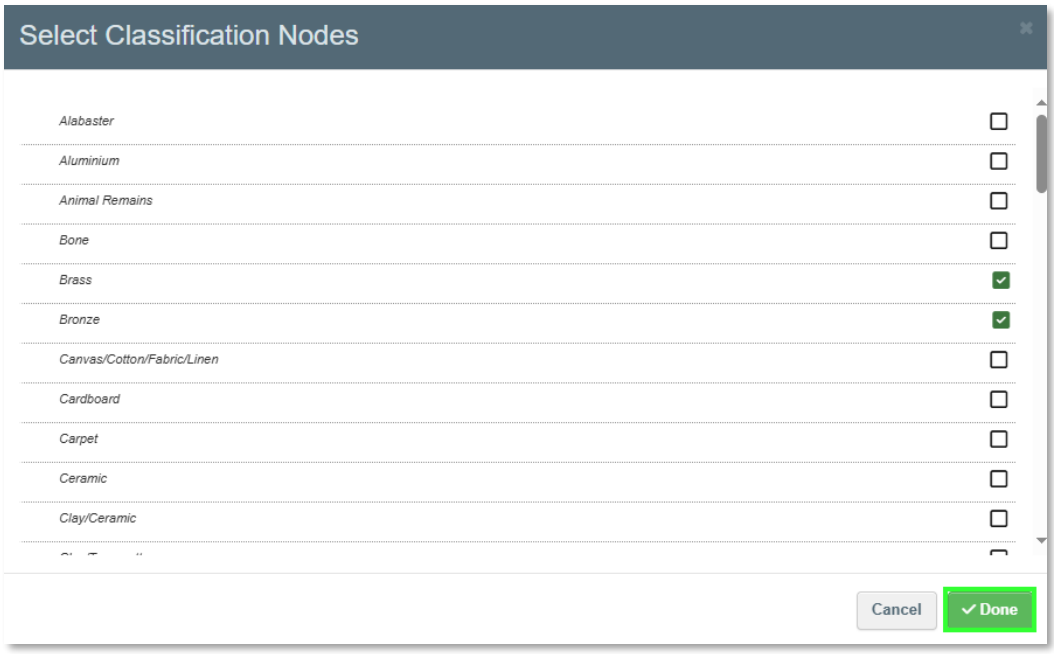
- Type of cultural good: indicate the type, e.g. sculpture, painting, book, etc.

- Materials: indicate what materials have been used to make the cultural good.
- Technique(s): indicate the technique(s) used to make the cultural good.
- Title of the cultural good: indicate the title or name by which the cultural good is known (if known).
- Subject: indicate the subject/genre/theme of the cultural good.
- Dating: Where no precise date is known for the categories listed in Part B of the Annex to Regulation (EU) 2019/880, indicate the century and part of the century (first quarter, first half) or millennium.
    - In the case of sets (archives and libraries), indicate earliest and latest dates.
    - In the case of cultural goods of paleontological interest, indicate the geological era (if known).
- Maker: indicate the maker of the cultural good. If the maker is not known indicate 'Unknown'.
- Origin: indicate the historical origin of the cultural good, e.g. for a Mesopotamian statue one could mark 'Babylon, Achaemenid Empire'
- Description: a description of the cultural good, including any additional information.
- Customs value: for import licences and importer statements, indicate the value of the cultural good for customs purposes.

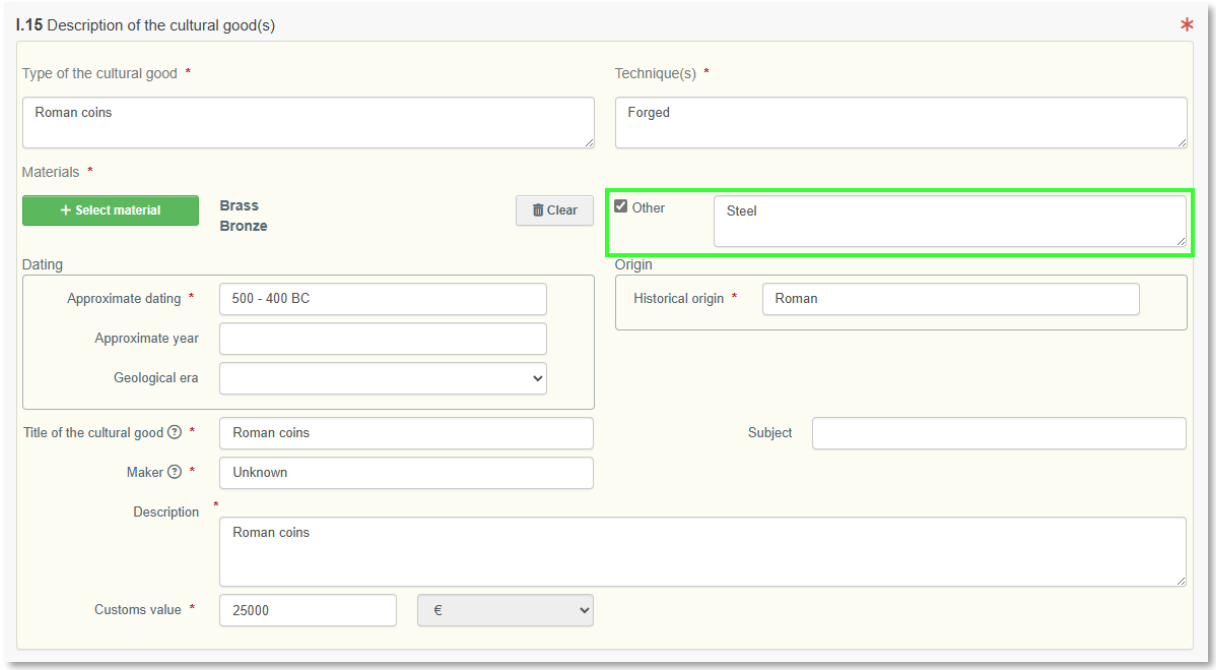
Click on **Select material** to choose at least one from the pop-up list then select **done.**



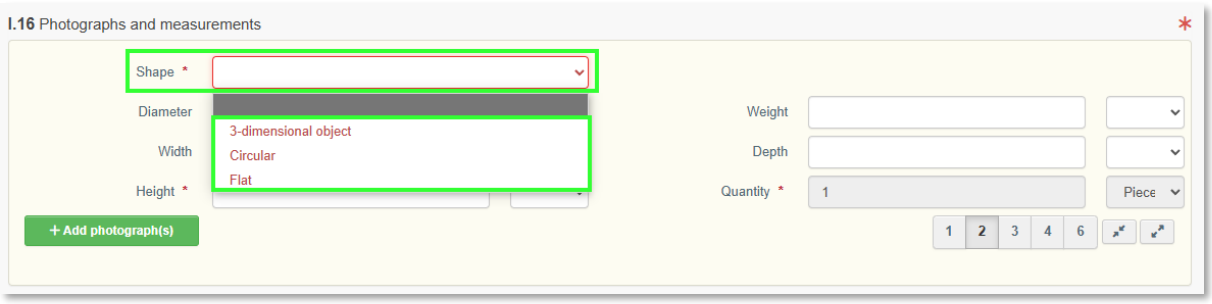
Note: you can select more than one material of your good.



If the material of the cultural good is not on the list, you can also select **Other** and type it in.



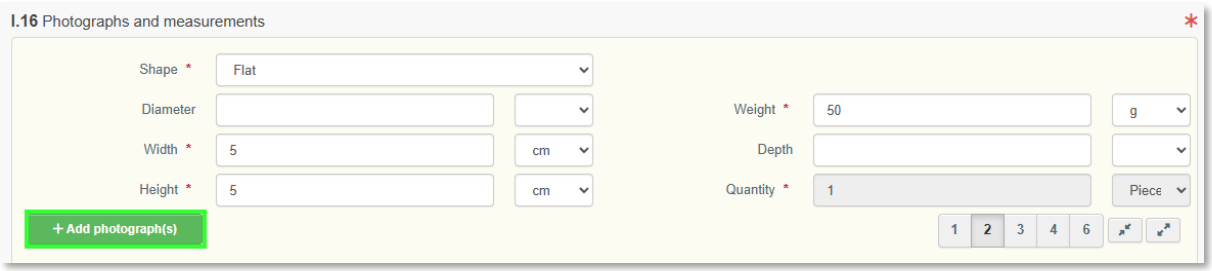
In the next step, you will need to enter the **measurements** of the cultural good and upload **good quality photographs (I.16)**. To begin adding photographs, first **select** the **shape** of the cultural good.



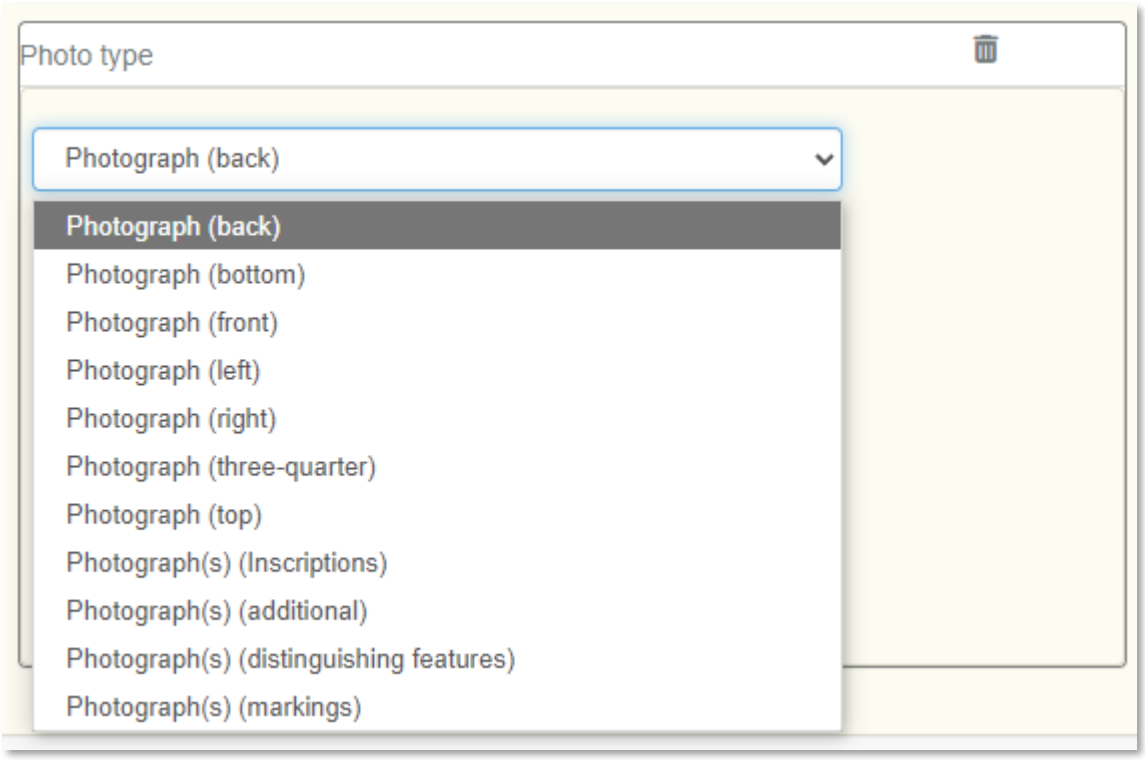
Depending on the chosen shape, you will need to privde the following photographs:

- Front,
- Back,
- Three-quarter, where appropriate (3-dimensional objects only),
- Left side, where appropriate (3-dimensional objects only),
- Right side, where appropriate (3-dimensional objects only),
- Top, where appropriate (3-dimensional objects only),
- Bottom, where appropriate (3-dimensional objects only).

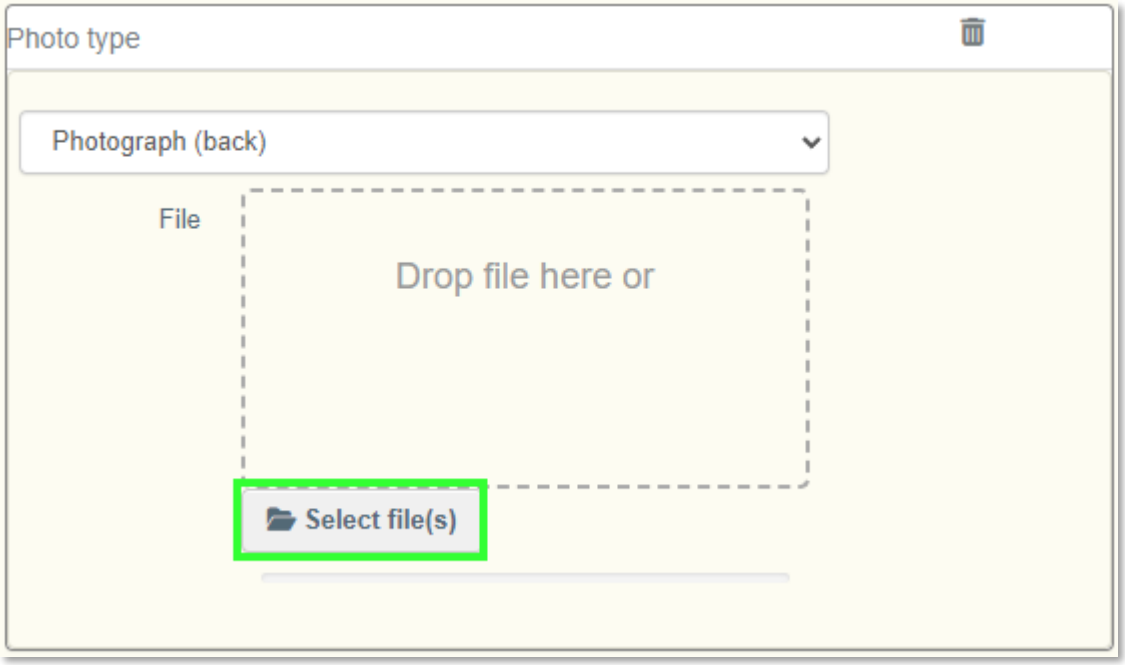
Once you have selected the shape and indicated the weight and measurements of the cultural good, click on **Add photographs** to upload the required photos.

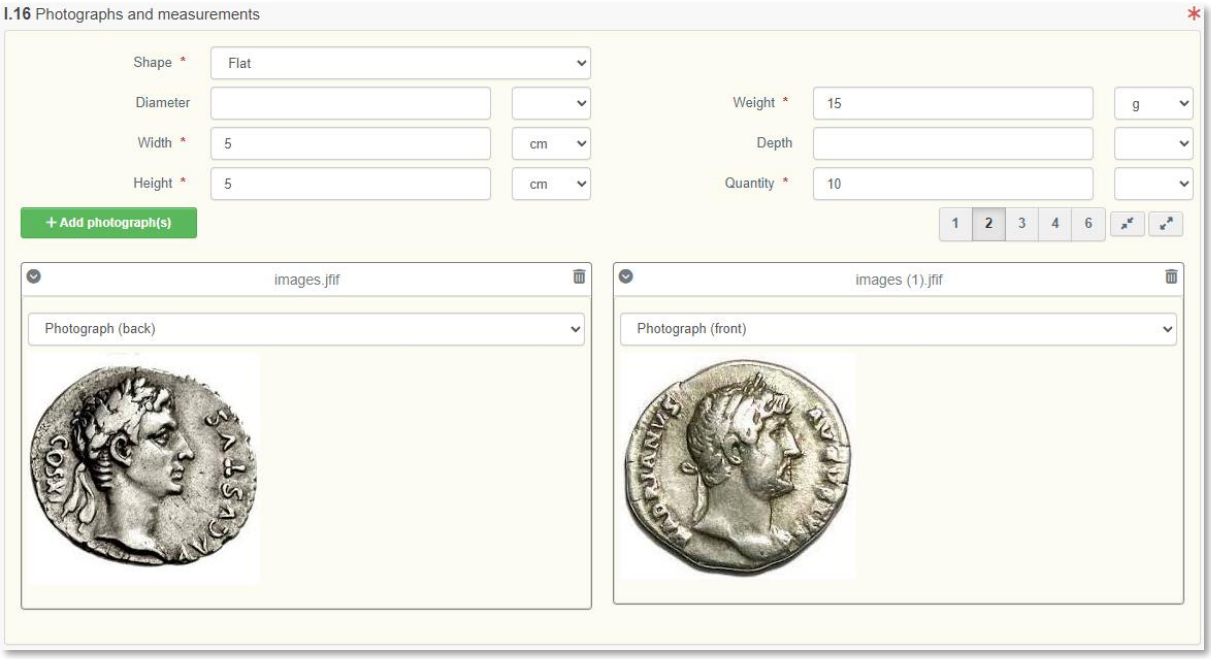


Select the **type of photo** you want to upload from the list.



Then click **Select file** to browse for a photo on your device.

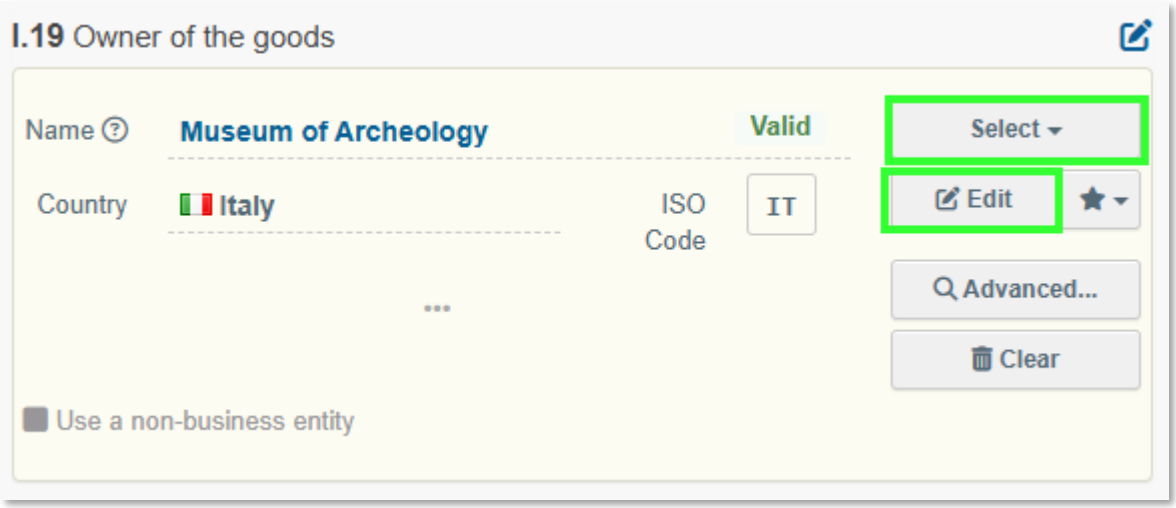




Note:

- For cultural goods presenting distinguishing features, provide a photograph of the distinguishing feature and a textual description.
- For cultural goods presenting marks, provide a photograph and textual description of the mark.
- For cultural goods presenting inscriptions, provide a photograph of the inscription, and the text of the inscription in its original language and, a translation, if possible.

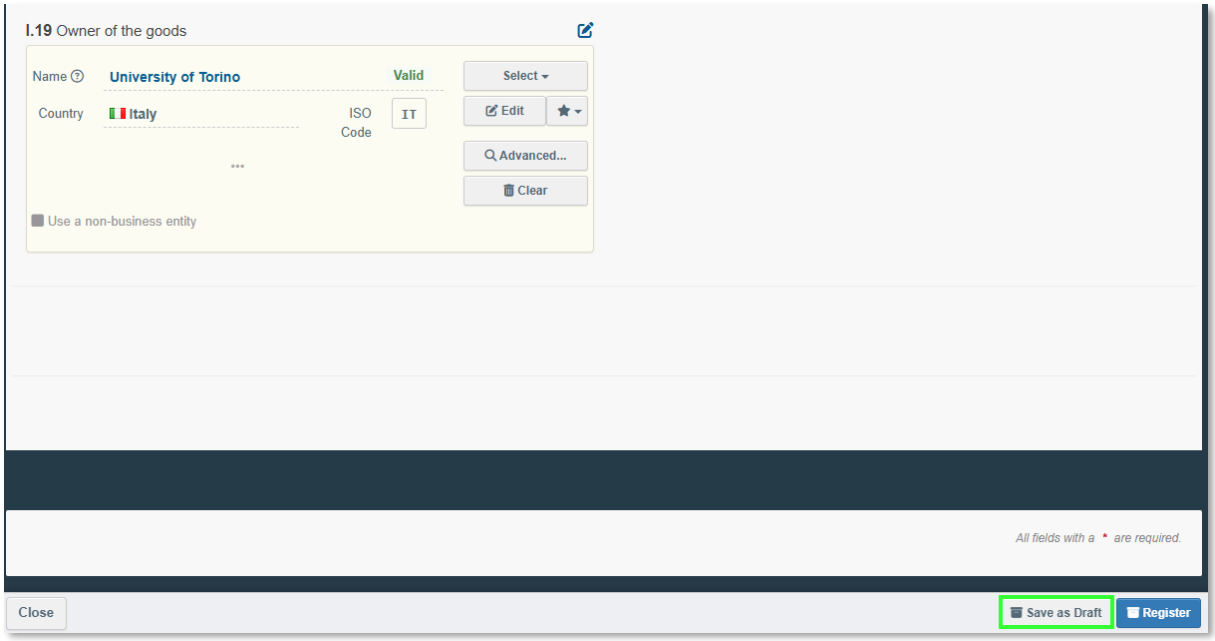
Once you have uploaded the required photos, in the next section you may optionally **select** the **owner of the goods (I.19),** or skip this section. You can modify the owner using the **Edit** button.



Congratulations! Your ICG general description document is now complete.

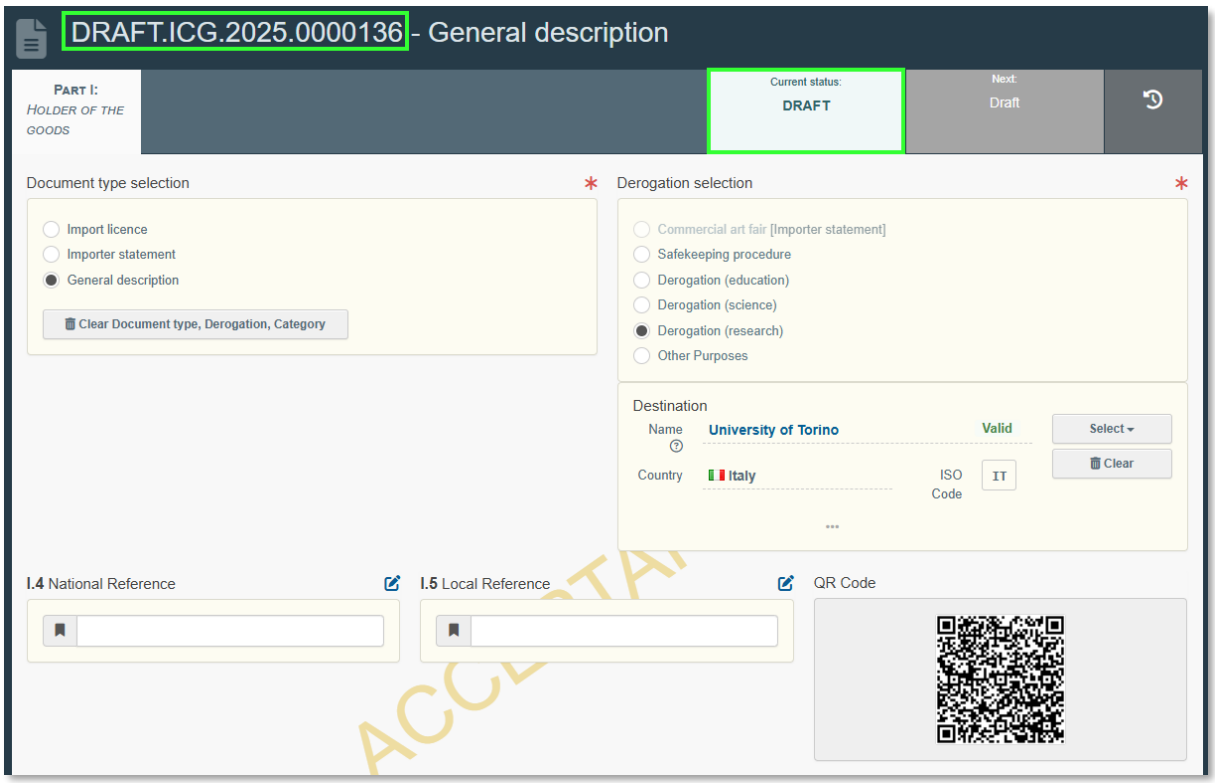
3) Saving an ICG General Description as a Draft

To save an ICGD as a draft, simply click on **Save as Draft** in the bottom right-hand corner.



The document should change its status to **Draft** and will be assigned a draft document number.

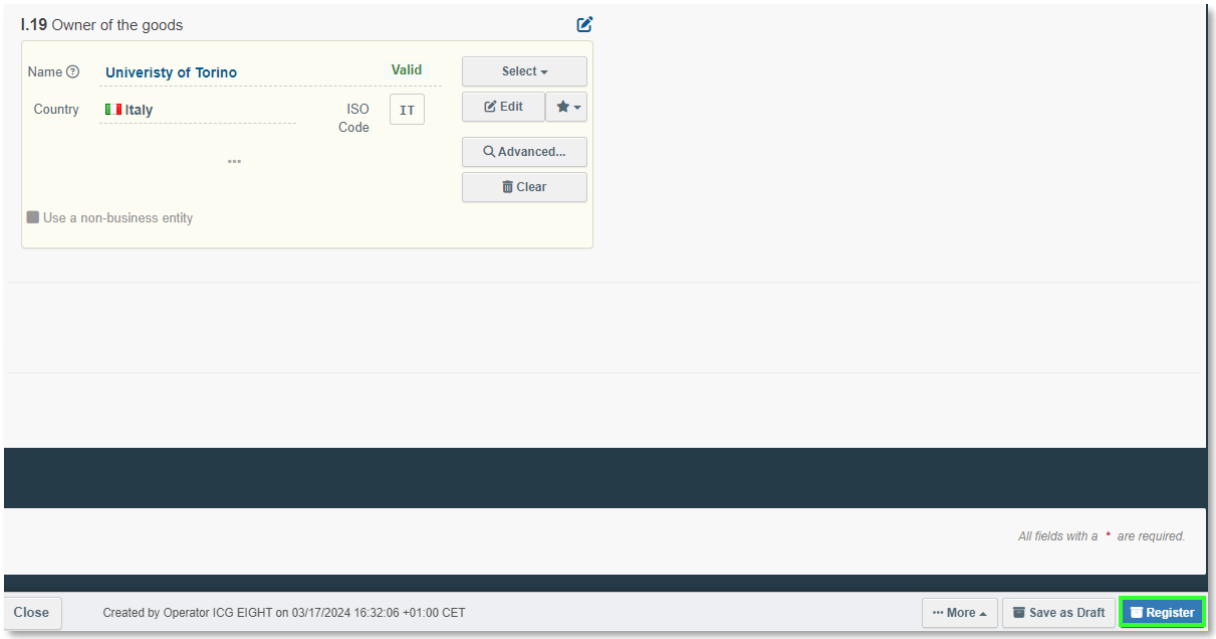
> **Note:** Saving the design document number makes it easier to find the design in the ICG system in the future.



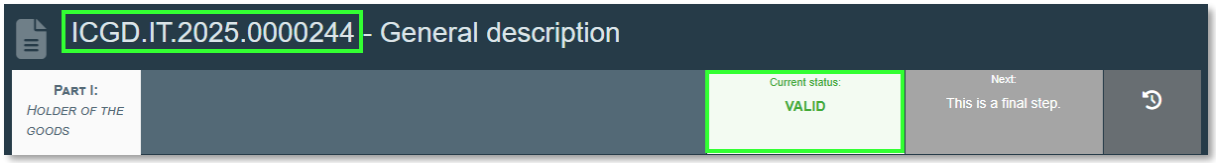
Use the [document search function] explained above to find the draft document in the future.

4) Registering an ICG General Description

To register an ICGD, you must first ensure that you have **completed all mandatory fields**. If all of the requirements are met, click on **register** in the lower-right corner.



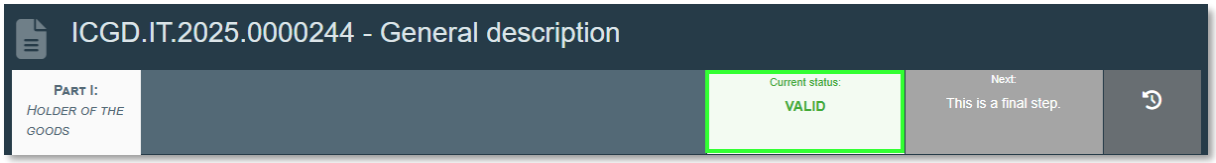
The ICGD should change its status to **valid** and will be assigned a new document number.



Congratulations! Your ICG general description is now registered.

5) Following an ICG General Description After Registration

To track an ICGD after submission, open it and check its current status at the top.



As stated in the introduction to this section, an ICG general description may have one of the following current statuses: draft, deleted or valid.

IV. Special Workflows and Operations.

This chapter covers a set of less common but important actions that importers may need to perform when using the ICG system. These include copying an ICD document as new, managing applications

that require splitting, deleting draft documents, withdrawing a submitted application, responding to requests for additional information, and applying for a subsequent import of a cultural good. Each workflow ensures that users can adapt to specific administrative or procedural requirements while maintaining compliance with EU regulations.

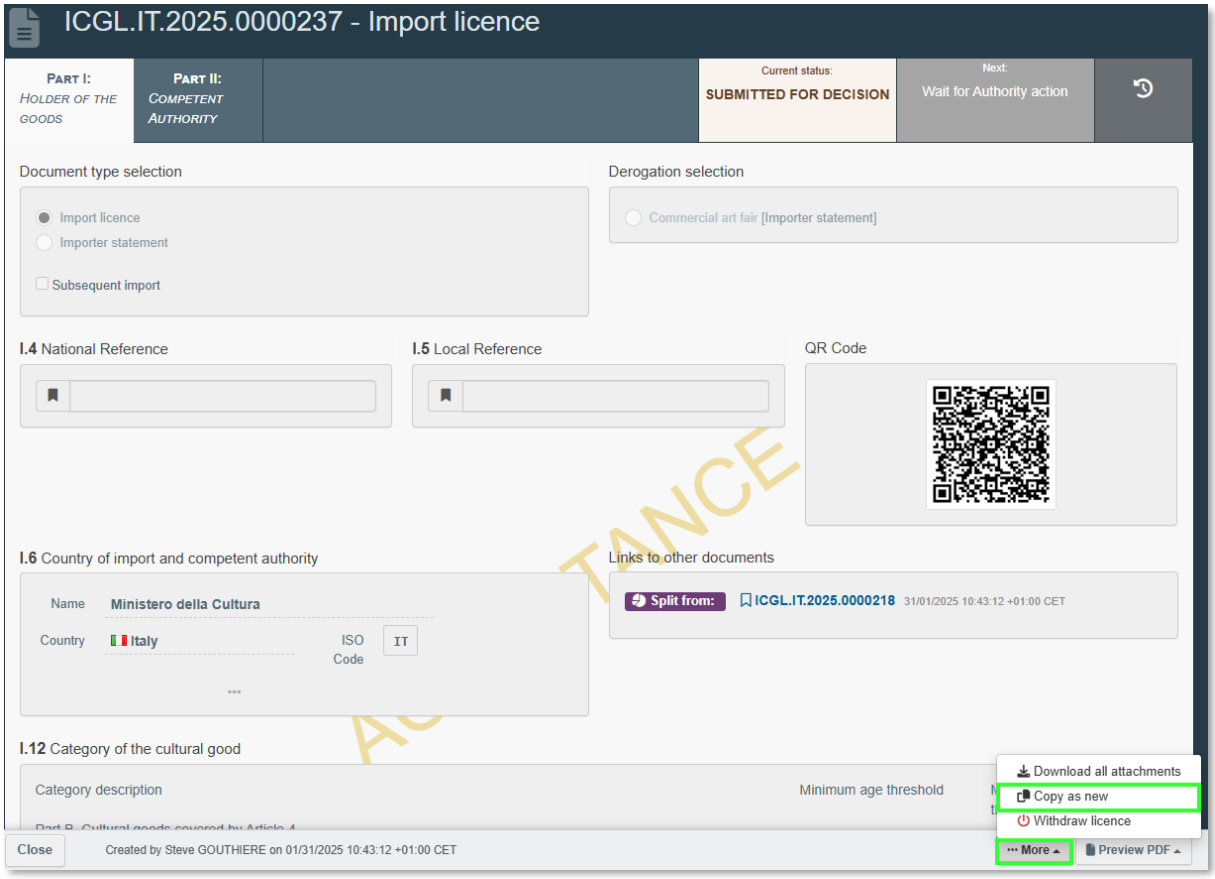
a) Using the "Copy as New" Function

The **'Copy as New'** function allows users to quickly duplicate an existing ICG document when they need to create multiple documents with similar information. This function saves time by pre-filling the new document with data from the original one, which can then be edited and submitted as a new application to the competent authority. This function is available for all three types of ICG documents and is particularly useful for managing the import of similar cultural goods.

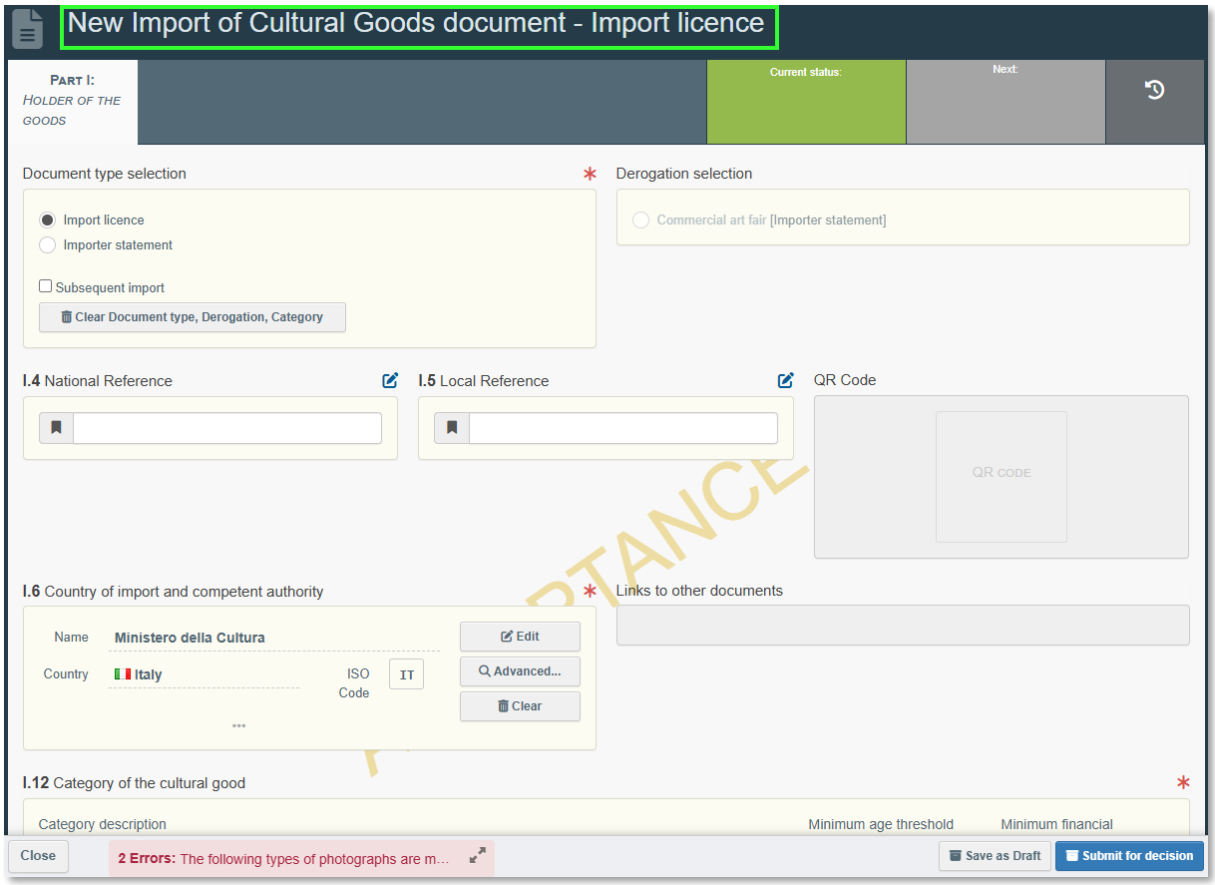
Please note that while most fields are copied over, **photographs and supporting documents** are not, and **must** therefore **be uploaded again manually** to the new document.

There are two ways to create a new copy of a document:

1. Open the ICG document that you want to duplicate. Then, in the bottom right corner, select **'More'** and click **'Copy as new'**.

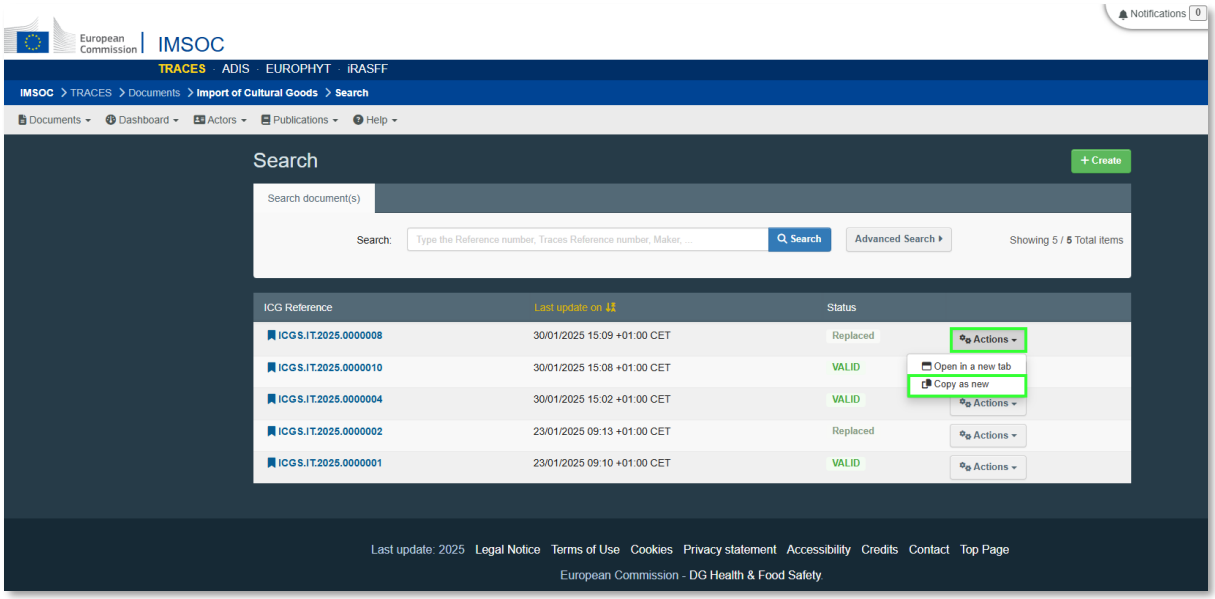


A new duplicate version of your previous ICG document will open in a new tab.

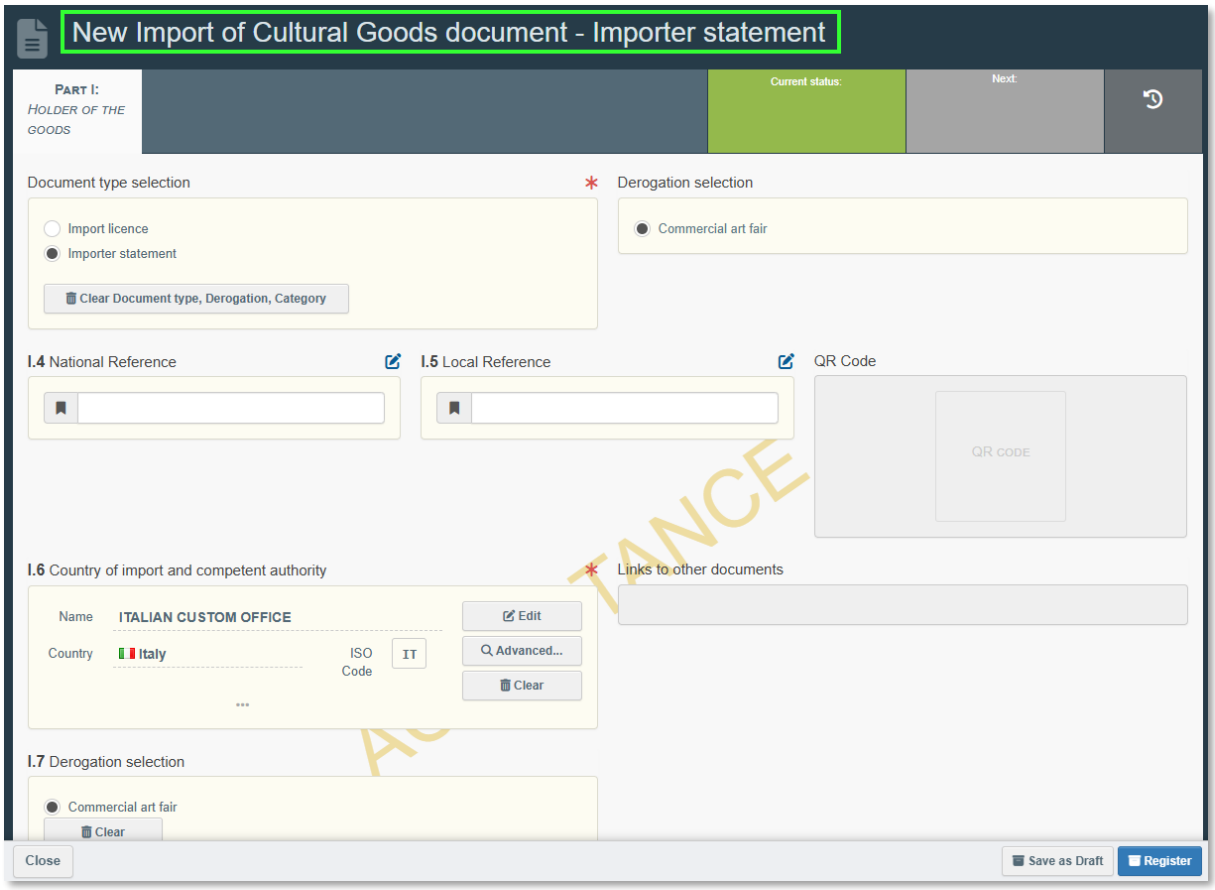


Once you have uploaded the mandatory photographs and selected the correct option in the importer's declaration (and uploaded any supporting documents, if applicable), you are ready to submit a new ICG document.

2. You can also copy as new ICG documents directly from the document search window. Search for the document you want to duplicate. Then click on **'Actions'** and select **'Copy as new'**.



A new duplicate version of your previous ICG document will open.

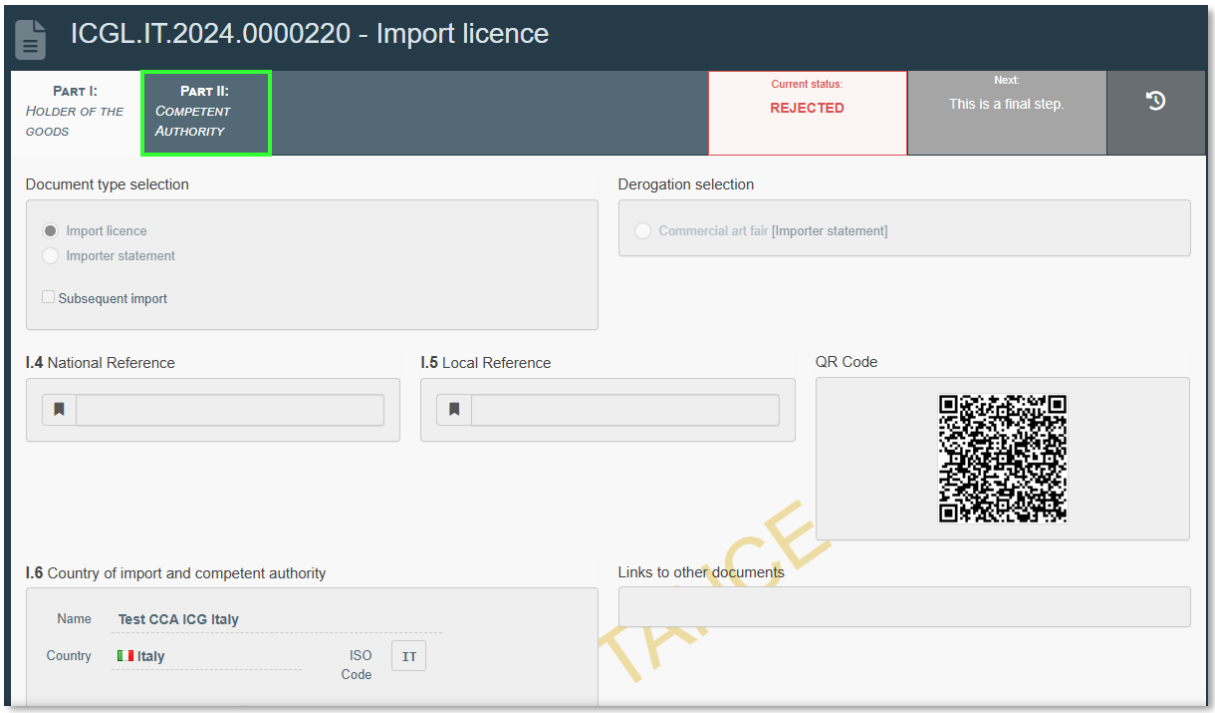


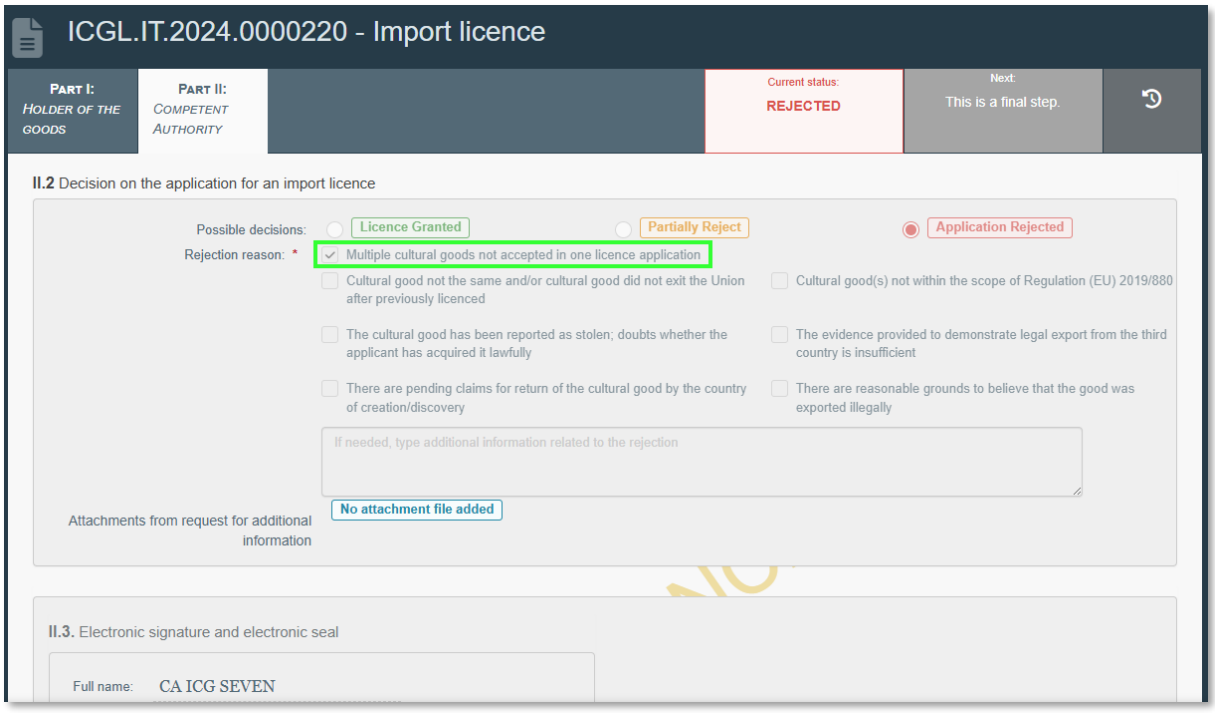
Once again, if you upload the mandatory photographs and select the correct option in the importer's declaration (and upload any supporting documents, if applicable), you will be ready to submit a new ICG document promptly.

b) Splitting an ICG Licence Application

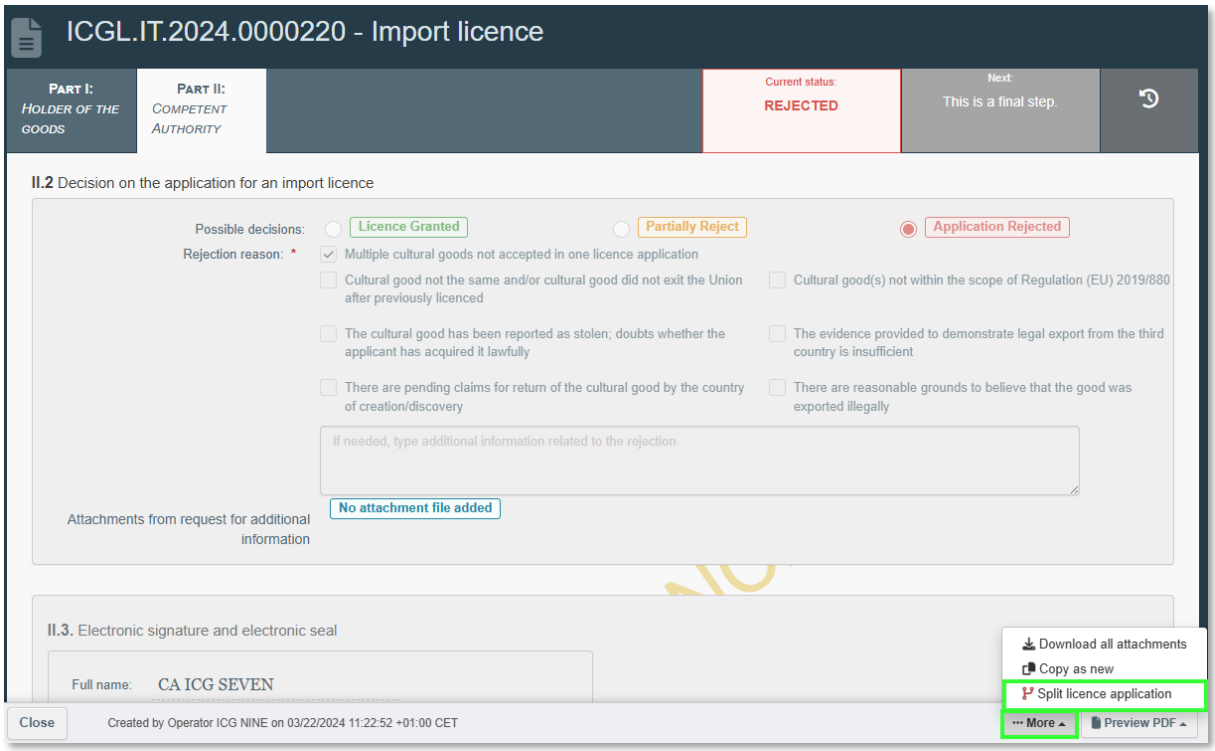
Importers should be aware that while the ICG system allows the submission of multiple cultural goods under a single licence application, the competent authority may require these to be submitted separately. If the grouping is deemed inappropriate, the application will be rejected, and the reason given will be “Multiple cultural goods not accepted in one licence application”. In such cases, importers can easily resubmit individual applications for each item. The original processing timers are preserved and linked to the new submissions to ensure continuity and traceability.

To find out if your ICG licence application has been rejected due to “Multiple cultural goods not accepted in one licence application”, first log in to your account on the TRACES platform and open the relevant ICG document. Then, go to **Part II: Competent Authority** to see the reason for rejection.





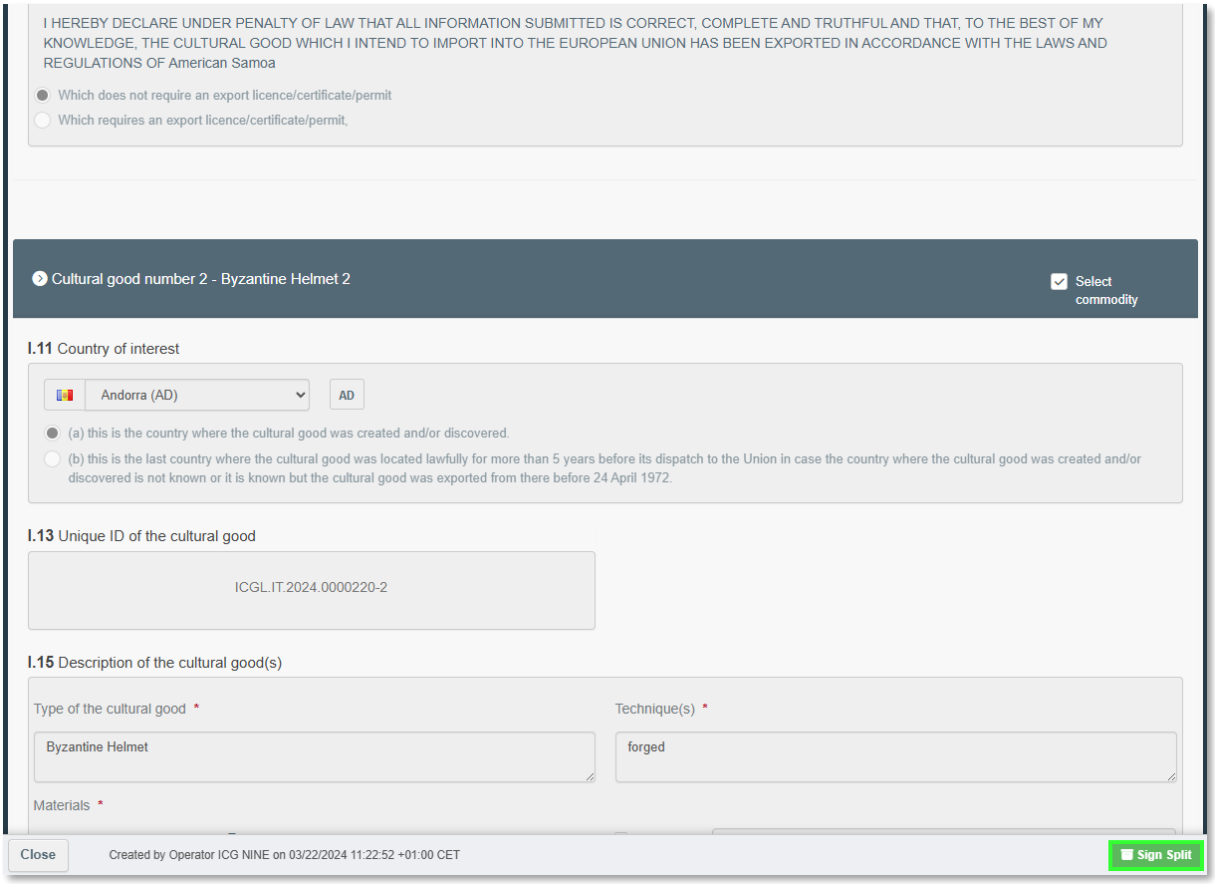
To split this ICG licence application into two or more separate documents, each containing one cultural good only, click on **more** in the bottom right-hand corner and select **split licence application**.



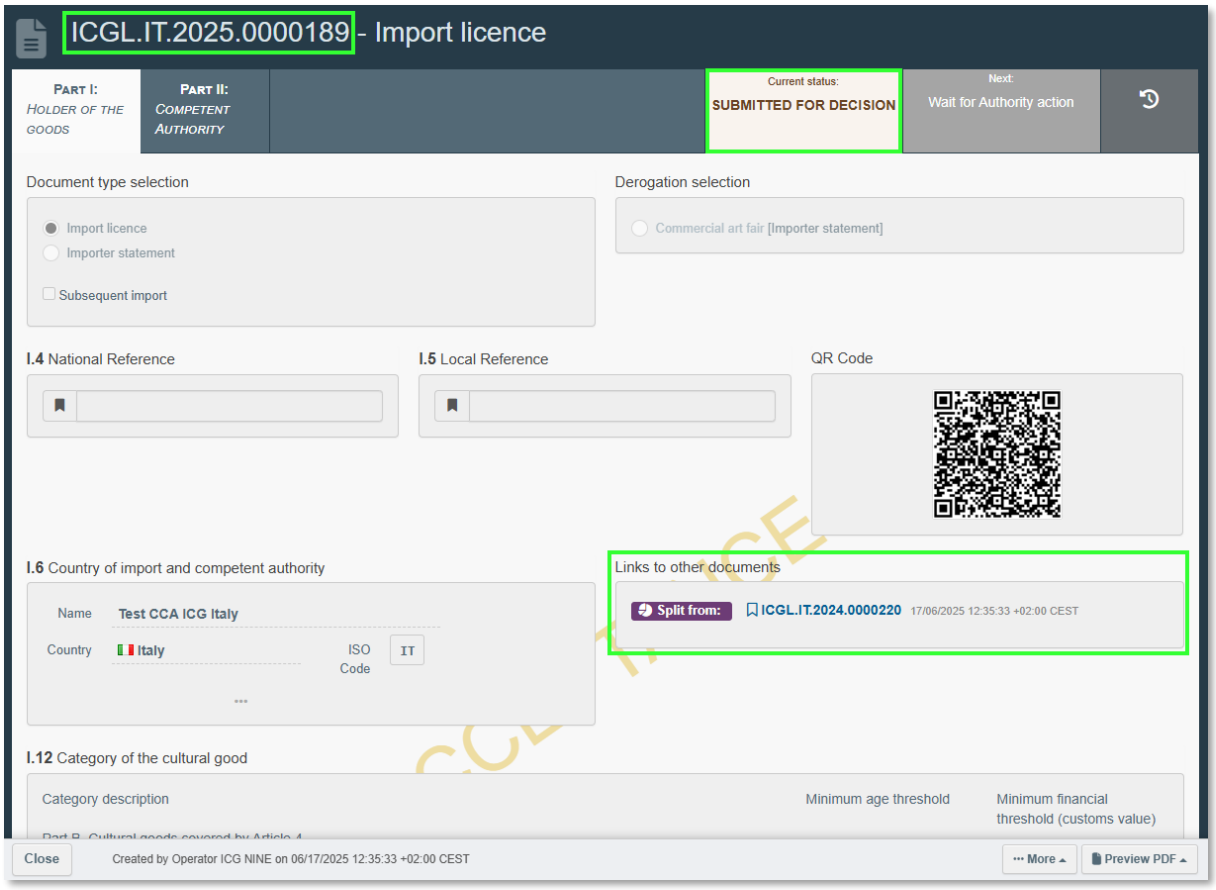
On the next screen, you'll be asked to select at least one cultural good to split from your original application. For example, if your application includes ten items, you can choose to submit each one separately or group them as you were asked by a competent authority — such as two groups of five, etc. Click on **select commodity** to include a cultural good item in your new split ICG licence application. You can also select the supporting documents relevant for the selected items from part I.17.



Once you have selected all the cultural goods to split from the original ICG licence application, click **sign split**.



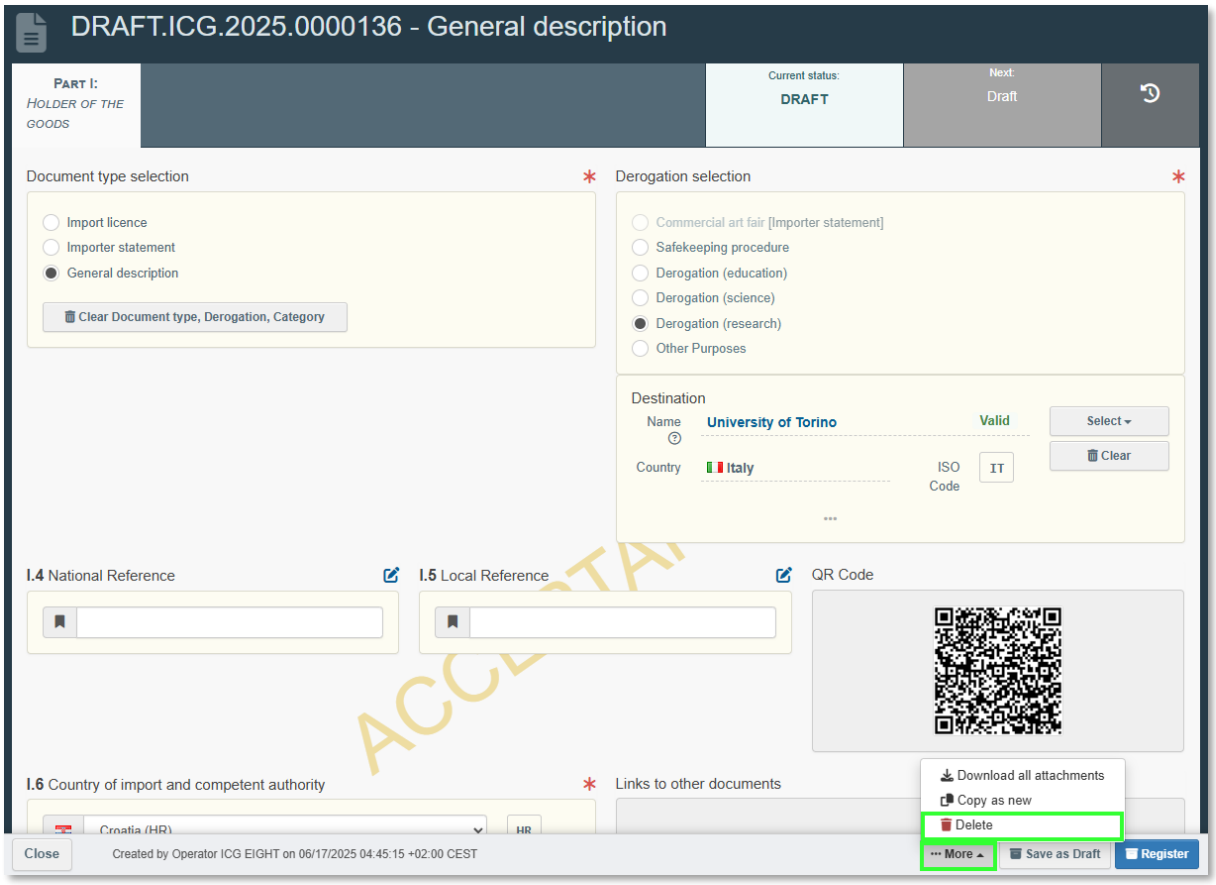
You will see that a new ICG licence application containing your previously selected cultural goods items has been created and submitted for approval. You will also see a link to the original ICG licence application in the **links to other documents** section.



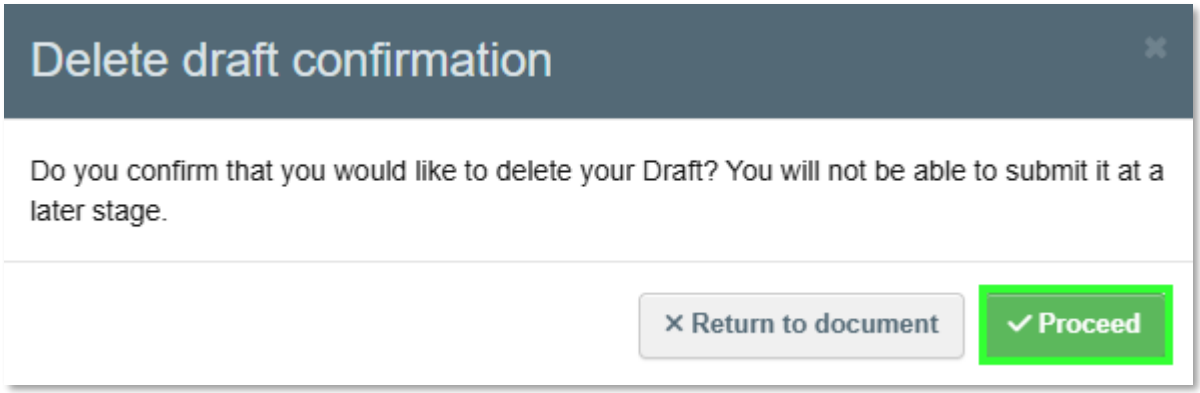
If you would like to submit a separate ICG licence application for each cultural good, return to the original application and resubmit each item one by one, following the above workflow. Each resubmitted document will automatically be submitted to the relevant competent authority for decision. Therefore, if you want to make changes to your ICG document, you should submit a new ICG licence application.

c) Deleting a Draft Document

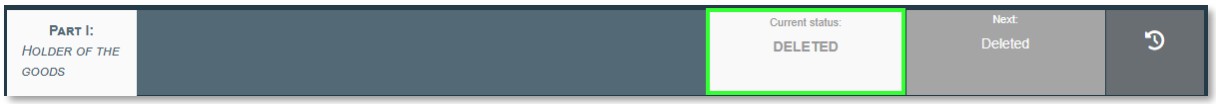
To delete any ICG draft document, first open it. Then, in the bottom right corner, select **More** and choose **Delete**.



A confirmation window will appear asking you to confirm that you want to delete the ICG document. Select **proceed** to continue.

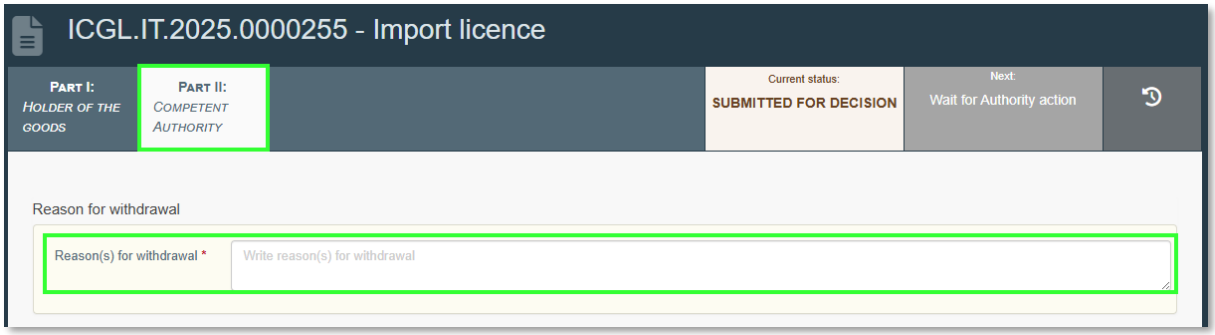


The ICG document should change its **current status** to **deleted**.



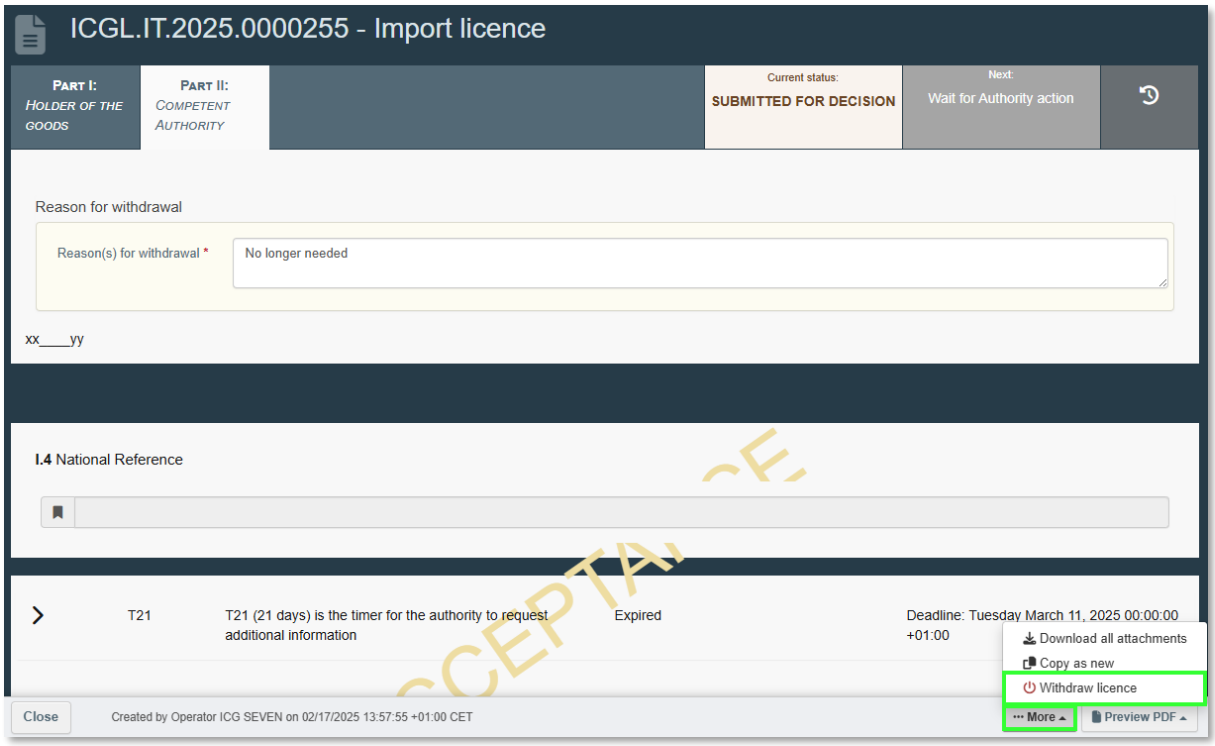
d) Withdrawing an ICG Licence Application

To withdraw an ICG licence application that has been submitted for approval, you must first open it and provide a **reason for withdrawal**. Open the ICG licence application that you want to withdraw and navigate to **Part II: Competent Authority**. Then enter a **reason for withdrawal**.

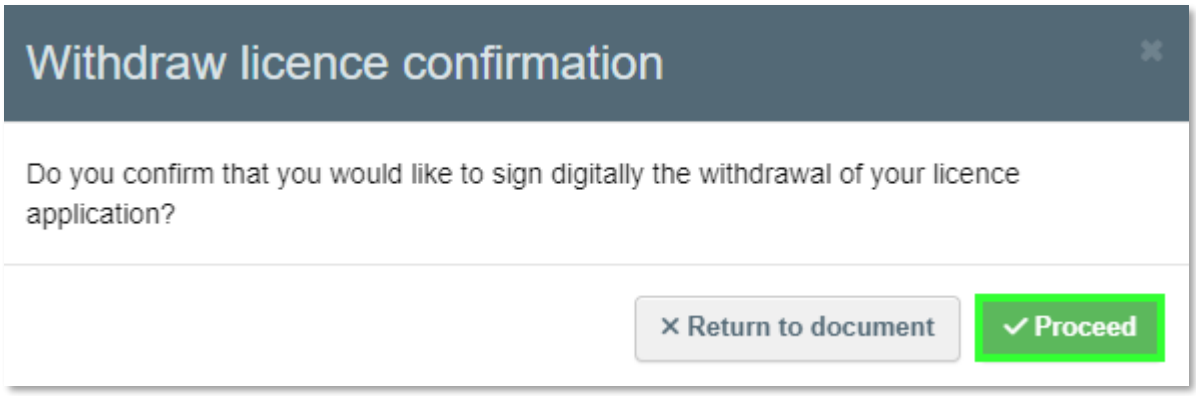


> **Note:** A reason for withdrawal of the ICG licence application is mandatory.

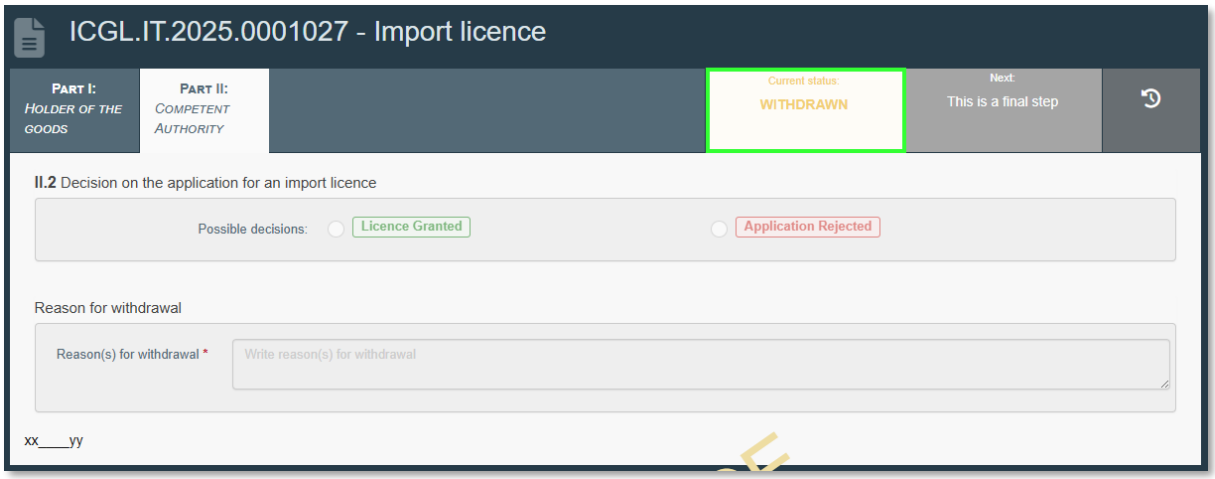
Next, select **more** in the bottom right corner and choose **withdrawn**.



A confirmation window will appear asking you to confirm that you want to withdraw the ICG licence application. Select **proceed** to continue.



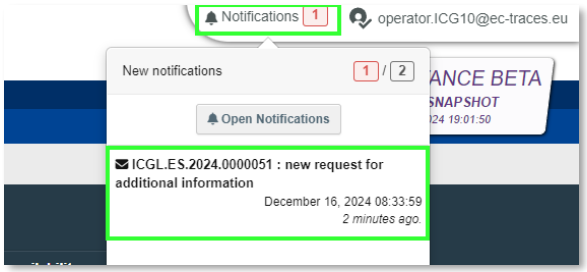
The ICG licence application should change its **current status** to **withdrawn**.

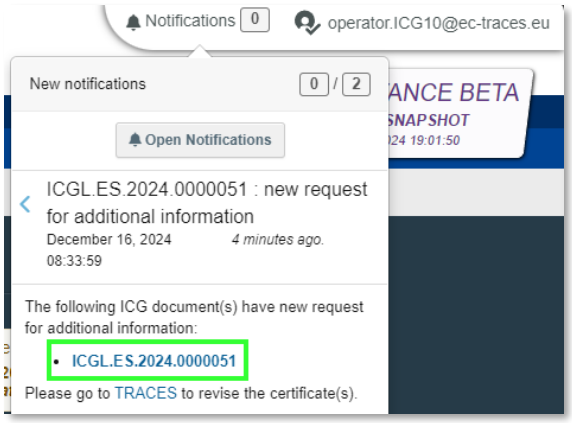


e) Responding to a Request for Additional Information

The competent authority may send one or more requests for additional information within 21 calendar days of the date of submission of the licence application and this time period cannot be extended. The importer then has 40 calendar days to respond to such a request. If no reply is received within this period, the licence application is automatically rejected as incomplete. This section provides detailed instructions on how to reply for a request for more information from a competent authority.

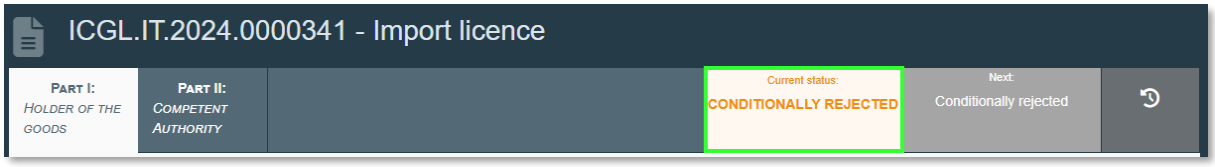
The easiest way to check if you have received a request for additional information for your ICG licence application is to **check** your **notifications** in the top right-hand corner. An example notification is shown below. Click on the notification to open it and then click on the ICG licence application number as shown below. Your licence application, which requires additional information, will open in a new window.

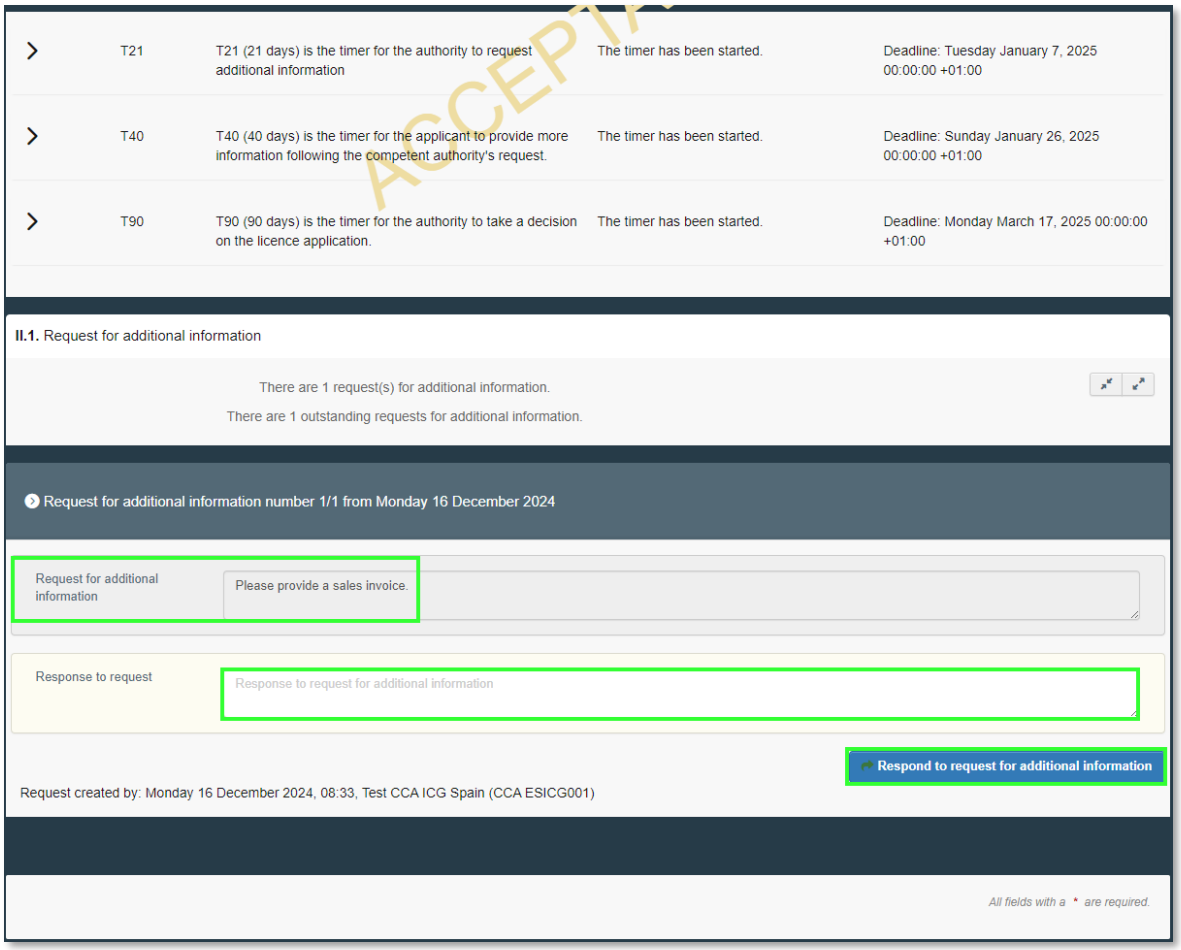




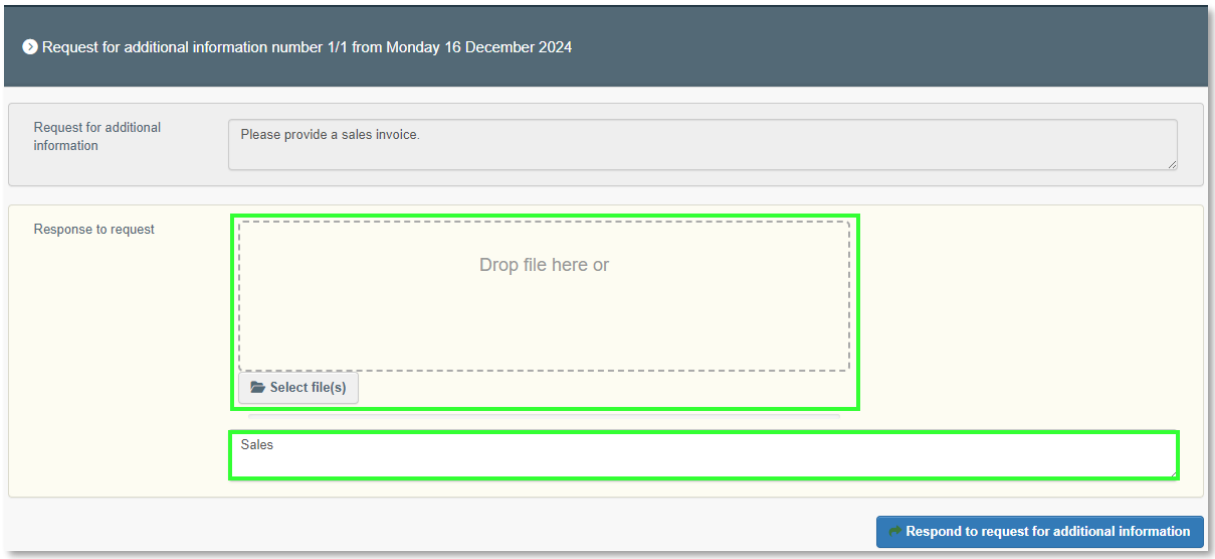
You can also search for the licence application using the standard search document function. Once you have the document open, navigate to **Part II: Competent Authority**. At the bottom of the page, you will find section **II.1. Request for additional information**.

> **Note:** You ICG licence application will change its status to "conditionally rejected" if a request for more information has been initiated. You can filter ICG documents by their status in the ICG document search page, using the advanced search option.



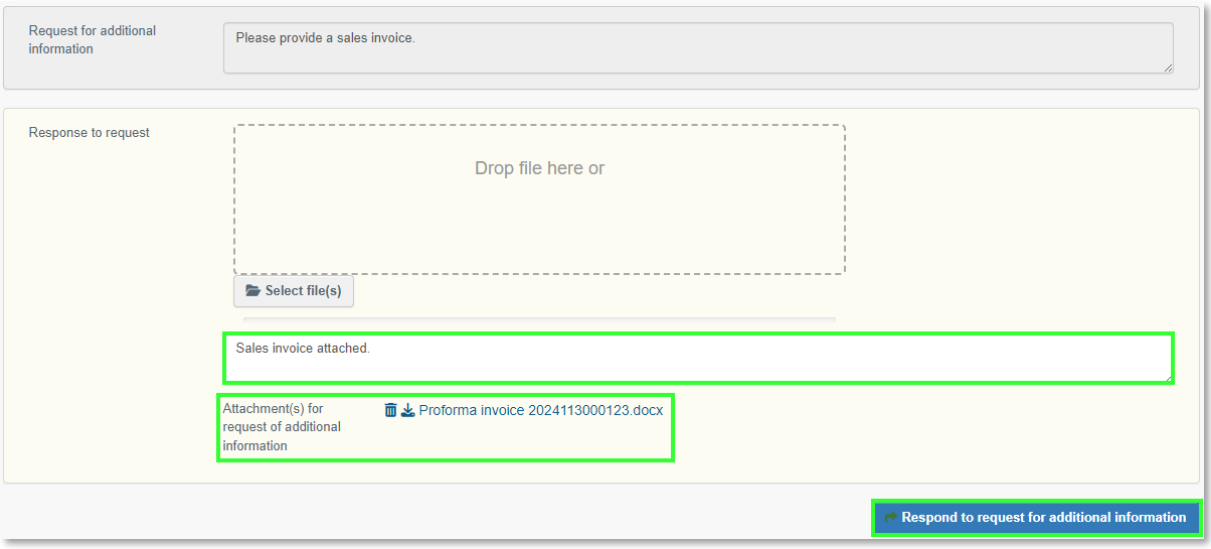


When you **start typing** your response to the competent authority, an option to **attach another supporting document** will appear. Select a file to upload and **complete** your response.

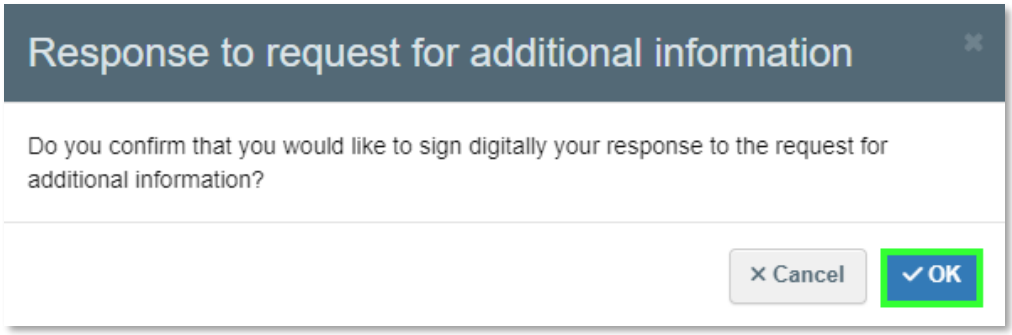


Note: You can add more than one supporting document.

Once you have completed the form, select **respond to request for additional information** to submit your response.



A confirmation window should appear. Select **OK** to continue.



You should now see your response below the request from the competent authority.

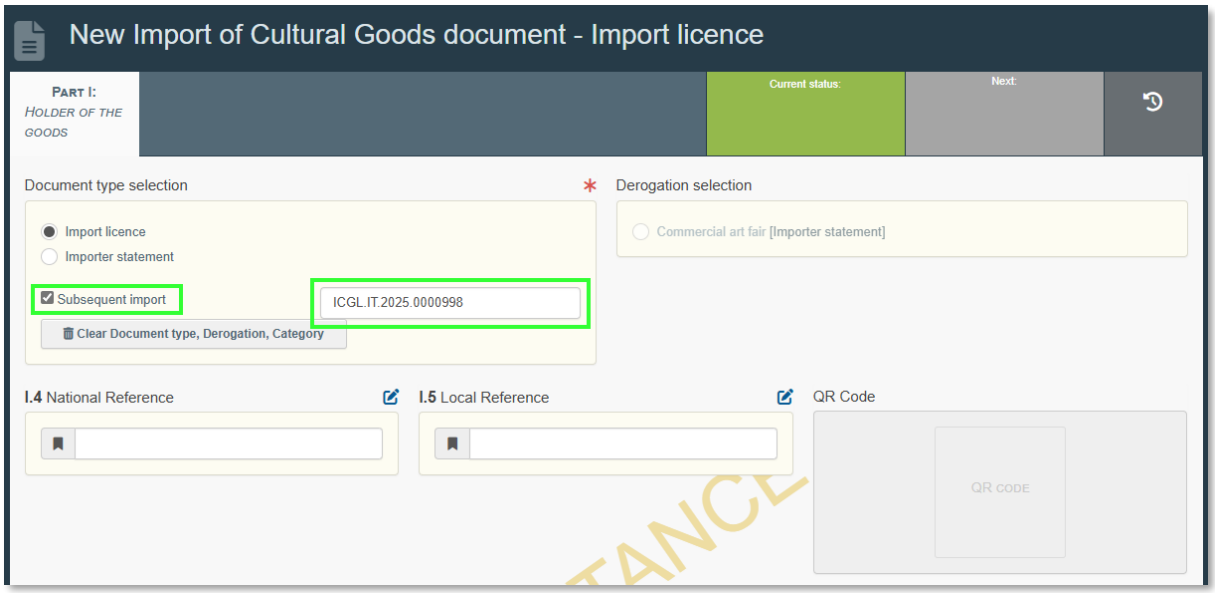


f) Creating an ICG Licence Application for a Subsequent Import

In cases where a cultural object is being re-imported into the EU, applicants may benefit from a simplified procedure by referencing a previously issued import licence. To qualify, they must demonstrate that the object is the same as in the earlier licence (usually done by the CA comparing the photographs) and that it was subsequently exported from the Union (usually by transport or customs documents or any other means). If both conditions are verified, the competent authority

may issue a new import licence without requiring full proof of legal export from the country of origin.

To create such an ICG licence application for a subsequent import, please follow the original ICG licence application workflow. The only difference is that you need to check the **Subsequent import** box and provide the number of the original ICG licence document that you want to base it on (as shown below).



V. Support and Contact Information

If you encounter any issues while using the ICG system or require further assistance, please contact the relevant competent authority. You can find the official list of designated authorities here (all languages available).

The respective competent authority will then gather, verify, and mediate the matter supporting you in solving the issues and, in case of need, competent authority will contact the Commission helpdesk.

Electronically signed on 26/06/2025 08:07 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121