Filing a customs application for action (**AFA**) in **IPEP** - which steps to take

Access IPEP

Using the LOG in button

Add mandatory information for the AFA

COMPANY INFORMATION

Enter EORI number

Add your LEGAL REPRESENTATIVE
(if you have one or appoint yourself if you are managing your client's AFAs)

Upload your power of attorney
(for legal representatives)

CONTACT POINTS

Include your enforcement contact points for customs (technical and legal) in the different Member States.

ADD YOUR IPR PORTFOLIO

Registered trade marks and designs are easily included from TMview and DesignView. Same for GIs. Other rights can be uploaded.

ADD YOUR PRODUCT INFORMATION,
for the products that you want to include in the AFA.

For each product, include at least a production place, a company involved and a trader.

Link the IPRs that protect the product from your IPR Portfolio

Don't forget to SHARE to product information with the customs authorities of the Member States where the AFA will be applicable.

Start your AFA

In the *Application for Action* (AFA) tab