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UK Export Licence Checklist for Businesses Exporting Goods

1. Confirm Licence Requirement

- Use the [Goods Checker Tool](#) to determine if your product is controlled.
- Common triggers:
 - Military or dual-use items
 - Cryptographic or surveillance tech
 - Destinations under UK sanctions or embargoes

2. Select the Right Licence Type

Licence Type	Best For	Notes
SIEL	One-off exports to a specific customer	Most common for SMEs
OIEL	Regular shipments to multiple customers	Requires a strong compliance history
OGEL	Pre-approved routes/items	Fast-track option for low-risk exports
Sanctions Licence	Exports to sanctioned destinations	Requires SPIRE registration

3. Register Your Business

- Create a GOV.UK One Login.
- Register on the [LITE portal](#).
- Ensure:

- Your EORI number is active
 - Company details match HMRC records
 - You assign a compliance lead internally
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4. Gather Supporting Documents

- **End-User Undertaking (EUU):** Signed by the buyer confirming intended use.
 - **Product Datasheet:** Specs, control list entry, or ECCN.
 - **Commercial Invoice & Contract:** Buyer details, goods, and value.
 - **Shipping Plan:** Mode of transport, incoterms, and final destination.
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5. Check Destination Compliance

- Confirm the importer has the necessary import licences.
 - Review local customs and regulatory restrictions.
 - Check for UK sanctions or embargoes via the [Sanctions List](#).
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6. Plan Export Logistics

- Ensure goods are correctly classified and labelled.
 - Include licence documentation with the shipment.
 - Use a freight forwarder familiar with controlled exports if needed.
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7. Submit Your Application

- Log in to LITE and select the appropriate licence.
 - Provide:
 - Detailed product description
 - End-user details
 - Supporting documents
 - Track progress and respond promptly to ECJU queries.
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8. Maintain Records

- Retain:
 - Licence copies

- Shipment documents
 - End-user statements
- Keep records for **at least 4 years** for audit purposes.