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AREX Customer instruction 13

Filing Instruction

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Filing of AREX declarations and fallback procedure documents

Filing obligation of message declarants

The person lodging an AREX declaration must maintain such a log that the messages sent from it can be read and, where necessary, printed. The log data must be kept during the period prescribed for post-clearance recovery, i.e. current year plus 3 years. The person lodging the declaration must also keep for the same period the documents or electronic files referred to in the declaration as mandatory Produced documents/Certificates. Such documents can be, for example, transport documents as regards Entry Summary Declarations or Summary Declarations for temporary storage.

Filing obligation of declarants using the web channel

Customers are not required to store the web declaration itself. However, the person lodging the declaration must store the documents or electronic files referred to in the declaration as mandatory Produced documents/Certificates. The period for which the documents must be stored is current year plus 3 years.

Filing of AREX fallback procedure documents

The documents lodged using fallback must be kept within the time limit for post-clearance recovery (current year plus 3 years).

If the paper fallback documents are to be submitted to Customs in two copies, the acceptance or rejection of the document will be communicated to the person making the declaration in the archive copy supplemented with entries by Customs (date, time, recipient's signature).

For further information, please contact the customer management of Customs [turvatiedot@tulli.fi](mailto:turvatiidot@tulli.fi)