

Table of Contents

Glossa	ary	4
I. II	ntroduction	5
a)	Document History	5
b)	Overview	5
c)	Choosing the Right Environment	6
d)	Before You Start	7
II. G	Generic Operations	8
a)	Homepage and Dashboard Overview	8
b)	Document Search Within the System	11
c)	Notifications within the system	15
III.	Basic Workflows	19
a)	ICG Licence Application – Basic Workflow	19
1	L) Basic Information	19
2	2) Creation of an ICG Licence Application	21
3	3) Saving an ICG Licence Application as a Draft	34
4	 Submitting an ICG Licence Application 	35
5	5) Following an ICG Licence Application After Submission	36
6	5) ICG Licence Application Timers Explained	36
b)	ICG Importer Statement – Basic Workflow	37
1	L) Basic Information	37
2	2) Creating an ICG Importer Statement	38
3	3) Saving an ICG Importer Statement as a Draft	51
4	 Registering an ICG Importer Statement 	52
5	5) Following an ICG Importer Statement After Registration	53
c)	ICG Importer Statement for a Commercial Art Fair – Basic Workflow	53
1	L) Basic Information	53
2	2) Creating an ICG Importer Statement for a Commercial Art Fair	54
3	B) Registering an ICG Importer Statement for a Commercial Art Fair	67
4	4) Following an ICG Importer Statement for a Commercial Art Fair After Registrati	on68
5	5) Expiration of an ICG Importer Statement for a Commercial Art Fair	68
6	5) Replacing an ICG Importer Statement for a Commercial Art Fair	68
d)	ICG General Description – Basic Workflow	74
1	L) Basic Information	74
2	2) Creating an ICG General Description	75
3	 Saving an ICG General Description as a Draft 	86

	4)	Registering an ICG General Description87					
	5)	Following an ICG General Description After Registration	87				
IV.		Special Workflows and Operations	87				
a)		Using the "Copy as New" Function	88				
b)		Splitting an ICG Licence Application	90				
c)		Deleting a Draft Document	94				
d)		Withdrawing an ICG Licence Application	96				
e)		Responding to a Request for Additional Information	97				
f)		Creating an ICG Licence Application for a Subsequent Import	100				
V.	Su	upport and Contact Information	102				

Glossary

ADMIN USER	Administrator User
СА	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
ІСОМ	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 <u>Regulation (EU) 2019/880</u> and <u>Commission Implementing Regulation (EU)</u> 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

<u>Regulation (EU) 2019/880</u>: 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.

<u>Implementing Regulation (EU) 2021/1079</u>: 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 <u>HERE</u>.

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 <u>HERE</u>.

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 <u>EU Login</u> 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 <u>EU Taxation and Customs website</u> and <u>EORI National</u> <u>Implementation</u>.

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 <u>TNT Get Started Manual</u>.

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**:

			Notifications
Commission IMSOC			ACCEPTANCE BETA
IRACES · ADIS	EUROPHYT IRASEF		8.1.0-SNAPSHOT 05/06/2025 21:10:33
Documents - Dashboard - Actors -	Publications • O Help •		
		A	
	Welcome Operator ICG SEVEN	Planned Unavailabilities	
	Last Login: 28/05/2025 12:41:55 +0200 CEST.	13 November 17:06 Test News with unavailability	
	Latest News	Planned Unavailability / Maintenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET	
	13 November 17:07 Test the News Test News	Total Duration: 1 Hours (estimated).	
	E Receive latest news by Email	More D My pending certificates	
		Reference number Action Countries of origin Commodities	8
		No pending certificates found	
	Last update: 2025 Legal Notice Terms of Use Coo	kies Privacy statement Accessibility Credits Contact Top Page	
	European Comm	ssion - DG Health & Food Safety.	
	IMSOC - TRACES.NT 8	1.0-SNAPSHOT (05/06/2025 21:10:33) -	
	processed by	TRACEONTUUT_ACCWISTI.	

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.

European Commission IMSOC						¢.	Notifications 0
TRACES · ADIS	S · EUROPHYT · iRASF	F					
IMSOC > TRACES > Dashboard > My pendin	ng certificates						
🖺 Documents 👻 🔀 Dashboard 👻 🖪 Actors 👻	Publications - 🛛 He	lp 👻					
My pending certificates Search all pending certificates for user bodies of currently logged us	valid ending ce	ertificates				😂 Refresh 🗮 Last 30 Days	
	Date Rang	e: 10/06/2025 00:0	00 - 10/06/2025 23:59 🔇				
	ICG 0						
	ICG Reference	Action Ho	older of the good	Country of interest	Cultural good(s)	Last update on	
			♦ No Pending Certifi	cates found on [10/06/2025 00:00:00 - 1	0/06/2025 23:59:59].		

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

European Commission IMSOC							
TRACES · ADIS	EUROPHYT iR/	SFF					
IMSOC > Index							
🖥 Documents 👻 😗 Dashboard 👻 🖪 Actors 👻	🗠 Analytics 👻 📕 Pu	blications 👻 🔞 Help 👻					
	Welcome CA ICG	SEVEN		Planned Unavailabili	ties 🌘		
	Last Login: 10/02/2025	14:51:59 +0100 CET .		29 October 11:00	Scheduled Unavaila Planned Unavaila Time: 31/10/2024 1	bility Test #1 ability / Maintenance 2:00 - 31/10/2024 18:50	+0100 CET
		ary 15:06 Announcement: Public Users to start seeing EC-validated RA SFF Notifications with a 24h delay Starting from 0104/2025, Public Users will be experiencing a 24h delay between the time a RASFF notification is EC validated and the time it becomes visible in RASFF Window. Second line added.			Total Duration: 6 h	ours, 50 minutes <i>(estir</i>	nated).
				My pending certificat	es 📕		
		Third line added.		BREFERENCE NUMBER	Action	Countries of origin	Commodities 2
		Another piece of News Hello World!		Conditionally rejected	Take decision	Solomon Islands	9705 10 00 16
	🔳 🖾 Receive latest ne	ws by Email	More 😁	Submitted for decisi	Take decision	📾 Australia	9706 10 00 12
				Conditionally rejected	Take decision	Moldova	9705 10 00 16

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 <u>next section</u>.



- Actors this function is primarily used to manage Actors within the ICG system and includes the following:
 - Operators search, modify, suspend, register new operators,
 - o Authorities search for central, regional, local authorities,
 - o 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** \rightarrow **Third Country Law Library** from the navigation menu at the top of the page.

IMSOC > Administration > Third Country Law Library > Search						
🗄 Documents 👻 😗 Dashboard 👻 🖪 Actors 👻	Publicatio	ns 👻 😡 Help 👻				
	Third C	ountry Law Library				
		Search: Type your query	_	Q Search Advanced Search >		
		Select country Q Quick acce	88			
	Country	State-party to the 1970 UNESCO Convention	Date of accession/ratification	Last update on		
	I AF	No	November 3, 2024	June 6, 2025 18:13 +02:00 CEST		
	🔛 AI	No		July 3, 2024 11:11 +02:00 CEST		
	AL	No		January 25, 2024 15:50 +01:00 CET		
	AQ	Yes	February 27, 2025	March 18, 2025 15:24 +01:00 CET		
	AR			May 27, 2024 16:03 +02:00 CEST		
	⊠ AS			January 10, 2024 16:08 +01:00 CET		
	AT			January 25, 2024 16:07 +01:00 CET		
	🔤 AZ	Yes	August 9, 2023	August 11, 2023 13:36 +02:00 CEST		
	BB			April 15, 2025 16:37 +02:00 CEST		
	🔲 BD	No		November 6, 2024 16:23 +01:00 CET		

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

Third Country La	w Library			
Search:	Type your query		Q Search	Advanced Search >
Select country	~	Q Quick access		

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

Third Country Law Library					
Search:	Type your query			Q Search	Advanced Search >
Select country	United States (US)	✔ Quick access			

Third Country Law Library					
Third Country Law Library - Details					
Disclaimer The content of this compendium is intended for informational purposes only. The information and may be subject to change. If you identify any inaccuracies or needs to update the conte library@ec.europa.eu including the official reference or source. Last under a by Stave COLITHEEPS at Exhanges 15, 2024 13:50:44,e01:00 CET.	n provided is indicative, reflects nt, please contact the DG TAXL	the situation a JD functional	as of the date the o mailbox at third-co	country profile puntry-law-	e was created,
Country name	State-party to the 1970 UN	ESCO Conve	ention		
US United States	Yes No	Date	thirdCountry		1972Party 🛱
Export authorisation system Categories of Part A of the Annex to Regulation (EU) 2019/880 or of Art. 1 of the 1970 UNES (a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of pa	SCO Convention	Export auth	orisation system	Prohibition the nationa Yes	to export from I territory
 (b) Property relating to history, including the history of science and technology and military a national leaders, thinkers, scientists and artists and to events of national importance; (c) Products of archaeological excavations (including regular and clandestine) or of archaeological excavations (including regular and clandestine) or of archaeological excavations or archaeological sites which have been distributed by the set of artistic or historical monuments or archaeological sites which have been distributed by the set of archaeological sites which have been distributed by the set of archaeological sites which have been distributed by the set of the set o	nd social history, to the life of logical discoveries on land or membered (liturgical icons	YesYesYes	 No No No 	YesYesYes	NoNoNo
 and statues, even free-standing, are to be considered as cultural goods belonging to this cal (e) Antiquilies more than one hundred years old, such as inscriptions, coins and engraved so (f) Objects of ethnological interest; (g) Objects of artistic interest, such as: 	tegory); eals;	Yes	No No	Yes	No No
 (i) Pictures, paintings and drawings produced entirely by hand on any support and in any designs and manufactured articles decorated by hand); (ii) Original works of statuary art and sculpture in any material; (iii) Original engravings, prints and lithographs; (iv) Original artistic assemblages and montages in any material; 	material (excluding industrial	Tes	• 110	U Tes	NO

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**.

European Commission IMSOC TRACES ADI	S · Europhyt · irasff		¢ N
IMSOC > Index			
Documents - Dashboard - EActors	E Publications O Help		
DG TAXUD Import of Cultural Goods	Welcome Operator ICG SEVEN		Planned Unavailabilities
General descriptions	Last Login: 28/05/2025 12:41:55 +0200 CEST. Latest News	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance	
	13 November 17:07 Test the News Test News		Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET Total Duration: 1 Hours (estimated).
		Mara	My pending certificates
	Receive latest news by Email		Reference number Action Countries of origin Commodities
			No pending certificates found

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).

European Commission				-
	HYT irasff			
IMSOC > TRACES > Documents > Import of Cultural Good	ds 📏 Search			
🖹 Documents 🗸 🐠 Dashboard 👻 🖪 Actors 👻 🗏 Publicat	tions 👻 🔞 Help 👻			
Searc	h			+ Create
Search d	locument(s)			
	Search:	Type the Reference number, Traces Reference number, Maker, Q Search	Advanced Search	Showing 0 / 0 Total items
ICG Refer	rence	Last update on 48	Status	
	Start searching with Search button.			

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.

European Commission IMSOC				
TRACES · ADIS ·	EUROPHYT · iRASFF			
IMSOC > TRACES > Documents > Import of Cult	ural Goods 🗦 Search			
🖹 Documents 👻 🤁 Dashboard 👻 🖪 Actors 👻 🖡	Publications - 🕑 Help -			
s	Search		+ Create	
	Search document(s)			
	Search:	Type the Reference number, Traces Reference number, Maker, Q Search	Advanced Search > Showing 0 / 0 Total Items	
	ICG Reference	Last update on 45	Status	
	Start searching with Search button.			

European Commission IMSOC				(1)
TRACES · ADIS	· EUROPHYT · iRASFF			
IMSOC > TRACES > Documents > Import of C	ultural Goods > Search			
Documents - Dashboard - E Actors -	■ Publications - Ø Help -			
	Search			+ Create
	Search document(s)			
	Search:	Type the Reference number, Traces Reference number, Maker, Q. Search	Advanced Search >	Showing 30 / 417 Total items
	ICG Reference	Last update on 13	Status	
	RICGD.IT.2025.0000334	29/05/2025 10:40 +02:00 CEST	VALID	¢₀ Actions -
	CGD.IT.2025.0000333	29/05/2025 10:40 +02:00 CEST	VALID	¢₀ Actions -
	CGD.IT.2025.0000332	29/05/2025 10:40 +02:00 CEST	VALID	¢ _₽ Actions -
	CGD.IT.2025.0000331	29/05/2025 10:39 +02:00 CEST	VALID	¢ _₽ Actions -
	ICGD.IT.2025.0000330	29/05/2025 10:39 +02:00 CEST	VALID	¢₀ Actions -
	CGD.IT.2025.0000329	29/05/2025 10:39 +02:00 CEST	VALID	¢₀ Actions -
	CGD.IT.2025.0000328	29/05/2025 10:37 +02:00 CEST	VALID	¢₀ Actions -
	ICGD.IT.2025.0000327	29/05/2025 10:37 +02:00 CEST	VALID	¢₀ Actions -
	ICGD.IT.2025.0000326	29/05/2025 10:37 +02:00 CEST	VALID	♥o Actions ▼
	LCGD.IT.2025.0000325	29/05/2025 10:36 +02:00 CEST	VALID	¢₀ Actions -

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

European Commission IMSOC		. No
TRACES · ADIS · EUROPHYT · iRASFF		
IMSOC > TRACES > Documents > Import of Cultural Goods > Search		
🖥 Documents 👻 😗 Dashboard 👻 🖪 Actors 👻 📕 Publications 👻 🚱 Help 🔹		
Search		+ Create
Search document(s)		
Search:	Type the Reference number, Traces Reference number, Maker,	Q Search Advanced Search Showing 30 / 417 Total items
Status:	ICG status selection - Type:	ICG type selection -
	No selection	No selection
Submission date range:	Decision date range:	
Country of interest:	Search Category:	ICG category selection -
	× Clear Add country group +	No selection
Responsible authority:	Type responsible authority Q Holder of the goods:	Type operator Q
Commodity:	Please provide code, model Q	
		×Clear

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.

European Commission IMSOC				
TRACES · ADIS · EUROPHYT · iRASFF				
IMSOC > TRACES > Documents > Import of Cultural Goods > ICGL.IT.2025.0000929				
🖺 Documents 👻 🚯 Dashboard 👻 🖪 Actors 👻 🚍 Publications 👻 🚱 Help 👻				
< 📔 ICGL.IT.2025.0000929	- Import licence			
PART I: PART II:		Current status:	Next:	<u>ت</u>
HOLDER OF THE COMPETENT GOODS AUTHORITY		VALID	rnis is a linal step.	3
Document type selection		Derogation selection		
Import licence		O Commercial art fair [Importer statement]		
Importer statement		Safekeeping procedure [General description]		
General description		Derogation (education) [General description] Derogation (science) [General description]		
Subsequent import		O Derogation (research) [General description]		
🖥 Clear		Other Purposes [General description]		
L4 National Reference	1.5 Local Reference	QR Code		
		and		
	<u> </u>			
I.6 Country of import and competent authority		Links to other documents		
E I Italy (IT)	~ II			
Close Created by Operator ICG EIGHT on 04/25/202	5 13:25:39 +02:00 CEST		··· More 🔺	Preview PDF 🔺

Then click on **Preview PDF**.

European Commission IMSOC				Notifica
TRACES · ADIS · EUROPHYT · iRASFF				
IMSOC > TRACES > Documents > Import of Cultural Goods > ICGL.IT.2025.0000929				
🚡 Documents 👻 🚯 Dashboard 👻 🖽 Actors 👻 📕 Publications 👻 🚱 Help 👻				
< 📔 ICGL.IT.2025.0000929 -	Import licence			
PART I: PART II: HOLDER OF THE COMPETENT GOODS AUTHORITY		Current status: VALID	Next: This is a final step.	ъ
Document type selection		Derogation selection		
Import licence Importer statement General description Subsequent import Clear		Commercial art fair [Importer statement] Safekoeping procedure [General descripti Deregation (education) [General description Deregation (science) [General description] Deregation (research) [General description]	5n] n]	
I.4 National Reference	I.5 Local Reference	QR Code		
		ANUT		
I.6 Country of import and competent authority		Links to other documents		
L I Italy (IT)	▲ II			Preview PDF
Close Created by Operator ICG EIGHT on 04/25/2025 13	3:25:39 +02:00 CEST		··· More 🔺	Preview PDF

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

		Import licence for cultural goods
	I.1. ICG reference ICGL.IT.2024.00000 I.4 National Reference	Import licence for cultural goods 016 L.2 ICG status VALID L.3 ICG QR code
	L5 Local Reference	
Part I	I.6 Country of import and competent authority	I.12 Category of the cultural good
	Authority Test CCA ICG Italy (ITICG001) Country Italy (IT)	 (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):
	1.14 TARIC code 97050000 Collections and collectors pieces of zoologic ethnographic or numismatic interest	cal, botanical, mineralogical, anatomical, historical, archaeological, palaeontological,
	I.18 Holder of the good	I.17 Supporting documents
	Name Art trader & Co	Accompanying document Other
	Address Piazza Romana 1 00100 Rome	type 001 56087850
	City Rome	Country Austria (AT)
	Country Italy	Austria (AI)
	EORI IT00002090280	
	Cultural good number 1 - ICGL.IT.2024.0000016 - 1	
	I.11 Country of interest	I.13 Unique ID of the cultural good
	Commin	ICGL.IT.2024.0000016 - 1
	Georgia	
	I.15 Description of the cultural good(s)	
	I.15 Description of the cultural good(s) Type of the cultural good Roman helmet	
	L15 Description of the cultural good(s) Type of the cultural good Materials Silver, Bronze	A
	L15 Description of the cultural good(s) Type of the cultural good Roman helmet Materials Silver, Bronze Technique(s) forged	

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.

		Notifications 2	operator.ICG08@ec-traces.eu
Commission IMSOC TRACES ADIS	S - EUROPHYT - iRASFF		ACCEPTANCE BETA 8.1.0-SNAPSHOT 0506/2025 21:10:33
Documents - 🕲 Dashboard - 🖽 Actors -	Publications - O Help -		
	Welcome Operator ICG EIGHT	Planned Unavailabilities	
	You are on environment: Acceptance Beta X Acceptance Beta environment hosts the next release of TNT, to ensure everything works as expected before going to Production.	13 November 17.05 Test News With Unavaliability ● Finance: Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET Total Duration: 1 Hours (estimated).	
	All data (certificates, operators, translations, classification tree,) introduced here might be lost regularly, as the database is regularly refreshed from Production. Expect relatively small downtimes.	My pending certificates 🗮	
	Latest News	Reference number Action Countries of origin Commodities 2 No pending certificates found	
	13 November 17:07 Test the News Test News		
	E S Receive latest news by Email More		

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

European L INACOC		Notifications 2 O operator	r.ICG08@ec-traces.eu
		New notifications 2 / 4	ANCE BETA
INSOC > Index		A Open Notifications	VAPSHOT 25 21:10:33
🛅 Documents 👻 😰 Dashboard 👻 🛄 Actors 👻 🗮 Publications 👻 🔮 Help 👻	ICGL.IT.2025.0000183R rejected May 26 2035 01:40:22		
Welcome Operator ICG FIGHT	Planned Unavailabilities	15 days ago.	
Last Login: 09/04/2025 12.44.12 +0200 CEST.	13 November 17:06 Test News with unavailability	ICGL.IT.2025.0000183V has been validated May 26, 2025 01:40:22 15 days ago.	
You are on environment: Acceptance βeta	Planned Unavailability / Maintenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +010		
Acceptance βeta environment hosts the next release of TNT, to ensure everything	Total Duration: 1 Hours (estimated).		

A window displaying all your notifications should open.

European Commission IMSOC		A N
TRACES · ADIS	· EUROPHYT · iRASFF	
IMSOC > User Profile > Notifications		
🖹 Documents 👻 🚯 Dashboard 👻 🖪 Actors 👻	E Publications - 🛛 Help -	
	Notifications	Note: Notifications are automatically removed 30 days after publishing.
	Event types • Date range	Clear Q Search × Clear
	Ø Mark selected as read	Page size: 25 +
	□ ICGL.IT.2025.0000183R rejected	May 26, 2025 01:40:23 👼 15 days ago.
	SICGL.IT.2026.0000183V has been validated	May 26, 2025 01.40.22 5 15 days ago.

Note: Notifications are automatically removed 30 days after publishing.

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

European Commission				🌲 Not
TRACES · ADIS · EUROPHYT ·	iRASFF			
IMSOC > User Profile > Notifications				
🗈 Documents 👻 😗 Dashboard 👻 🖪 Actors 👻 📕 Publications 👻	🛛 Help 👻			
Notificatio	ons 🌲		Note: Notifications are automatic	cally removed 30 days after publishing.
	Event types +	Date range	include read	Q Search × Clear
🖂 🖾 Mark s	selected as read			Page size: 25 + < 1/0 >
	T.2025.0000186R rejected			June 3, 2025 14:51:55 🎜 13 days ago.
The following I • ICGLIT. Please go to Ti	ICG document(s) have been rejected: 2025.0000186R RACES to revise the certificate(s).			
	T.2025.0000186V has been validated			June 3, 2025 14:51:55 👼 13 days ago.
	Last update: 2025 Legal Notice	Terms of Use Cookies Privacy staten European Commission - DG Health &	nent Accessibility Credits Contact Food Safety	Top Page

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

	Not
TRACES - ADIS - EUROPHYT - iRASFF	
ASOC > User Profile > Notifications	
Documents 🕶 🕲 Dashboard 👻 🖽 Actors 👻 🖷 Publications 👻 🚱 Help 👻	
Notifications 🔔 Note: Notifications are automatically removed 30 days after publishing.	
Event types Date range Date rang	
Page size: 25 - 🤇 110 >	
June 3, 2025 14.51 55 5 ■ ⊠ ICGL.IT.2025.0000186R rejected 13 days ago.	
The following ICG document(s) have been rejected:	
June 3, 2025 14:51:55 🗗	
Last update: 2025 Legal Notice Terms of Use Cookies Privacy statement Accessibility Credits Contact Top Page European Commission - DG Health & Food Safety	

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

Firmer Luncon		Notifications O Poperator.ICG07@ec-traces.eu
TRACES - ADIS - EUROPHYT - iRASFF		Operator ICG SEVEN
IMSOC > Index ⓑ Documents × ⓓ Dashboard × EB Actors × ▤ Publications × ④ Help ×		English (English)
Welcome Operator ICG SEVEN	Planned Unavailabilities	[Edit Your Profile Last Login: 10/06/2025 09:53:14 +0200 CEST.
Last Login: 1006/2005 09 53 14 +0200 CEST Latest News I	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance Time-24/14/020.31100.0ET	Available roles:

🚖 🖹 Documents 👻 🕲 Dashboard 👻 🖽 Acto	rs • E Publications • • Help • ACCEPTANCE			
Edit Your Profile				
	 ✓ Notification Subscriptions ☑ Unsubscribe All Emails 20 ☑ Unsubscribe ☑ Type to filter ✓ Establishment Listing 	All In-App Notificati	ions 27 Q Filter	in. Full Name Operator ICG SEVEN Domain (+ External Username n88446up Email operator.ICG07@ec-traces.eu
	Notification Establishment amendments list published Establishment amendments list under examination Establishment amendments list under revision Establishment amendments list waiting for vessels verification	Email 🕑 Y Email Email Email Y Email Email	In-App 🗹 V In-App In-App V In-App V In-App V In-App	 My account on EU Login Change your Password at EU Login Update your Information at EU Login
	✓ Import of Cultural Goods Certificates			Web Services Access
	Notification ICG Administrative Cooperation initiated ICG expertise Accepted ICG expertise Cancelled ICG expertise Declined ICG Expertise Requested	Email 🕑 Email Email Email Email Email 	In-App 🗹 V In-App V In-App V In-App V In-App V In-App V In-App	No WS accesses
	ICG Expertise Submitted ICG New message for Administrative Cooperation ICG Reassigned ICG Rejected ICG Request for additional information added	 Email Email Email Email Email 	 ✓ In-App ✓ In-App ✓ In-App ✓ In-App ✓ In-App 	

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.

Notification Options						
Favorite Email Language	English	English				
	Choose here the langua	ge in which you would like	to receive email notificatio	ins.		
Notification Time Slots	 00:00 04:00 08:00 12:00 16:00 20:00 	 01:00 05:00 09:00 13:00 17:00 21:00 	 02:00 06:00 10:00 14:00 18:00 22:00 	 03:00 07:00 11:00 15:00 19:00 23:00 		
	Select how often notifica	tions are sent to your ema	il inbox.			
	Note: These hours refer	to Brussels local time.				
Show Notification Popup	No When TRACES issues a of the screen.	new notification for you, it	is shown live as a blue po	opup on top right corner		

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 <u>'Save as draft'</u> 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 <u>'Submitting an ICG licence application'</u> 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 <u>'Responding to a</u> <u>Request for Additional Information'</u> 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 <u>'Withdrawing an ICG Licence Application'</u> 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.

European Commission IMSOC	Notifications 2
TRACES · ADIS · EUROPHYT · iRASFF	
IMSOC > Index	
🖺 Documents 👻 🚯 Dashboard 👻 🖽 Actors 👻 📕 Publications 👻 🚱 Help 👻	
Welcome Operator ICG EIGHT	Planned Unavailabilities
Last Login: 09/04/2025 12.44.12 +0200 CEST . Latest News	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET
13 November 17:07 Test the News Test News	Total Duration: 1 Hours (estimated).
■ S Receive latest news by Email More ■	My pending certificates
	Reference number Action Countries of origin Commodities 2
	♦ No pending certificates found
Last update: 2025 Legal Notice Terms of Use Cookies European Commission	Privacy statement Accessibility Credits Contact Top Page - DG Health & Food Safety

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

European Commission IMSOC				▲ No
TRACES · ADI	IS · EUROPHYT · iRASFF			
IMSOC > Index				
Documents - 🕲 Dashboard - 🖪 Actors	✓			
DG TAXUD Import of Cultural Goods	Welcome Operator ICG EIGHT		Planned Unavailabilities	
General descriptions	Latest News	13 November 17:06 Test News with unavailability Planned Unavailability / Mainlenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET		
	13 November 17:07 Test the News Test News		Total Duration: 1 Hours (estimated).	
	Receive latest news by Email	More 🗧	My pending certificates	
			Reference number Action Countries of origin Commodities	3
			No pending certificates found	

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

European Commission IMSOC				♠ No
TRACES · ADIS · EUROPHYT ·	RASFF			
IMSOC > TRACES > Documents > Import of Cultural Goods > Se	arch			
🖹 Documents 👻 🤁 Dashboard 👻 🖪 Actors 👻 📕 Publications 👻	🔞 Help 👻			
Search				+ Create
Search document	(S)			
	Search:	Type the Reference number, Traces Reference number, Maker, Q Search	Advanced Search >	Showing 0 / 0 Total items
ICG Reference		Last update on 👪	Status	
		Start searching with Search button.		

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

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

New Import of Cultural Goods document -	
Part I: Holder of The goods	Current status: Next:
Document type selection	Derogation selection
Import licence Importer statement General description Clear Document type, Derogation, Category	Commercial art fair [Importer statement] Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Derogation (research) [General description] Other Purposes [General description]
I.4 National Reference C I.5 Local Reference	C QR Code
	QR CODE
1.6 Country of import and competent authority	Links to other documents
I.12 Category of the cultural good	*
Category description	Minimum age threshold Minimum financial threshold (customs value)
Close	■ Save as Draft

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.

New Import of Cultural Goods document	- Ir	nport lic	ence		
Part I: Holder of the goods			Current status:	Next:	Q
Document type selection	*	Derogation se	election		
Import licence General description Clear Document type, Derogation, Category I.4 National Reference I.5 Local Reference I.5 L		Comme Safekee Derogat Derogat Other Pr	rcial art fair [Importer statement] ping procedure [General descriptio ion (education) [General description] ion (science) [General description] urposes [General description]	n]] QR CODE	
16 Country of import and competent outboilty	4	tiple to other			
1.0 Country or import and competent authority	*	Links to other	documents		
Name Q Advanced Code Clear					

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**.

Select com	npetent	authority					
Search	n: Minist	ero della Cultura		Qs	earch	Advanced Searc	ch ▶
Name	Country	Address	Role	Code	Compete	ence	
Ministero della Cultura	Italy	486 Piazza Romana 50100 Florence	Central Competent Authority	ITICG002	Import of	f cultural goods	ピ Select
							Close

New Import of Cultural Goods document -	Import licence
Part I: Holder of the Goods	Current status: Next:
Document type selection	Cerogation selection
Import licence Importer statement General description Subsequent import Clear Document type, Derogation, Category I.4 National Reference I.5 Local Reference	Commercial art fair [Importer statement] Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Other Purposes [General description] Other Purposes [General description]
	QR CODE
1.6 Country of import and competent authority	Links to other documents
Italy (IT) IT Name Test CCA ICG Italy Code ITICG001 Test CCA ICG Italy	

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

1	.12 Category of	of the cultural good		*
	Category des	cription	Minimum age threshold	Minimum financial threshold (customs value)
	Part B. Cultur	al goods covered by Article 4		
	۲	(c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater,	250	Whatever the value
	0	(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);	250	Whatever the value

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**.

Select Commodities	
9701210010 💿 Q Filter	🗑 Unselect All
 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other than drawings of heading 4906 and or painted or hand-decorated manufactured articles; collages and similar decorative plaques Of an age exceeding 100 years 970121 Paintings, drawings and pastels 970121 Paintings, drawings and pastels 9701210010 More than 200 years old and of a value of EUR 18 000 or more per item 	other than hand-
Can	v Done
I.14 TARIC code 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other than drawings of heading 4906 and other than hand-painted or hand-decorated n collages and similar decorative plaques 970121 Paintings, drawings and pastels 970121 Paintings, drawings and pastels 970121 More than 200 years old and of a value of EUR 18 000 or more per item	* nanufactured articles;

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.

I.17 Supporting documents

	Add Accompanying Document -	
	<mark>⊗ Attachment:</mark> ⊗ Air Waybill	
	⊗Articles in related periodicals	
I.18 Hole	Quction catalogues, advertisements and other promotional sales material	*
	🕲 Bill of lading	
Name 🕄	© Commercial invoice	-
	© Customs declaration	
Country	Insurance documents	**
	🕲 Other	ed
	🕲 Other transport document	
		ar
	🗞 Proforma invoice	
	Publications of exhibition catalogues	
	Publications of museums	
	🗞 Railway bill	
	🕲 Sea Waybill	
	S Universal transport document	

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.

I.17 Supporting d	locuments		I.17 Supporting do	ocuments	
	Add Accompanying Document +			Add Accompanying Document -	
Type *	🖥 Proforma invoice	✓ Apply			
	Sector Attachment:	🗑 Remove	Type *	🖹 Proforma invoice	✓ Apply
Number *	20245051			Attachment:	💼 Remove
Date	-/-/ 🗰 +02:00 CEST		Number *	20245051	
Place of issue	No country selection		Date	-/-/ 🗰 +02:00 CEST	
File	Drop file berg or		Country *	Albania (AL)	
	Diop nic here of		Place of issue		
	Select file(s)		File	Proforma invoice 202411300 🖀 Change file	
	Maximum file size: 2 MB.			Maximum file size: 2 MB.	

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.

of the good				>
University of Torino		Valid	Select -	
Italy	ISO Codo	IT	🕑 Edit 対	t - 1
	Code		Q Advanced	
			💼 Clear	
	University of Torino	University of Torino Italy ISO Code	University of Torino Valid Italy ISO IT Code	University of Torino Valid Select - Italy ISO IT Code Q Advanced Clear

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.

+ Add new cultural good	x" x"
Cultural good number 1 -	Duplicate cultural good Remove cultural good

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).

Albania (AL) AL (a) this is the country where the cultural good was created and/or discovered.	I.11 Cour	intry of interest	*
(a) this is the country where the cultural good was created and/or discovered.		Albania (AL)	
) (a)	this is the country where the cultural good was created and/or discovered.	
(i) this is the last country where the cultural good was located lawfully for more than 5 years before its dispatch to the Union in case the country where the cultural good was created and/or discovered is not known or it is known but the cultural good was exported from there before 24 April 1972.	(b) dise) this is the last country where the cultural good was located lawfully for more than 5 years before its dispatch to the Union in case the country where the cultural good was created and/or scovered is not known or it is known but the cultural good was exported from there before 24 April 1972.	

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.
 - o 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**.

. good(s)	
	Technique(s) *
	Write technique(s)
Tlear	Other Enter material not present in the list
	Origin
	Historical origin *
~	
	Subject
Type description of the cultural good(s)	
€ ✓	
	I good(s)

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

Select Classification Nodes

Alabaster	
Aluminium	
Animal Remains	
Bone	
Brass	
Bronze	
Canvas/Cotton/Fabric/Linen	
Cardboard	
Carpet	
Ceramic	
Clay/Ceramic	
	<u> </u>
	Cancel ✓ Done

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

1.15 Description of the cultura	Il good(s)		*
Type of the cultural good *			Technique(s) *
Roman coins			Forged
Materials *		/>	l
+ Select material	Brass Bronze	🗑 Clear	Other Steel
Dating			Origin
Approximate dating *	500 - 400 BC		Historical origin * Roman
Approximate year			
Geological era		~	
Title of the cultural good ⑦ *	Roman coins		Subject
Maker 🕐 *	Unknown		
Description	*		
	Roman coins		
Customs value *	25000 €	~	

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.

	Shape *	~]	
	Diameter		Weight	`
	Width	3-dimensional object Circular	Depth	· · ·
	Height *	Flat	Quantity *	1 Piece 🗸
+ Add photog	graph(s)			1 2 3 4 6 x ⁴ x ⁸

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.

I.16 Photographs and measure	ements							*
Shape *	Flat		~					
Diameter			~	Weight *	50		g	~
Width *	5	cm	~	Depth				~
Height *	5	cm	~	Quantity *	1		Piece	~
+ Add photograph(s)						1 2 3 4 6	, 2 ⁴ 14	7

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

Photo	type	Ô
Pł	notograph (back)	
Pł	notograph (back)	
Pł	notograph (bottom)	
Pł	notograph (front)	
Pł	notograph (left)	
Pł	notograph (right)	
Pł	notograph (three-quarter)	
Pł	notograph (top)	
Pł	notograph(s) (Inscriptions)	
Pł	notograph(s) (additional)	
L Pł	notograph(s) (distinguishing features)	
Pł	notograph(s) (markings)	

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



Shape *	Flat	~			
Diameter		-	Weight *	15	g
Width *	5	cm ~	Depth		
Height *	5	cm v	Quantity *	1	Piece
+ Add photograph(s)				1 2 3 4	6 a [#] e ³
5.	Roman coin back.jpg	Ô	•	Roman coin front.jpg	Ĩ
Photograph (back)		~	Photograph (front)		
H H			Contraction of the second	una	

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.

Name 🕐	Museum of Archeology	Valid	Select 🗸
Country	Italy	ISO IT Code	🕑 Edit 🖈 🕇
			Q Advanced
			💼 Clear

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.

New Import of Cultural Goods document	t - Ir	nport lice	ence		
Part I: Holder of The goods			Current status:	Next:	ß
Document type selection	*	Derogation se	lection		
Import licence Importer statement General description Subsequent import Clear Document type, Derogation, Category I.4 National Reference I.5 Local Reference		Commer Safekeep Derogati Derogati Other Pu	cial art fair [Importer statement] procedure [General description on (education) [General description] on (research) [General description] proses [General description] COR Code	n] a] QR CODE	
I.6 Country of import and competent authority	*	Links to other	documents		
II Italy (IT)					
Close				Save as Draft	bmit for decision

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).

DRAFT.ICG.2025.0000528 - Import licence						
PART I: HOLDER OF THE GOODS	Current status: Next: DRAFT Draft	ß				
Document type selection * C Import licence Importer statement General description Subsequent import Clear Document type, Derogation, Category I.4 National Reference I.5 Local Reference I.5 Local Reference	Perogation selection Commercial art fair [Importer statement] Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Other Purposes [General description] Curve Purposes [General description] Curve Purposes [General description]					
I.6 Country of import and competent authority	inks to other documents					

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.

1.20 Declaration of the holder of the good	*
I HEREBY DECLARE UNDER PENALTY OF LAW THAT ALL INFORMATION SUBMITTED IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEND TO IMPORT INTO THE EUROPEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND REGULATIONS OF Bahrain)
Which does not require an export licence/certificate/permit	
Which requires an export licence/certificate/permit,	
+ Add new cultural good	x" x"
All fields with a	* are required.
Close Created by Operator ICG EIGHT on 03/11/2024 10:07:03 +01:00 CET	mit for decision

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.

Do you confirm that you would like to sign digitally? st				
Do you confirm that you would like to sign digitally?				
	× Return to document			

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).

LCGL.IT.2025.0000175 - Import licence						
PART I	PART II-		Current status:	Next:		
HOLDER OF THE	COMPETENT		SUBMITTED FOR DECISION	Wait for Authority action	3	
GOODS	AUTHORITY					

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.

ICGL.IT.2024.0000016 - Import licence						
Part I: Holder of the	Part II: Competent		Current status: VALID		3	
GOODS	AUTHORITY					

As stated in the <u>introduction to this section</u>, 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 <u>'Save as draft'</u> 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 <u>'Registering an</u> <u>ICGS' workflow</u>.



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

European Commission IMSOC	Notifications 2
TRACES · ADIS · EUROPHYT · iRASFF	
IMSOC > Index	
🖺 Documents 👻 🚯 Dashboard 👻 🖽 Actors 👻 📕 Publications 👻 🚱 Help 👻	
Welcome Operator ICG EIGHT	Planned Unavailabilities
Last Login: 09/04/2025 12.44.12 +0200 CEST . Latest News	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET
13 November 17:07 Test the News Test News	Total Duration: 1 Hours (estimated).
■ S Receive latest news by Email More ■	My pending certificates
	Reference number Action Countries of origin Commodities 2
	♦ No pending certificates found
Last update: 2025 Legal Notice Terms of Use Cookies European Commission	Privacy statement Accessibility Credits Contact Top Page - DG Health & Food Safety

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

European Commission IMSOC		Notif
TRACES · ADIS	S · EUROPHYT · iRASFF	
IMSOC > Index		
Documents - Dashboard - Dashboard -	▼ 🗏 Publications ▼ 🚯 Help ▼	
DG TAXUD Import of Cultural Goods	Welcome Operator ICG EIGHT	Planned Unavailabilities
Import licences, Importer statements and General descriptions	Last Login: 09/04/2025 12:44:12 +0200 CEST.	13 November 17:06 Test News with unavailability
	Latest News	Planned Unavailability / Maintenance
	13 November 17:07 Test the News Test News	Time: 21111/2023 10:00 - 21111/2023 11:00 - 40100 CE I Total Duration: 1 Hours (estimated).
	Re Baarloo Latara anno ku C1	More My pending certificates
		Reference number Action Countries of origin Commodities 3
		No pending certificates found

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

European Commission IMSOC		A No	
TRACES · ADIS · EUROPHYT · iRASFF			
IMSOC > TRACES > Documents > Import of Cultural Goods > Search			
🖺 Documents 👻 🕲 Dashboard 👻 🖪 Actors 👻 🗧 Publications 👻 🚱 Help 👻			
Search		+ Create	
Search document(s)			
Search:	Type the Reference number, Traces Reference number, Maker, Q Search	Advanced Search > Showing 0 / 0 Total items	
ICG Reference	Last update on 👯	Status	
	Start searching with Search button.		

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

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

New Import of Cultural Goods document - Importer statement					
Part I: Holder of the goods	Current status: Next:				
Document type selection *	Derogation selection Commercial art fair Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Derogation (science) [General description]				
I.4 National Reference I.5 Local Reference	Other Purposes [General description]				
I.6 Country of import and competent authority	Links to other documents				

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

1.6 Country of import and competent	authority	Links to other documents
	▼	
Name	Q Advanced	
Code	💼 Clear	

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**.

Select compe	etent auth	ority				×
Search:	France			Q 9	Search Advance	d Search 🔺
Country	No cou	intry s 🗸 🌐	Code			
Role	CO - Customs	Office V				
Name	Country	Address	Role	Code	Competence	
Custom Office - Roiss Air France ICG	sy France	Rue de Test 95700 Roissy-en- France	Customs Office	FR005test	Import of cultural go	ods 🕑 Select
						Close

New Import of Cultural Goods document -	Importer statement
Part I: Holder of the goods	Current status: Next:
Document type selection	C Derogation selection
Import licence Importer statement General description Clear Document type, Derogation, Category I.4 National Reference I.5 Local Reference I.5 Lo	Commercial art fair Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Other Purposes [General description] Other Purposes [General description]
1.6 Country of import and competent authority	QR CODE
France (FR)	
Name Custom Office - Roissy Air France Q. Advanced ICG ICG ICG Code FR005test ICear Custom Office - Roissy Air France ICG ICG	

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 <u>Section III Part</u> <u>C</u> of this manual.



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

I.12 Categ	ory of the cultural good		*
Category	description	Minimum age threshold	Minimum financial threshold (customs value)
Part B. C	ultural goods covered by Article 4		
0	(c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
0	(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);	250	Whatever the value
Part C. C	ultural goods covered by Article 5		
0	(a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	200	18000
\bigcirc	(b) Property relating to history, including the history of science and technology and military and social history, to the life of national leaders, thinkers, scientists and artists and to events of national importance;	200	18000
\bigcirc	(e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	200	18000
Õ	(f) Objects of ethnological interest;	200	18000
ŏ	(g) Objects of artistic interest, such as:		
Ŭ	 (i) Pictures, paintings and drawings produced entirely by hand on any support and in any material (excluding industrial designs and manufactured articles decorated by hand); 	200	18000
	(ii) Original works of statuary art and sculpture in any material;	200	18000
	(iii) Original engravings, prints and lithographs;	200	18000
	(iv) Original artistic assemblages and montages in any material;	200	18000
\bigcirc	(h) Rare manuscripts and incunabula;	200	18000
0	(i) Old books, documents and publications of special interest (historical, artistic, scientific, literary, etc.) singly or in collections.	200	18000

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.

I.14 TARIC code



*

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**.

Select Commodities	×
9701210010 O Q Filter	🖥 Unselect All
 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other than drawings of heading 4906 and other painted or hand-decorated manufactured articles; collages and similar decorative plaques Of an age exceeding 100 years 970121 Paintings, drawings and pastels + 9701210010 More than 200 years old and of a value of EUR 18 000 or more per item 	er than hand-
Cance	I ✓ Done
I.14 TARIC code 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other than drawings of heading[4906]and other than hand-painted or hand-decorated manicollages and similar decorative plaques 970121 Paintings, drawings and pastels 970121 Paintings, drawings and pastels	*

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 <u>they do not need to upload them to the system</u>. 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.

1.17 Supporting documents



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.

		I.17 Supporting docur	nents	
I.17 Supporting of	Add Accompanying Document -		Add Accompanying Document +	
Type *	B Proforma invoice	1 Туре	🖺 Proforma invoice	🕑 Edit
	CAttachment:		&Attachment:	Temove Temove
Number *	2024113000123	Number	2024113000123	
Country *	United States (US)	+ Date		
Place of issue		Country	Inited States	
File	Drop file here or	Place of issue		
		Filename	Proforma invoice 2024113000123.docx [7 平 ②	
	Select file(s)		12.05 KB	
	Maximum file size: 2 MB	Virus Scan Status	Virus scan has not been performed yet.	

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.

18 Holder	r of the good				2
Name 🕐	University of Torino		Valid	Select	•
Country IIIItaly	Italy	ISO Cada	IT	🕑 Edit	*-
	Code	Q Advanced			
				💼 Clea	r

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).

I.11 Country of interest	*
Albania (AL)	
(a) this is the country where the cultural good was created and/or discovered.	
(b) this is the last country where the cultural good was located lawfully for more than 5 years before its dispatch to the Union in case the country where the cultural good was created and/or discovered is not known or it is known but the cultural good was exported from there before 24 April 1972.	

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.

1.13 Unique ID of the cultural good

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**.

I.15 Description of the cultural	good(s)		*
Type of the cultural good *			Technique(s) *
Write the type of cultural good			Write technique(s)
Materials *			
+ Select material		🗑 Clear	Other Enter material not present in the list
Dating			Origin
Approximate dating *			Historical origin *
Approximate year			
Geological era		~	
Title of the cultural good ⑦ *			Subject
Maker ⑦ *			
Description *	Type description of the cultural good(s)		
	.) her energy and energy (a)		
Customs value *	E	~	

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

Select Classification Nodes	
Alabadar .	
Alabasier	
Aluminium	
Animal Remains	
Bone	
Brass	
Bronze	
Canvas/Cotton/Fabric/Linen	
Cardboard	
Carpet	
Ceramic	
Clay/Ceramic	
	_
	Cancel ✓ Done

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

I.15 Description of the cultura	ll good(s)	*
Type of the cultural good *		Technique(s) *
Roman coins		Forged
Materials *	h	ß
+ Select material	Brass The Clear	C Other Steel
Dating		Origin
Approximate dating *	500 - 400 BC	Historical origin * Roman
Approximate year		
Geological era	✓	
Title of the cultural good ⑦ *	Roman coins	Subject
Maker 🕄 *	Unknown	
Description	Roman coins	
Customs value *	25000 € ~	

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.

.16 Photographs and measurem	nents		ĸ
Diameter	3-dimensional object	Weight	✓ ✓ 1 2 4 6 x*
Width	Circular	Depth	
Height *	Flat	Quantity *	

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.

I.16 Photographs and measur	ements							*
Shape *	Flat		~					
Diameter			~	Weight *	50		g	~
Width *	5	cm	~	Depth				~
Height *	5	cm	~	Quantity *	1		Pie	ce 🗸
+ Add photograph(s)						1 2 3 4 6	*	e ⁿ

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

Ph	oto type	Ô
	Photograph (back)	
	Photograph (back)	
IE	Photograph (bottom)	
	Photograph (front)	
	Photograph (left)	
	Photograph (right)	
	Photograph (three-quarter)	
	Photograph (top)	
	Photograph(s) (Inscriptions)	
	Photograph(s) (additional)	
L	Photograph(s) (distinguishing features)	
	Photograph(s) (markings)	

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



.16 Photographs and measu	urements				*
Shape *	Flat	~			
Diameter			Weight *	15	g •
Width *	5	cm 🗸	Depth		
Height *	5		Quantity *	10	
+ Add photograph(s)				1 2 3	4 6 x ⁴ x ⁸
•	images.jfif	Î	•	images (1).jfif	ā
Photograph (back)		~	Photograph (front)		~
	Stragens				

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.

Name 🕐	Museum of Archeology	Valid	Select 🗸
Country	L Italy	ISO IT Code	🕑 Edit 🖈 🗸
			Q Advanced
			💼 Clear

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.

I.20 Declaration of the holder of the good	*
I HEREBY DECLARE UNDER PENALTY OF LAW THAT ALL INFORMATION SUBMITTED IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEND TO IMPORT INTO THE EUROPEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND REGULATIONS OF Albania	
Which does not require an export licence/certificate/permit Which requires an export licence/certificate/permit,	

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.

Vame (?)	of the goods			C			
	Univeristy of Torino	Valid	Select -				
Country	III italy	ISO IT	🕑 Edit	*-			
		0000	Q Advance	ed			
			💼 Clear				
J Use a no	n-business entity						
							All fields with a * are re
							All fields with a * are rea

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.

DRAFT.ICG.2023.0000013 - Importer statem	ent			
Part I: Holder of the goods		Current status: DRAFT	_{Next:} Draft	3
Document type selection *	Derogation se	lection		
Import licence Importer statement	Commerce Clear	cial art fair r		
I.4 National Reference 2 I.5 Local Reference		🗹 QR Code		
I.6 Country of import and competent authority * L	Links to other	documents		
Name Q Advanced	SC -			
Code				

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.

1.20 Declaration of the holder of the good	*
I HEREBY DECLARE UNDER PENALTY OF LAW THAT ALL INFORMATION SUBMITTED IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEND TO IMPORT INTO THE EUROPEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND REGULATIONS OF [country of interest not selected]	
Which does not require an export licence/certificate/permit	
O Which requires an export licence/certificate/permit, that I have in my possession	
All fields with a * are re	equired.
Close Save as Draft	Register

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.

Do you confirm that you would like to sign digitally?

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

	.IT.2025.0000038 - Importer statement			
PART I: Holder of the GOODS		Current status: VALID	Next: This is a final step.	Ģ

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.

CGS.ES.2024.0000243 - Importer statement						
Part I: Holder of the goods		Current status: VALID		5		

As stated in the <u>introduction to this section</u>, 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 <u>'Save as draft'</u> 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 <u>'Registering an</u> <u>ICGS' workflow</u>.



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



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.

European commission IMSOC	Notifications 0
TRACES · ADIS · EUROPHYT · iRASFF	
IMSOC > Index	
🗄 Documents 👻 🚯 Dashboard 👻 🖪 Actors 👻 🗮 Publications 👻 🚱 Help 👻	
Welcome Operator ICG EIGHT	Planned Unavailabilities
Last Login: 26/09/2024 10:39 22 +0200 CEST . Latest News 😬	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance Planned Unavailability / Maintenance
13 November 17:07 Test the News Test News	Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CE 1 Total Duration: 1 Hours (estimated).
Seceive latest news by Email More S	My pending certificates 🗮
	Reference number Action Countries of origin Commodities
	So No pending certificates found
Last update: 2024 Legal Notice Terms of Use Cookies P European Commission -	rivacy statement Accessibility Credits Contact Top Page

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

European Commission IMSOC		(No
TRACES · ADIS	S · EUROPHYT · iRASFF	
IMSOC > Index		
Documents - Dashboard - Dashboard -	▼ 🗐 Publications ▼ 🚯 Help ▼	
DG TAXUD Import of Cultural Goods	Welcome Operator ICG EIGHT	Planned Unavailabilities
Import licences, Importer statements and General descriptions	Last Login: 09/04/2025 12:44:12 +0200 CEST.	13 November 17:06 Test News with unavailability
	Latest News	Planned Unavailability / Maintenance Time: 01/11/0003 01:00 + 01/00 CET
	13 November 17:07 Test the News Test News	Total Duration: 1 Hours (estimated).
	■ I Receive latest news by Email	More My pending certificates
		Reference number Action Countries of origin Commodities 2
		⊗ No pending certificates found

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

European Commission				A No
TRACES · ADIS	· EUROPHYT · iRASFF			
IMSOC > TRACES > Documents > Import of Cu	ultural Goods 🗦 Search			
🖹 Documents 👻 🚯 Dashboard 👻 🖽 Actors 👻	E Publications - 🔞 Help -			
:	Search			+ Create
	Search document(s)			
	Search:	Type the Reference number, Traces Reference number, Maker, Q Search	Advanced Search >	Showing 0 / 0 Total items
	ICG Reference	Last update on 45	Status	
		Start searching with Search button.		

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.

New Import of Cultural Goods document - I	mporter statement	
PART I: Holder of the goods	Current status:	Next:
Document type selection *	Derogation selection Commercial art fair	
I.4 National Reference I.5 Local Reference	QR Code	QR CODE

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

I.6 Country of import and competent	thority Links to other documents
Name	Q Advanced
Code	Clear

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**.

Select competent authority							
Search:	France			Q 9	Search Advance	ced Search ▲	
Country	No cou	intry s 🗸 🌐	Code				
Role	CO - Customs	Office 🗸					
Name	Country	Address	Role	Code	Competence		
Custom Office - Roiss Air France ICG	y France	Rue de Test 95700 Roissy-en- France	Customs Office	FR005test	Import of cultural	goods 🕑 Select	
						Close	

New Import of Cultural Goods document - Importer	statement		
Part I: Holder of The GOODS	Current status:	Next:	Q
Document type selection * Derogation set Import licence Importer statement Clear Document type, Derogation, Category	election		
I.4 National Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Local Reference I.5 Loca	QR Code		
1.6 Country of import and competent authority Links to other Name Custom Office - Roissy Air France ICG Image: Custom Office - Roissy Air France ICG Country France ISO FR Code Code Image: Clear	documents		

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.

I.7 Derog	gation select	tion		
• Co	mmercial art f	air		

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.

I.8 Destinati	on >	k
Name	* 🕑 Edit	
Country	No country se V ISO Clear	
City	Q Please provide city name, postal coc *	
Address	*	

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

I.12 Category	of the cultural good		*
Category de	escription	Minimum age threshold	Minimum financial threshold (customs value)
Part B. Cult	ural goods covered by Article 4		
	(c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
	(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);	250	Whatever the value
Part C. Cult	ural goods covered by Article 5		
	(a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	200	18000
	(b) Property relating to history, including the history of science and technology and military and social history, to the life of national leaders, thinkers, scientists and artists and to events of national importance;	200	18000
	(e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	200	18000
	(f) Objects of ethnological interest;	200	18000
	(g) Objects of artistic interest, such as:		
	 (i) Pictures, paintings and drawings produced entirely by hand on any support and in any material (excluding industrial designs and manufactured articles decorated by hand); 	200	18000
	(ii) Original works of statuary art and sculpture in any material;	200	18000
	(iii) Original engravings, prints and lithographs;	200	18000
	(iv) Original artistic assemblages and montages in any material;	200	18000
	(h) Rare manuscripts and incunabula;	200	18000
	(i) Old books, documents and publications of special interest (historical, artistic, scientific, literary, etc.) singly or in collections.	200	18000

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 <u>without a derogation for a commercial art fair</u>, 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 <u>previous section</u>. In this scenario we are going to proceed with a commercial art fair derogation, so select **Return to document**.

Conversion proposal to ICGS WITHOUT derogation * for commercial art fair	
Based on the selected Type of document, Derogation and Category, a conversion is proposed. If you click on "Proceed", the filled in data will be modified.	
× Return to document ✓ Proceed	

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.

I.14 TARIC code	*
+ Select TARIC code	

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**.

Select Commodities			
9701210010	8	Q Filter	🗑 Unselect All
 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other the painted or hand-decorated manufactured articles; collages and similar decorated manufactured articles; collages articles; collages; coll	nan drawings of head rative plaques	ding 4906 and o	other than hand-
Of an age exceeding 100 years Of age exceeding 100 year			
T 9701210010 More than 200 years old and of a value of E	UR 18 000 or more	per item	
		Car	rcel ✓ Done
		Car	icel 🗸 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.

I.17 Supporting documents



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.

			I.17 Supp	porting docum	nents	
Supporting d	Add Accompanying Document -				Add Accompanying Document -	
Туре *	🖥 Proforma invoice	✓ Apply	1	Туре	Proforma invoice	🕑 Edit
	&Attachment:	Remove			&Attachment:	Temove
Number *	2024113000123			Number	2024113000123	
Date Country *			+	Date		
Place of issue				Country	Munited States	
File	Drop file here or			Place of issue		
				Filename	Proforma invoice 2024113000123.docx [7 특종]	
	Select file(s)			Virus Scan	₹ Virus scan has not been	
	Maximum file size: 2 MB.			Status	performed yet.	

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.

I.18 Holder	r of the good			*
Name ③	University of Torino		Valid	Select -
Country	Italy	ISO Codo	IT	🕑 Edit 🛛 🚖 🗸
		Code		Q Advanced
				💼 Clear

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).

I.11 Country of interest	*
Albania (AL)	
(a) this is the country where the cultural good was created and/or discovered.	
(b) this is the last country where the cultural good was located lawfully for more than 5 years before its dispatch to the Union in case the country where the cultural good was created and/or discovered is not known or it is known but the cultural good was exported from there before 24 April 1972.	

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.

1.13 Unique ID of the cultural good

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.
 - o 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**.

1.15 Description of the cultural	l good(s)		,
Type of the cultural good *		Technique(s) *	
Write the type of cultural good			Write technique(s)
Materials *			
+ Select material		🛅 Clear	Other Enter material not present in the list
Dating			Origin
Approximate dating *			Historical origin *
Approximate year			
Geological era		~	
Title of the cultural good ⑦ *			Subject
Maker ⑦ *			
Description *	Type description of the cultural good(s)		
	·) }= ====; ; == = = = = = = = = = = = = =		
Customs value *	€	~	
			,

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

Select Classification Nodes	
Alabadar .	
Alabasier	
Aluminium	
Animal Remains	
Bone	
Brass	
Bronze	
Canvas/Cotton/Fabric/Linen	
Cardboard	
Carpet	
Ceramic	
Clay/Ceramic	
	_
	Cancel ✓ Done

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

I.15 Description of the cultura	ll good(s)		*
Type of the cultural good *			Technique(s) *
Roman coins			Forged
Materials *			<i>B</i>
+ Select material	Brass and a second seco	Clear	C Other Steel
Dating			Origin
Approximate dating *	500 - 400 BC		Historical origin * Roman
Approximate year			
Geological era	~)	
Title of the cultural good ③ *	Roman coins		Subject
Maker 🕐 *	Unknown		
Description	Roman coins		
Customs value *	25000 €	~	Al and a second s

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.

.16 Photographs and measurem	nents		ĸ
Diameter	3-dimensional object	Weight	✓ ✓ 1 2 4 6 x*
Width	Circular	Depth	
Height *	Flat	Quantity *	

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.

I.16 Photographs and measur	ements							*
Shape *	Flat		~					
Diameter			~	Weight *	50		g	~
Width *	5	cm	~	Depth				~
Height *	5	cm	~	Quantity *	1		Pie	ce 🗸
+ Add photograph(s)						1 2 3 4 6	*	e ⁿ

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

Photo type	Ô
Photograph (back)	
Photograph (back)	
Photograph (bottom)	
Photograph (front)	
Photograph (left)	
Photograph (right) Photograph (three-guarter)	
Photograph (top)	
Photograph(s) (Inscriptions)	
Photograph(s) (additional)	
Photograph(s) (distinguishing features)	
Photograph(s) (markings)	

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



Shape	Flat	~			
Diameter		`	Weight *	15	g 🗸
Width *	5	cm ~	Depth		·
Height *	5	cm 🗸	Quantity *	10	
+ Add photograph(s)				1 2 3	4 6 <i>s^e s^a</i>
0	images.jfif	Ō	•	images (1).jfif	Ô
Photograph (back)		~	Photograph (front)		~
Color and	SABSAS			A Children of Chil	

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.

Name 🕐	Museum of Archeology	Valid	Select -
Country	Italy	ISO IT Code	🕑 Edit 🔺 🕇
			Q Advanced
			💼 Clear

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.

I.20 Declaration of the holder of the good	*
I HEREBY DECLARE UNDER PENALTY OF LAW THAT ALL INFORMATION SUBMITTED IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEND TO IMPORT INTO THE EUROPEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND REGULATIONS OF Albania	
Which does not require an export licence/certificate/permit	
Which requires an export licence/certificate/permit,	

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.

I.20 Declaration of the holder of the good	*
I HEREBY DECLARE UNDER PENALTY OF LAW THAT ALL INFORMATION SUBMITTED IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEND TO IMPORT INTO THE EUROPEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND REGULATIONS OF [country of interest not selected]	
Which does not require an export licence/certificate/permit	
Which requires an export licence/certificate/permit, that I have in my possession	
All fields with a * ana	oquirod
	syundu.
Close	Register

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

Do you confirm that you would like to sign digitally? *		
Do you confirm that you would like to sign digitally?		
	× Return to document	

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.

ICGS.ES.20	024.0000243 - Importer statement			
Part I: Holder of the goods		Current status: VALID	Next: This is a final step.	ର୍

As stated in the <u>introduction to this section</u>, 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**.

ICGS.IT.2025.0000038 - Importer statemer	nt		
Part I: Holder of the goods	Current status: VALID	Next: This is a final step.	G
Document type selection	Derogation selection		
Import licence Importer statement	Commercial art fair [Importer statement]		
1.4 National Reference I.5 Local Reference	QR Code		
1.6 Country of import and competent authority	Links to other documents		
Name Test custom office			
Country ISO IT Code	TAN		
I.7 Derogation selection			
Commercial art fair		L Download ☐ Copy as n ☐ Replace by	all attachments ew
Close Created by Operator ICG NINE on 04/09/2025 10:26:46 +02:00 CEST		··· More ▲	Preview PDF

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.

Name		🕑 Edit
Country	ISO	Q Advanced
	Code	🗂 Clear

Select compe	etent au	ithority			
Search:	france			Qs	earch Advanced Search >
Name	Country	Address	Role	Code	Competence
Test CCA ICG France	France	Rue de Test 1 69422 Lyon	Central Competent Authority	FR000test	Import of cultural goods Select
Test RCA ICG France Lyon	France	Rue de Test 1 69422 Lyon	Regional Competent Authority	FR001test	Import of cultural goods Select
Test RCA ICG France Ile-de-France	France	Rue de Test 145 75015 Paris	Regional Competent Authority	FR002test	Import of cultural goods Select
					Close

Name	Test CCA ICG France	Q	🕑 Edit
Country	France (FR) 🗸 🌐	ISO FR	Q Advanced
	C	ode	🛅 Clear

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.

1.17 Supporting documents



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.

		I.17 Supporting docur	nents	
I.17 Supporting of	Add Accompanying Document -		Add Accompanying Document -	
Type *	Proforma invoice	1 Туре	🖥 Proforma involce	🕑 Edit
	SAttachment:		& Attachment:	Temove
Number *	2024113000123	Number	2024113000123	
Date Country *	+01:00 CET	+ Date		
Place of issue		Country	United States	
File	Drop file here or	Place of issue		
		Filename	Proforma invoice 2024113000123.docx 【清平⑧	
	Select file(s)		12.59 KB	
		Virus Scan Status	₹ Virus scan has not been performed yet.	
	Maximum tile size: 2 MB.			

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**.

1.20 Declaration of the holder of the good		
I HEREBY DECLARE UNDER PENALTY OF LAW THAT KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEN REGULATIONS OF Australia	ALL INFORMATION SUBMITTER	ED IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY OPEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND
Which does not require an export licence/certificate/permit		
Which requires an export licence/certificate/permit,		
Replacement		
DARY		
HOLDER OF THE		
GOODS		
Document type selection		Deroration selection
Document type selection		
Import licence		O Commercial art fair [Importer statement]
Importer statement		
Subsequent import		
I.4 National Reference	1.5 Local Reference	QR Code
6 Country of import and competent authority	*	Links to other documents
1.0 Country or import and competent authority		
Name Test CCA ICG France	Q 🕑 Edit	
Country France (FR) V (ISO	FR Q Advanced	

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**

Minimum age threshold

Minimum financial

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**.

💼 Clea

I.12 Category of the cultural good

Category description
Part I: HolDER or THE coops Next. REPLACED Next. REPLACED Document type selection Derogation selection Import licence Commercial art fair [Importer statement] General description Derogation (education) [General description] Derogation (education) [General description] Derogation (education) [General description] Derogation (research) [General description] Derogation (research) [General description] I.4 National Reference I.5 Local Reference QR Code I.5 Local Reference QR Code I.6 Country of import and competent authority Links to other documents I.8 Country of import and competent authority Es	ICGS.ES.2025.0000590 - Importer statemen	nt
Document type selection Derogation selection Import licence Commercial at fair [Importer statement] General description Derogation (education) [General description] Decogation (education) [General description] Derogation (education) [General description] Decogation (education) [General description] Derogation (education) [General description] Decogation (education) [General description] Derogation (education) [General description] Decogation (research) [General description] Derogation (education) [General description] Decogation (research) [General description] Derogation (education) [General description] Decogation (research) [General description] Derogation (research) [General description] Decogation (research) [General description] Derogation (research) [General description] Decogation (research) [General description] Decogation (research) [General description] Decogation (research) [General description]	PART I: Holder of the goods	Current status: Next: REPLACED REPLACED ³
Import licence Import estatement General description Commercial at fair [Importer statement] Statekeeping procedure [General description] Derogation (deducation) [General description] Derogation (research) [General description] Derogation (research) [General description] Ofter Purposes [General description] Ofter Purposes [General description] Ofter Purposes [General description] Interview of import and competent authority I	Document type selection	Derogation selection
I.4 National Reference I.5 Local Reference QR Code	Import licence Importer statement General description	 Commercial art fair [Importer statement] Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Derogation (research) [General description] Other Purposes [General description]
Name Custom office test Madrid	I.4 National Reference I.5 Local Reference I.6 Country of import and competent authority Spain (ES) ES	CR Code
Cose ESIGGC0001 Custom office test Madrid	Name Custom office test Madrid Code ESICGC0001 Custom office test Madrid	

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

ICGL.FR.2025.0000099 - Import lice	ence
Part I: Part II: HOLDER OF THE COMPETENT GOODS AUTHORITY	Current status: Next: SUBMITTED FOR DECISION Wait for Authority action
Document type selection Import licence Importer statement General description Subsequent import	Derogation selection Commercial art fair [Importer statement] Safekeeping procedure [General description] Derogation (education) [General description] Derogation (science) [General description] Derogation (research) [General description] Other Purposes [General description]
I.4 National Reference I.5 Local Reference I.6 Country of import and competent authority I.6 Country of import and competent authority Image: State of the s	CR Code Image: Code <
Close Created by Operator ICG NINE on 06/17/2025 03:53:10 +02:00 CEST	··· More 🔺 🗋 Preview PDF 🔺

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 <u>'Save as draft'</u> 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 <u>'Registering an</u> <u>ICGD'</u> workflow.

Current status:	Τ
VALID	

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.

European LIMSOC	Notifications 2
IMSOC > Index	
🖥 Documents 👻 🚱 Dashboard 👻 🖪 Actors 👻 🚍 Publications 👻 🚇 Help 👻	
Welcome Operator ICG EIGHT	Planned Unavailabilities
Last Login: 09/04/2025 12.44.12 +0200 CEST . Latest News	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET
13 November 17:07 Test the News Test News	Total Duration: 1 Hours (estimated).
SReceive latest news by Email More 🖬	My pending certificates
	Reference number Action Countries of origin Commodities
	O No pending certificates found
Last update: 2025 Legal Notice Terms of Use Cookies F	rivacy statement Accessibility Credits Contact Top Page
European Commission -	DG Health & Food Safety.

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

European Commission IMSOC		
TRACES · ADIS	S · EUROPHYT · iRASFF	
IMSOC > Index		
Documents - 🕲 Dashboard - 🖪 Actors -	- 🗏 Publications - 🔞 Help -	
DG TAXUD Import of Cultural Goods	Welcome Operator ICG EIGHT	Planned Unavailabilities
General descriptions	Last Login: 09/04/2025 12:44:12 +0200 CEST .	13 November 17:06 Test News with unavailability Planned Unavailability / Maintenance Time: 21/11/2023 10:00 - 21/11/2023 11:00 +0100 CET
	13 November 17:07 Test the News Test News	Total Duration: 1 Hours (estimated).
	■ SS Receive latest news by Email	More More
		Reference number Action Countries of origin Commodities 2
		♦ No pending certificates found

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

European Commission IMSOC		A No
TRACES · ADIS · EUROPHYT · iRASFF		
IMSOC > TRACES > Documents > Import of Cultural Goods > Search		
🖺 Documents 👻 🕲 Dashboard 👻 🖪 Actors 👻 🗮 Publications 👻 🚱 Help 👻		
Search		+ Create
Search document(s)		
Search:	Type the Reference number, Traces Reference number, Maker, Q Search	Advanced Search Showing 0 / 0 Total items
ICG Reference	Last update on 👬	Status
	Start searching with Search button.	

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).

New Import of Cultural Goods document - G	eneral description		
PART I: HOLDER OF THE GOODS	Current status:	Next:	5
Document type selection * Import licence Importer statement General description Clear Document type, Derogation, Category	Derogation selection Commercial art fair [Importer statement] Safekeeping procedure Derogation (education) Derogation (science) Derogation (research) Other Purposes		*
	Destination Name Univeristy of Torino ③ Country Litaty Country C	Valid Se ISO IT	lect ↓ Clear

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.

I.6 Coun	try of import and competent author	ity	*
	Italy (IT)	▼ IT	

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

.12 Catego	bry of the cultural good		
Category	description	Minimum age threshold	Minimum financial threshold (customs value)
Part B. Cu	Itural goods covered by Article 4		
	(c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
	(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);	250	Whatever the value
Part C. Cu	Itural goods covered by Article 5		
	(a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	200	18000
	(b) Property relating to history, including the history of science and technology and military and social history, to the life of national leaders, thinkers, scientists and artists and to events of national importance;	200	18000
	(e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	200	18000
	(f) Objects of ethnological interest;	200	18000
	(g) Objects of artistic interest, such as:		
	 (i) Pictures, paintings and drawings produced entirely by hand on any support and in any material (excluding industrial designs and manufactured articles decorated by hand); 	200	18000
	(ii) Original works of statuary art and sculpture in any material;	200	18000
	(iii) Original engravings, prints and lithographs;	200	18000
	(iv) Original artistic assemblages and montages in any material;	200	18000
	(h) Rare manuscripts and incunabula;	200	18000
	(i) Old books, documents and publications of special interest (historical, artistic, scientific, literary, etc.) singly or in collections.	200	18000

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.

I.14 TARIC code	*
+ Select TARIC code	

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**.

Select Commodities
9701210010 Q Filter
 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other than drawings of heading 4906 and other than hand-painted or hand-decorated manufactured articles; collages and similar decorative plaques Of an age exceeding 100 years 970121 Paintings, drawings and pastels 970121 Paintings, drawings and pastels 970121 Paintings, drawings and pastels
Cancel Cancel
I.14 TARIC code Image: Select TARIC code 97 WORKS OF ART, COLLECTORS' PIECES AND ANTIQUES 9701 Paintings, drawings and pastels, executed entirely by hand, other than drawings of heading 4906 and other than hand-painted or hand-decorated manufactured articles; collages and similar decorative plaques 9701 21 Paintings, drawings and pastels 9701 21 Paintings, drawings and pastels

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. <u>You may leave it empty</u>. 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.

1.17 Supporting documents



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.

		I.17 Supporting docur	ments	
17 Supporting d	Add Accompanying Document +		Add Accompanying Document -	
Type *	Proforma invoice	1 Туре	🖥 Proforma invoice	🕑 Edit
	SAttachment:		@Attachment:	Temove
Number *	2024113000123	Number	2024113000123	
Country *	+01:00 CET	💠 Date		
Place of issue		Country	Inited States	
File	Drop file here or	Place of issue		
		Filename	Proforma invoice 2024113000123.docx [7]	
	Select file(s)		12.09 KB	
		Virus Scan Status	First Virus scan has not been performed yet.	
	Maximum file size: 2 MB.			

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

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

Oultural good number 1 -		Remove cultural good	
I.11 Country of interest			*
(a) this is the country where	the cultural good was created and/or discovered.		
(b) this is the last country w discovered is not known or	here the cultural good was located lawfully for more than 5 years it is known but the cultural good was exported from there before	before its dispatch to the Union in case the country where the cultural good was created and/or 24 April 1972.	
I.13 Unique ID of the cultural g	Jood		
I.15 Description of the cultural	good(s)		*
Type of the cultural good *		Technique(s) *	
Write the type of cultural good		Write technique(s)	
Materials *			
+ Select material	🛅 Clear	Other Enter material not present in the list	
Dating		Origin	3
Approximate dating *		Historical origin *	
Approximate year			
Geological era	~		
Title of the cultural good ③ *		Subject	
Maker ⑦ *			

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).

I.11 Country of interest	*
Albania (AL)	
(a) this is the country where the cultural good was created and/or discovered.	
(b) this is the last country where the cultural good was located lawfully for more than 5 years before its dispatch to the Union in case the country where the cultural good was created is not known or it is known but the cultural good was exported from there before 24 April 1972.	ated and/or

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.

I.13 Unique ID of the cultural good			

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**.

I.15 Description of the cultural	good(s)		*
Type of the cultural good *			Technique(s) *
Write the type of cultural good			Write technique(s)
Materials *			
+ Select material		🗑 Clear	Other Enter material not present in the list
Dating			Origin
Approximate dating *			Historical origin *
Approximate year			
Geological era		~	
Title of the cultural good ③ *			Subject
Maker ⑦ *			
Description *	Type description of the cultural good(s)		
Customs value *	E	~	

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

Select Classification Nodes	×
Alabaster	
Aluminium	
Animal Remains	
Bone	
Brass	
Bronze	
Canvas/Cotton/Fabric/Linen	
Cardboard	
Carpet	
Ceramic	
Clay/Ceramic	
	~
	Cancel ✓ Done

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

I.15 Description of the cultura	ll good(s)		*
Type of the cultural good *			Technique(s) *
Roman coins			Forged
Materials *			<i>B</i>
+ Select material	Brass and a second seco	Clear	C Other Steel
Dating			Origin
Approximate dating *	500 - 400 BC		Historical origin * Roman
Approximate year			
Geological era	~)	
Title of the cultural good ③ *	Roman coins		Subject
Maker 🕐 *	Unknown		
Description	Roman coins		
Customs value *	25000 €	~	Al and a second s

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.

.16 Photographs and measurem	nents		ĸ
Diameter	3-dimensional object	Weight	✓ ✓ 1 2 4 6 x*
Width	Circular	Depth	
Height *	Flat	Quantity *	

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.

I.16 Photographs and measur	ements							*
Shape *	Flat		~					
Diameter			~	Weight *	50		g	~
Width *	5	cm	~	Depth				~
Height *	5	cm	~	Quantity *	1		Piec	е 🗸
+ Add photograph(s)						1 2 3 4 6	*	e ⁿ

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

Ph	oto type	Ô
	Photograph (back)	
	Photograph (back)	
IE	Photograph (bottom)	
	Photograph (front)	
	Photograph (left)	
	Photograph (right)	
	Photograph (three-quarter)	
	Photograph (top)	
	Photograph(s) (Inscriptions)	
	Photograph(s) (additional)	
L	Photograph(s) (distinguishing features)	
	Photograph(s) (markings)	

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



6 Photographs and measu	rements				:
Shape *	Flat	~			
Diameter		· ·	Weight *	15	g ~
Width *	5	cm 🗸	Depth		-
Height *	5	cm •	Quantity *	10	-
+ Add photograph(s)				1 2 3	4 6 x ^e e ^x
0	images.jfif	a	0	images (1).jfif	Ē
Photograph (back)		~	Photograph (front)		~
CONCEPTION OF	324510			A CONTRACTOR OF THE OWNER OF THE	

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.

Name 🕐	Museum of Archeology	Valid	Select 🗸
Country	Italy	ISO IT Code	🕑 Edit 🔹 🖈
			Q Advanced
			🛅 Clear

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.

I.19 Owner of the goods		C		
Name ⑦ University of Torino	Valid	Select -		
Country Litaly	Code	Q Advanced		
Use a non-business entity				
				All fields with a * are
lose				Save as Draft

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.

BRAFT.ICG.2025.0000136 - General descr	iption			
PART I: HOLDER OF THE GOODS		Current status: DRAFT	Next: Draft	5
Document type selection	Derogation se	election		*
 Import licence Importer statement General description Clear Document type, Derogation, Category 	Commer Safekee Derogati Derogati Other Pa Destination Name © Country	rcial art fair [Importer statement] ping procedure ion (education) ion (science) ion (research) urposes University of Torino	Valid ISO IT Code	Select +
I.4 National Reference	. r.	QR Code		

Use the <u>document search function</u> 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.

I.19 Owne	er of the goods		C			
Name 🕐	Univeristy of Torino	Valid	Select -			
Country	I ltaly	ISO IT Code	🕑 Edit 🛧 👻			
			Q Advanced			
	on-husiness entity		💼 Clear			
_ 0.56 a m	on submose only					
ĺ						
						All fields with
lose	Created by Operator ICG EIGHT on	03/17/2024 16:32:06 +01:00 CE	T		••• More 🔺	Save as Dr

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

	.IT.2025.0000244 - General description			
PART I: Holder of the goods		Current status: VALID	Next: This is a final step.	3

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 <u>introduction to this section</u>, 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'**.

ICGL.IT.2025.0000237 - Import licence	
PART I: PART II: HOLDER OF THE COMPETENT GOODS AUTHORITY	Current status: Next: SUBMITTED FOR DECISION Wait for Authority action
Document type selection	Derogation selection
Import licence Importer statement Subsequent import	O Commercial art fair [Importer statement]
I.4 National Reference I.5 Local Reference I.6 Country of import and competent authority	QR Code
Name Ministero della Cultura Country II italy ISO IT Code	Split from: ICGL.IT.2025.0000218 31/01/2025 10:43:12 +01:00 CET
I.12 Category of the cultural good	Download all attachments
Category description	Minimum age threshold
Created by Steve GOUTHIERE ON 01/31/2023 10.43.12 *01.00 CET	WORK PIPEA

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

New Import of Cultural Goods document - I	mport licence
Part I: Holder of the goods	Current status: Next:
Document type selection	Derogation selection
Import licence Importer statement Subsequent import Clear Document type, Derogation, Category	Commercial art fair [Importer statement]
1.4 National Reference I.5 Local Reference Image: Comparison of the second s	CR Code
Name Ministero della Cultura Country ISO IT QAdvanced Code Code Clear	
I.12 Category of the cultural good	* Minimum age threshold Minimum financial
Close 2 Errors: The following types of photographs are m *	Save as Draft Submit for decision

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 <u>document search</u> window. Search for the document you want to duplicate. Then click on **'Actions'** and select **'Copy as new'**.

European IMSOC				Notifications
IMSOC > TRACES > Documents > Import of C	ultural Goods > Search			
🖹 Documents 👻 🚯 Dashboard 👻 🖪 Actors 👻	E Publications - 🔞 Help -			
	Search			+ Create
	Search document(s)			
	Search:	Type the Reference number, Traces Reference number, Maker, Q Se	Advanced Search >	Showing 5 / 5 Total items
	ICG Reference	Last update on 👫	Status	
	CGS.IT.2025.0000008	30/01/2025 15:09 +01:00 CET	Replaced	¢ø Actions →
	CGS.IT.2025.0000010	30/01/2025 15:08 +01:00 CET	VALID Op	pen in a new tab
	CGS.IT.2025.0000004	30/01/2025 15:02 +01:00 CET	VALID	¢o Actions →
	CGS.IT.2025.0000002	23/01/2025 09:13 +01:00 CET	Replaced	¢ _Ø Actions ▼
	CGS.IT.2025.0000001	23/01/2025 09:10 +01:00 CET	VALID	♥ø Actions +
	Last u	date 2025 Legal Notice Terms of Use Cookies Privacy statement Ac European Commission - DG Health & Food Sa	cessibility Credits Contac ifety	t Top Page

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

New Import of Cultural Goods document -	Importer statement
PART I: HOLDER OF THE GOODS	Current status: Next:
Document type selection	Derogation selection
Import licence Importer statement Clear Document type, Derogation, Category	Commercial art fair
I.4 National Reference I.5 Local Reference I.6 Country of import and competent authority	QR Code
Name ITALIAN CUSTOM OFFICE	
Country II Italy ISO IT QAdvanced Code Code Clear	
Commercial art fair Clear	
Close	Save as Draft

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.

LCGL.IT.2024.0000220 - Import licence	
Part I: Part II: HOLDER OF THE COMPETENT GOODS AUTHORITY	Current status: Next: REJECTED This is a final step.
Document type selection	Derogation selection
Import licence	Commercial art fair [Importer statement]
Importer statement Subsequent import	
I.4 National Reference I.5 Local Reference	QR Code
1.6 Country of import and competent authority	Links to other documents
Name Test CCA ICG Italy	
Country ISO IT Code	/r.

E ICGL.IT.2024.00002	20 - Import licence				
Part I: Part II: Holder of the Competent Goods Authority		Current status: REJECTED	Next: This is a final step.	S	
II.2 Decision on the application for an impor	tlicence				
Possible decisions: Rejection reason: *	Licence Granted Partially Re Multiple cultural goods not accepted in one licence application Cultural good not the same and/or cultural good did not exit the U after previously licenced The cultural good has been reported as stolen; doubts whether th applicant has acquired it lawfully There are pending claims for return of the cultural good by the cor of creation/discovery If needed, type additional information related to the rejection	ect nion Cultural good(s) n e The evidence prov country is insuffici exported illegally	Application Rejected Application Rejec	U) 2019/880 om the third d was	
Attachments from request for additional information					
II.3. Electronic signature and electronic s	eal				
Full name: CA ICG SEVEN					

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**.

E ICGL.IT.2024.00002	20 - Import licence			
PART I: PART II: HOLDER OF THE COMPETENT GOODS AUTHORITY		Current status: REJECTED	Next: This is a final step.	3
II.2 Decision on the application for an impo	rt licence			
Possible decisions: Rejection reason: *	Licence Granted Partially F Multiple cultural goods not accepted in one licence application Cultural good not the same and/or cultural good did not exit the after previously licenced The cultural good has been reported as stolen; doubts whether applicant has acquired it lawfully There are pending claims for return of the cultural good by the o of creation/discovery If needed, type additional information related to the rejection	Leject Union Cultural good(s) m the The evidence prov country is insuffici sountry There are reasona exported illegally	Application Rejected ot within the scope of Regulation (E vided to demonstrate legal export fre ent ble grounds to believe that the goo	U) 2019/880 om the third d was
Attachments from request for additional information	No attachment file added		<i>ti</i>	
II.3. Electronic signature and electronic s	eal		La Download	all attachments
Full name: CA ICG SEVEN Close Created by Operator ICG NINE on 03/22	/2024 11:22:52 +01:00 CET		Copy as no P Split licence More A	ew e application Preview PDF 🔺

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 1.17.



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

I HEREBY DECLARE UNDER PENALTY OF LAW THAT ALL INFORMATION SUBMITTED KNOWLEDGE, THE CULTURAL GOOD WHICH I INTEND TO IMPORT INTO THE EURO REGULATIONS OF American Samoa Which does not require an export licence/certificate/permit Which requires an export licence/certificate/permit,	D IS CORRECT, COMPLETE AND TRUTHFUL AND THAT, TO THE BEST OF MY PEAN UNION HAS BEEN EXPORTED IN ACCORDANCE WITH THE LAWS AND
Cultural good number 2 - Byzantine Helmet 2	Select commodity
I.11 Country of interest	
Andorra (AD) AD (a) this is the country where the cultural good was created and/or discovered. (b) this is the last country where the cultural good was located lawfully for more than 5 years is discovered is not known or it is known but the cultural good was exported from there before 2	before its dispatch to the Union in case the country where the cultural good was created and/or 4 April 1972.
I.13 Unique ID of the cultural good	
ICGL.IT.2024.0000220-2	
1.15 Description of the cultural good(s)	
Type of the cultural good *	Technique(s) *
Byzantine Helmet	forged
Materials *	
Close Created by Operator ICG NINE on 03/22/2024 11:22:52 +01:00 CET	🖬 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.

E ICGL.IT.2025.0000189 - In	nport licence				
PART I: PART II: HOLDER OF THE COMPETENT GOODS AUTHORITY		Current s	status: DR DECISION Wait fo	Next: or Authority action	5
Document type selection		Derogation selection			
Import licence Importer statement Subsequent import		O Commercial art fair [imported	er statement]		
I.4 National Reference	1.5 Local Reference		QR Code		
1.6 Country of import and competent authority		Links to other documents			
Name Test CCA ICG Italy		Split from: DICGL.IT	.2024.0000220 17/06/2025	12:35:33 +02:00 CEST	
Country ISO Code	Π	1,,			
I.12 Category of the cultural good	COV				
Category description		1	Minimum age threshold	Minimum financial threshold (custom	s value)
Close Created by Operator ICG NINE on 06/17/2025 12:35:33	3 +02:00 CEST			••• More 🔺 👔	Preview PDF 🔺

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**.

DRAFT.ICG.2025.0000136 - General descri	ption			
PART I: HOLDER OF THE GOODS		Current status: DRAFT	Next: Draft	3
Document type selection *	Derogation se	lection		*
Import licence Importer statement General description Clear Document type, Derogation, Category	Commerce Safekeep Derogatio Derogatio Other Pu	ial art fair [Importer statement] ing procedure on (education) on (science) on (research) proses		
	Destination Name ⑦ Country	University of Torino	Valid ISO IT Code	Select v iii Clear
I.4 National Reference	P '	QR Code		
1.6 Country of import and competent authority	Links to other	documents	Download all atta Copy as new Delete	chments
Crose Created by Operator ICG EIGHT on 06/17/2025 04:45:15 +02:00 CEST			···· More 🔺 📑 Save	as braft Register

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

Delete draft confirmation	×
Do you confirm that you would like to delete you later stage.	Ir Draft? You will not be able to submit it at a
	× Return to document

The ICG document should change its current status to deleted.

Part I: Holder of the goods		Current status: DELETED	Next Deleted	9
------------------------------------------	--	----------------------------	-----------------	---

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**.

CGL.IT.2025.0000255 - Import licence						
Part I: Holder of the goods	Part II: Competent Authority		Current status: SUBMITTED FOR DECISION	Next: Wait for Authority action	Q	
Reason for witho	Reason for withdrawal					
Reason(s) for withdrawal * Write reason(s) 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.

ICGL.IT.2025.0000255 - Import licence			
Part I: Part II: HOLDER OF THE COMPETENT GOODS AUTHORITY	Current status: SUBMITTED FOR DECISION	Next: Wait for Authority action	Э
Reason for withdrawal			
Reason(s) for withdrawal * No longer needed			æ
ххуу			
I.4 National Reference	A.		
T21 T21 (21 days) is the timer for the authority to request Expired additional information		Deadline: Tuesday March 11, 20 +01:00	025.00:00:00 all attachments
Close Created by Operator ICG SEVEN on 02/17/2025 13:57:55 +01:00 CET		··· More -	Preview PDF 🔺

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

Withdraw licence confirmation	on	×			
Do you confirm that you would like to sign digitally the withdrawal of your licence application?					
	× Return to document	✓ Proceed			

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

CGL.IT.2025.0001027 - Import licence						
PART I: Holder of the goods	PART II: Competent Authority		Current status: WITHDRAWN	Next: This is a final step	9	
II.2 Decision on	the application for a	an import licence				
	Possible decisions: Licence Granted Application Rejected					
Reason for with	Reason for withdrawal					
Reason(s) for withdrawal * Write reason(s) for withdrawal						
ххуу			4			

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.

	Notifications 0 Q operator	r.ICG10@ec-traces.eu
	New notifications	ANCE BETA
	Open Notifications	SNAP SHOT 124 19:01:50
New notifications	ICGL.ES.2024.0000051 : new request for additional information December 16, 2024 4 minutes ago. 08:33:59	
CGL.ES.2024.0000051 : new request for additional information December 16, 2024 08:33:59 2 minutes ago.	The following ICG document(s) have new request for additional information: ICGL.ES.2024.0000051 Please go to TRACES to revise the certificate(s).	

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.

LE ICGL.	IT.2024.00	00341 - Import licence			
PART I: Holder of the goods	Part II: Competent Authority		Current status: CONDITIONALLY REJECTED	Next Conditionally rejected	5

>	T21	T21 (21 days) is the timer for the authority to request additional information	The timer has been started.	Deadline: Tuesday January 7, 2025 00:00:00 +01:00
>	T40	T40 (40 days) is the timer for the applicant to provide more information following the competent authority's request.	The timer has been started.	Deadline: Sunday January 26, 2025 00:00:00 +01:00
>	Т90	T90 (90 days) is the timer for the authority to take a decision on the licence application.	The timer has been started.	Deadline: Monday March 17, 2025 00:00:00 +01:00
II.1. Reque	est for additional inf	formation		
		There are 1 request(s) for additional information. There are 1 outstanding requests for additional information		* *
→ Reque	est for additional inf	formation number 1/1 from Monday 16 December 2024		
Request informati	t for additional ion	Please provide a sales invoice.		j.
Respons	se to request	Response to request for additional information		
Request cr	reated by: Monday 1	16 December 2024, 08:33, Test CCA ICG Spain (CCA ESICG00	1)	Respond to request for additional information
				All fields with a * are required.

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.

Request for additional in	nformation number 1/1 from Monday 16 December 2024
Request for additional nformation	Please provide a sales invoice.
Response to request	Drop file here or

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.

Request for additional information	Please provide a sales invoice.	
Response to request	Drop file here or Select file(s) Sales invoice attached. Attachment(s) for Proforma invoice 2024113000123.docx	
	request of additional information	
		Respond to request for additional information

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

Response to request for additional information				
Do you confirm that you would like to sign digitally your response to the request for additional information?				
× Cancel V OK				

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

Request for additional information number 1/1 from Monday 16 December 2024				
Request for additional information	Please provide a sales invoice.			
Reply to additional information request	Sales invoice attached.			
Attachments to the response for additional information	A Proforma Invoice 2024113000123.docx			
Request created by: Monday 16 December 2024, 08:33, Test CCA ICG Spain (CCA ESICG001)				

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 <u>ICG</u> <u>licence application workflow</u>. 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).

New Import of Cultural Goods document - Import licence					
PART I: HOLDER OF THE GOODS	Current status:	Next:	Ģ		
Document type selection * Derogation selection					
Import licence Importer statement Subsequent import CGL IT.2025.0000998 Clear Document type, Derogation, Category	Commercial art fair [Importer statement]				
I.4 National Reference I.5 Local Reference	🗹 QR Code				
	ANCL				

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 <u>here</u> (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.