

Customs and Immigration Sanctions Licence Application Form

Notes for the completion of this form

This form should be used by individuals or entities seeking a licence from the Isle of Man Treasury to allow an activity or transaction to take place that would otherwise be prohibited under asset freezing measures.

This form should be used for all licence applications relating to sanctions regimes regulations.

Before you complete this application, please read the notes on page 7.

This form is designed to be completed electronically. Completed applications should be submitted via email to: sanctions@gov.im

Part 1 – Under which regime is the licence sought?

Name of sanctions regime in respect of which a licence is sought	
Urgency Please provide any details that may help us determine the urgency of the case (e.g. deadlines, impact on your business if a licence cannot be granted by a given date).	

Part 2 – Details of the licence

Is your application for a new licence or an amendment to an existing licence?	New	Amendment to existing licence
Please provide the licence number and attach a copy of the licence to your application		

Part 3 – Details of the licence applicant

Date of application	
Name of applicant (Individual / Company Name etc.)	

Part 3b – Details of the licence applicant – contact details

Nature of business	
Address	
Contact Name	
Telephone number	
Email address	

Part 3c – Details of the licence applicant – designated person

<p>Are you / is your company a "designated person" (that is, subject to an asset freeze), or owned or controlled by a designated person?</p> <p><i>If yes, please provide details</i></p>	<p>YES</p> <p>NO</p>
<p>If you / your company is not a "designated person", please indicate what your involvement is with the proposed activity for which you are seeking a licence.</p> <p>Please also provide the details of any designated persons involved in this application.</p>	

Part 3 – About the licence sought (please tick whichever applies)

<p>Licence required to release frozen funds or economic resources, or make them available, directly or indirectly, to or for the benefit of a designated person, to meet:-</p> <p>Applicants should consider whether the derogation is (i) applicable under the regime for which they are applying and in relation to the proposed transaction(s) and (ii) applicable to UN designated persons</p>	Basic needs of the designated individual or their dependent family members	
	Basic needs of the designated entity	
	Reasonable professional fees for the provision of legal services and / or reasonable expenses associated with the provision of legal services	
	Reasonable fees or service charges arising from the routine holding or maintenance of frozen funds or economic resources	
	Extraordinary expenses of a designated person	
	Extraordinary situations	
	Humanitarian assistance activity	
	Diplomatic missions etc.	
	Obligations of a designated person (whether arising under a contract, agreement or otherwise)	
Other		

<p>If 'Other' please specify, including relevant legislation reference</p>	
<p>Specify the legal basis for licensing – i.e. the relevant provision in the applicable Schedule (Treasury Licences: purposes)</p>	
<p>Please give the licence number(s) of any licence(s) already received by the applicant</p>	
<p>Please give the licence number(s) or details of any licence(s) applied for in other jurisdictions</p>	

Part 4 – Overview

<p>Set out the details of the transaction(s) to be licensed or the direction to be issued and your connection to it. What is the prohibited act that the licence is for?</p>	
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Part 4b – Overview – Isle of Man connection

<p>Explain the Isle of Man connection in your application.</p>	
<p>If the Isle of Man Connection of your application relates to an entity you believe is owned or controlled by a Designated Person, please outline why that entity satisfies the conditions of the meaning of "Owned or controlled directly or indirectly" as set out in the relevant regulations.</p>	

Part 5 – Details of the Transaction(s) concerned

<p>Date of contract</p>		
<p>Date of the intended transaction(s)</p>		
<p>Description of funds, goods or services to be supplied or obtained</p>		
<p>Are the goods or services for humanitarian purposes (e.g. delivering or facilitating the delivery of assistance, including medical supplies, food, the provision of electricity, or other humanitarian purposes)?</p>	<p>YES</p>	<p>NO</p> <p>(If "Yes", please explain the humanitarian purpose fully)</p>
<p>Value of the goods or services to be supplied or obtained</p>		
<p>Names of the parties to the contract</p>	<p>Seller / Supplier</p>	
	<p>Buyer / Customer</p>	
	<p>Agent / Broker / other intermediary</p>	

Part 5 – Continued

<p>As far as you are aware, is the end user different to the contract customer?</p>	<p style="text-align: center;">YES NO</p> <p>If "Yes", please provide details of the end user (if known)</p>
<p>As far as you are aware, is the end user owned or controlled by a designated person?</p>	<p style="text-align: center;">YES NO</p> <p>If "Yes", please provide details of the ownership or control</p>
<p>Do you know or have reasonable suspicion that the funds, goods or services will be used by a designated person, or by a person acting on their behalf or at their direction, or by entities owned or controlled by them?</p>	<p style="text-align: center;">YES NO</p> <p>If "Yes", who is the individual or entity?</p>
<p>Dates of any transactions or shipments already made.</p>	
<p>Dates of any future transactions or shipments</p>	

Part 6 – Banking details

<p>Method of payment (e.g. cash, cheque, bank transfer, confirmed or unconfirmed letter of credit etc.)</p>	
<p>Are payment instructions / funds available for this transaction?</p>	<p style="text-align: center;">YES NO</p>

Part 6 – Banking details continued

<p>The banks through which the payment will be made starting with where it will originate from and where it will go to.</p> <p>Also provide information on correspondent / intermediary banks that are involved if any. Please include details such as bank name, branch details, sort code, account number (if local) or IBAN/SWIFT and BIC (if international).</p> <p>Please also provide any supporting evidence with your completed application form.</p>	
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Part 7 – Further details

<p>Please provide any additional background information or explanation that would help Treasury consider your application</p>	
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You must provide evidence to support an application and demonstrate that all criteria of the relevant licensing ground (where applicable) have been met. Please provide below a list and an explanation of your supporting evidence.

Document name	Explanation of document/relevance to application

Notes

This form should be used by individuals or entities seeking a licence from the Isle of Man Treasury to allow an activity or transaction to take place that would otherwise be prohibited under asset freezing measures.

For all licence applications, you must set out the full facts and details of the licence needed. In some cases a general licence may already be in place. Any current general licences will be on the Sanctions and Export Control website.

This form should not be used for export control licence applications. Applications for an export control licence should be made using [SPIRE](#)

The form has been developed with commercial arrangements in mind (i.e. sales of goods or services etc.). It can be adapted and used (for example) for gifts or transactions for humanitarian assistance activity where funds, goods or services are being donated. Whatever the nature of the proposed transaction(s), full supporting evidence and arguments should be provided.

Licence applications can be legally and/or commercially complex, and in certain circumstances require clearance or prior notification internationally (e.g. at UN level). Accordingly, you should apply at least four weeks before a licence is needed and preferably even further in advance if practicable. You may wish to consider taking independent legal advice before applying for a licence.

The Treasury can only issue a licence where there are grounds to do so. These grounds will be set out in the relevant sanctions legislation (e.g. the Schedule of Treasury Licences). Applicants can also consult the regime guidance and general guidance. In each application, consideration should be given to the grounds on which the licence is sought and reference should be made to the relevant licensing ground as set out in the relevant legislation. Applications which do not do so will be returned with a request that a suitable licensing ground be added.

The form comprises the following parts:

- a) **Part 1** asks for the name of the regime under which the licence is sought – this will be the regime under which sanctions otherwise apply. You should refer to any special factors effecting the urgency of your application here.
- b) **Part 2** asks for details of the person on whose behalf the licence is sought and of a person to contact (who should be familiar with the transaction involved).
- c) **Part 3** is about the licence sought – the type of licence sought. Please note that Treasury can only issue a licence if there is a legal basis to do so. You should check that the applicable Schedule (Treasury Licences: purposes) include the purpose of the licence being sought and add the specific reference.
- d) **Parts 4 and 5** are about the transaction involved. Please make it clear if a payment is a one-off or if it will be repeated. If regular or repeat payments are involved, please explain how often those payments will be made.
- e) **Part 6** is about the banking details of the transaction.
- f) **Part 7** provides the applicant with the opportunity to add any additional background. You should also attach and list any additional documents you are sending that will make it easier for the Treasury to understand the application. For example, where a licence is sought on the basis that a contract was entered into before sanctions were imposed it is essential to provide a copy of that contract.

Privacy Notice

The Treasury collects information about you in order to administer taxation and carry out other functions for which it is responsible (e.g. National Insurance, customs and excise duties, property rates, social security benefits, state pensions and legal aid etc.), and for the detection and prevention of crime.

Whilst that information will primarily be provided by you, where the law allows we may also get information about you from other organisations, or give information about you to them. This may be to check the accuracy of the information provided, prevent or detect crime or protect public funds in other ways. These organisations may include other government departments, the police and other agencies.

To find out more about how we collect and use personal information, contact any of our offices or visit our website at: <https://www.gov.im/about-the-government/departments/the-treasury/privacy-notice/>