



TRACES.NT

## ICG User Guide for Importers

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## Glossary

<b>ADMIN USER</b>	<b>Administrator User</b>
<b>CA</b>	<b>Competent Authority</b>
<b>CN</b>	<b>Combined Nomenclature</b>
<b>DG SANTE</b>	<b>Directorate-General for Health and Food Safety</b>
<b>DG TAXUD</b>	<b>Directorate-General for Taxation and Customs Union</b>
<b>EO</b>	<b>Economic Operator</b>
<b>EORI</b>	<b>Economic Operator's Registration and Identification Number</b>
<b>EU</b>	<b>European Union</b>
<b>EU CSW</b>	<b>EU Customs Single Window</b>
<b>EU CSW-CERTEX</b>	<b>EU Customs Single Window Certificate Exchange</b>
<b>HoG</b>	<b>Holder of the Goods</b>
<b>ICG</b>	<b>Import of Cultural Goods e-Licensing System</b>
<b>ICGD</b>	<b>General Description for Cultural Goods</b>
<b>ICGL</b>	<b>Import Licence for Cultural Goods</b>
<b>ICGS</b>	<b>Importer Statement for Cultural Goods</b>
<b>ICOM</b>	<b>International Council of Museums</b>
<b>MS</b>	<b>Member State</b>
<b>PDF</b>	<b>Portable Document Format</b>
<b>PDG</b>	<b>Partner Directorate General</b>
<b>QM</b>	<b>Quantity Management</b>
<b>SES</b>	<b>Simple Electronic Signature</b>
<b>TARIC</b>	<b>TARif Intégré Communautaire; Integrated Tariff of the European Communities</b>
<b>TNT</b>	<b>TRACES New Technology</b>
<b>UNESCO</b>	<b>United Nations Educational, Scientific and Cultural Organization</b>

## 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 [Regulation \(EU\) 2019/880](#) and [Commission Implementing Regulation \(EU\) 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

[Regulation \(EU\) 2019/880](#): 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.

[Implementing Regulation \(EU\) 2021/1079](#): 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 [HERE](#).

#### 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 [HERE](#).

#### 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 [EU Login](#) 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 [EU Taxation and Customs website](#) and [EORI National Implementation](#).

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 [TNT Get Started Manual](#).

#### Next steps

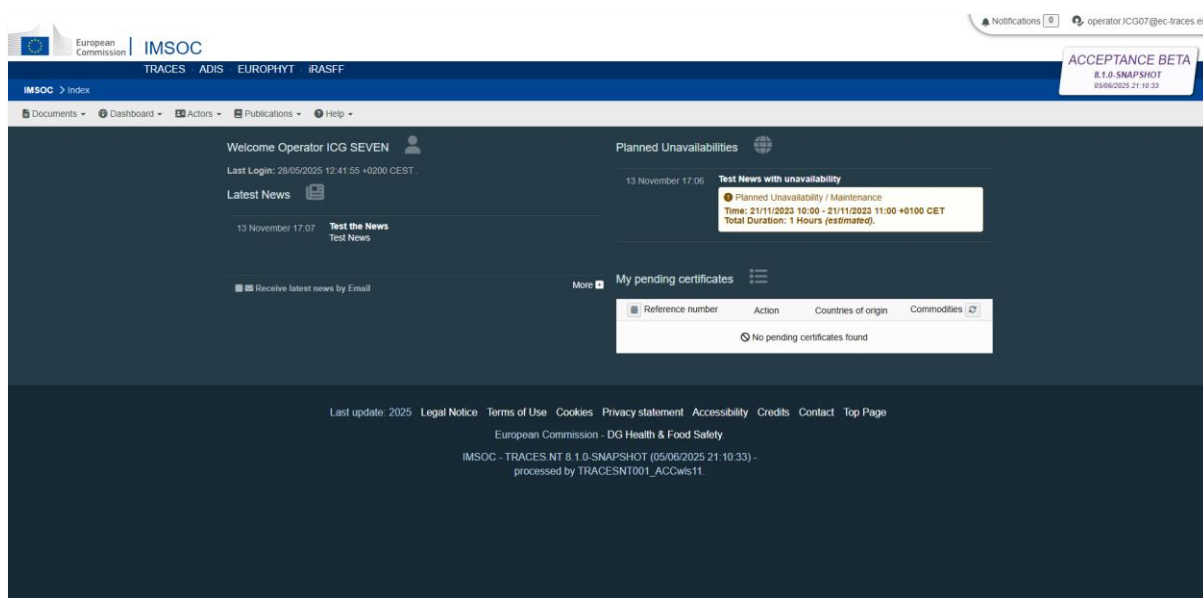
Once you have set up your EU Login account and obtained the required role, you are ready to proceed with the ICG system user manual to learn how to navigate the platform and manage cultural goods imports efficiently.

## II. Generic Operations

### a) Homepage and Dashboard Overview

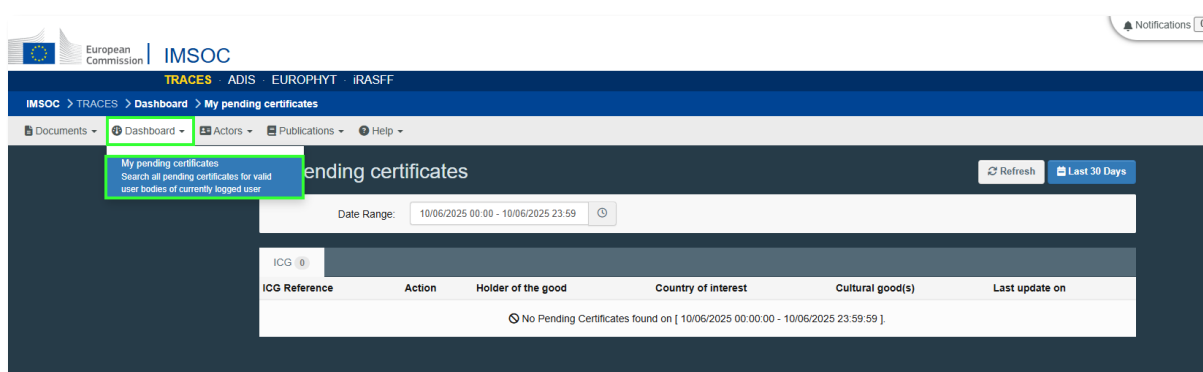
Learn how to efficiently navigate the ICG system and access ICG documents that require your action.

Once you have successfully logged into the **TRACES NT** instance and have a **valid role**, you should see the following **homepage**:



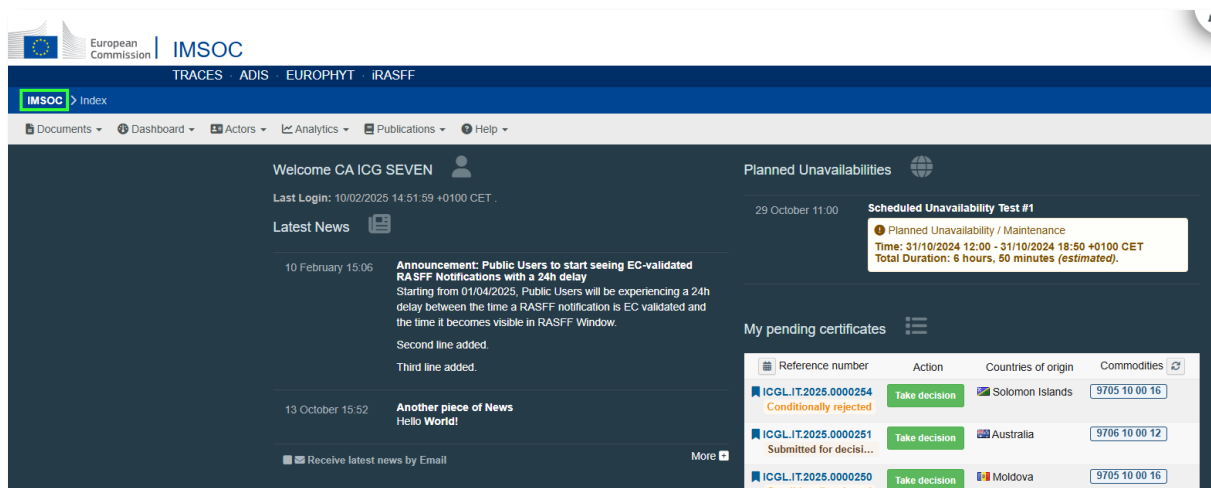
The **homepage** has been designed to provide key information such as:

- 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.



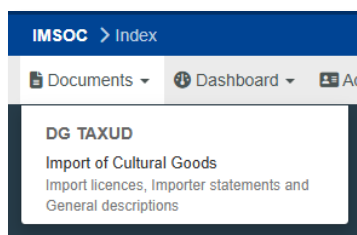
To go back to the homepage, click on **IMSOC**.



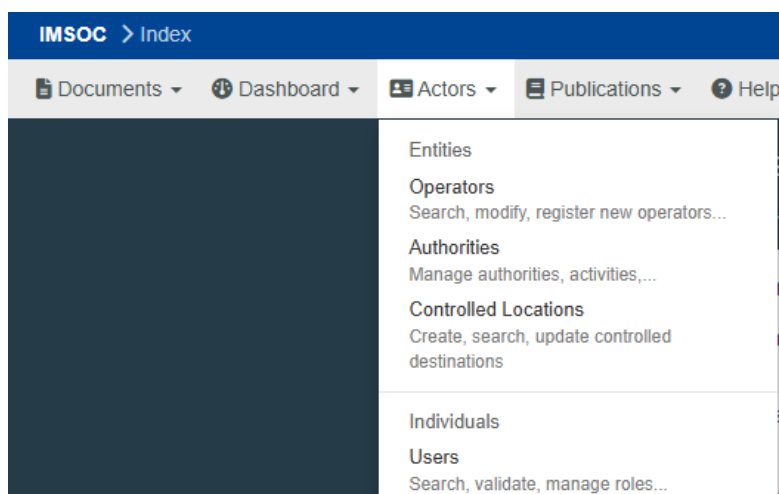


From the homepage you can also navigate to:

- **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 [next section](#).

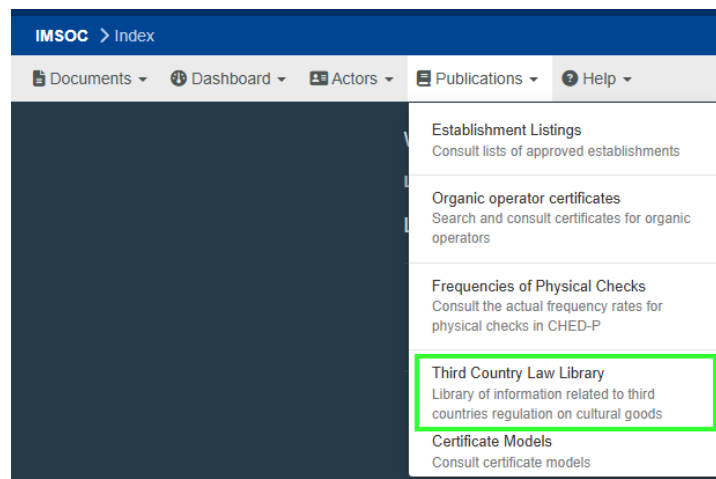


- **Actors** – this function is primarily used to manage Actors within the ICG system and includes the following:
  - Operators – search, modify, suspend, register new operators,
  - Authorities – search for central, regional, local authorities,
  - Controlled Locations – search for controlled locations such as refuge,
  - Users – search, validate or suspend users within your organisation.

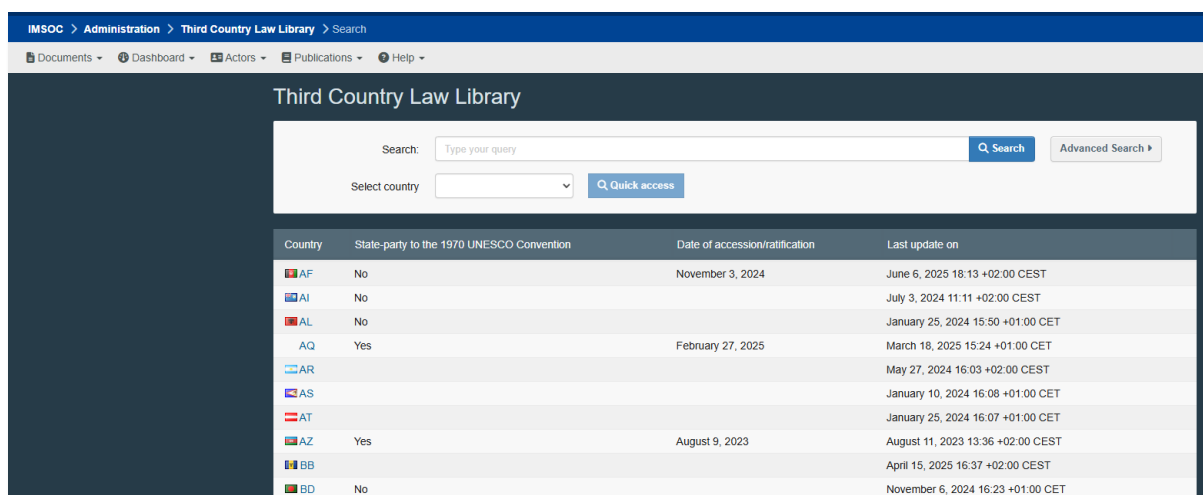


Depending on your role, you will be able to view only or modify/validate new users. For more detailed instructions on account registration, role assignments and system access, please refer to the [TNT Get Started Manual](#).

- **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** → **Third Country Law Library** from the navigation menu at the top of the page.



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



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

## Third Country Law Library

Search:

Select country: United States (US)

## Third Country Law Library

### Third Country Law Library - Details

**Disclaimer**

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](mailto:third-country-law-library@ec.europa.eu) including the official reference or source.  
 Last update by Steve GOUTIERE at February 15, 2024 13:50:44 +01:00 CET

**Country name**

US  
United States

**State-party to the 1970 UNESCO Convention**

☒ Yes ☐ No **Date**

**Export authorisation system**

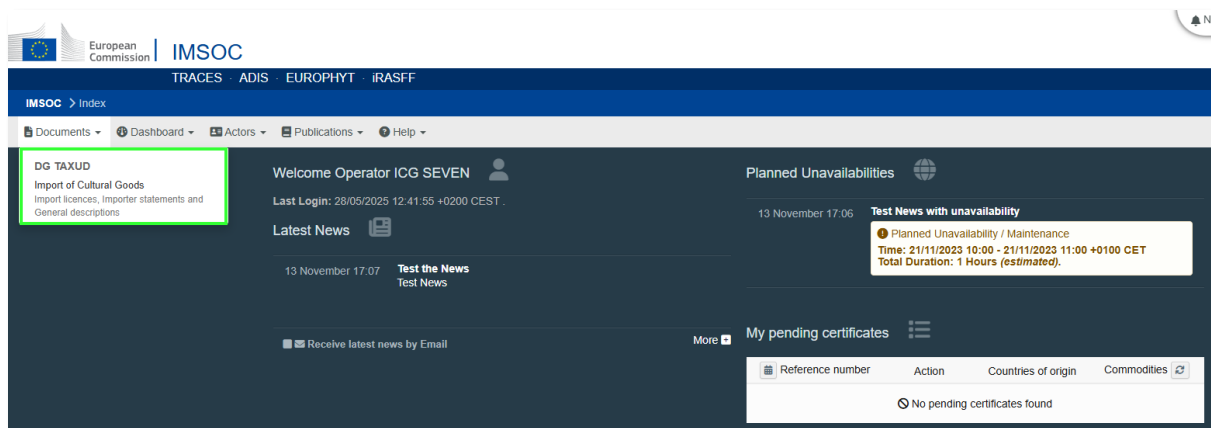
Categories of Part A of the Annex to Regulation (EU) 2019/880 or of Art. 1 of the 1970 UNESCO Convention	Export authorisation system		Prohibition to export from the national territory	
(a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(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;	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(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);	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(f) Objects of ethnological interest;	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(g) Objects of artistic interest, such as:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(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);				
(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;				

**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](mailto:third-country-law-library@ec.europa.eu) including the official reference or source.

### b) Document Search Within the System

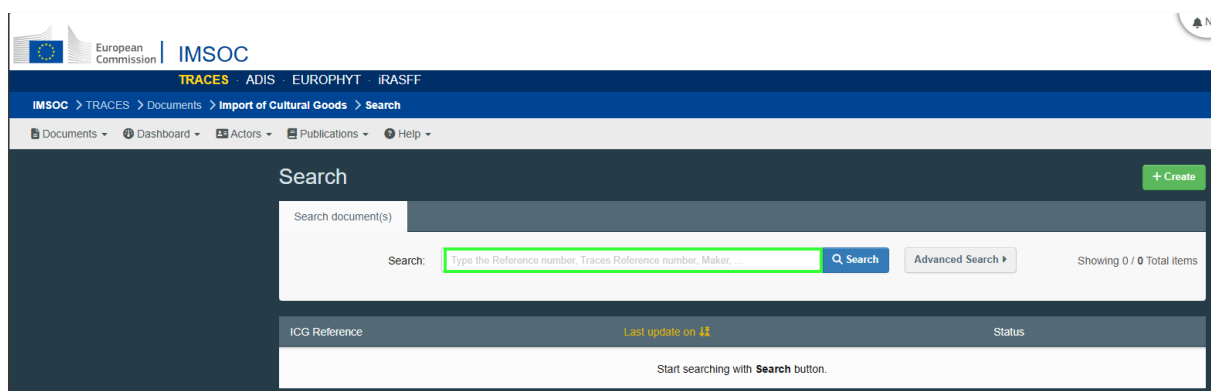
Learn how to efficiently locate and retrieve specific documents using the ICG system's search functionality.

On the homepage, click on **Documents** → **Import of Cultural Goods**.

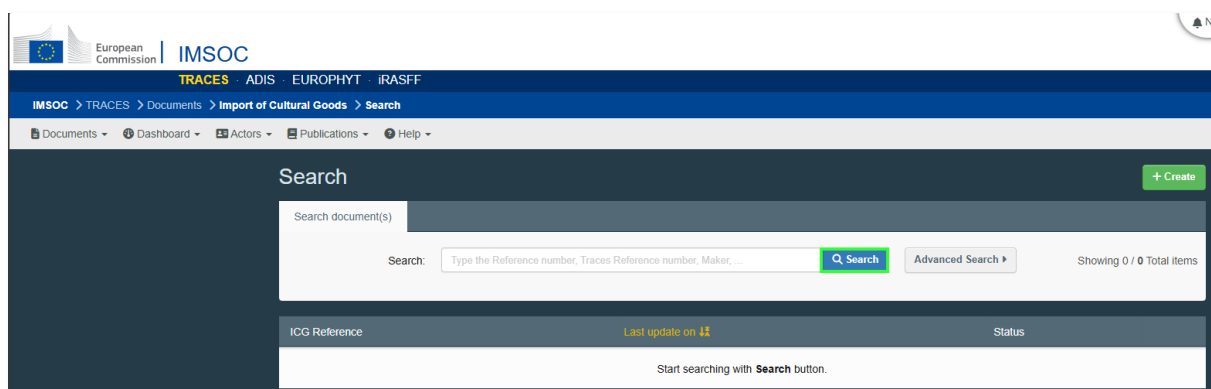


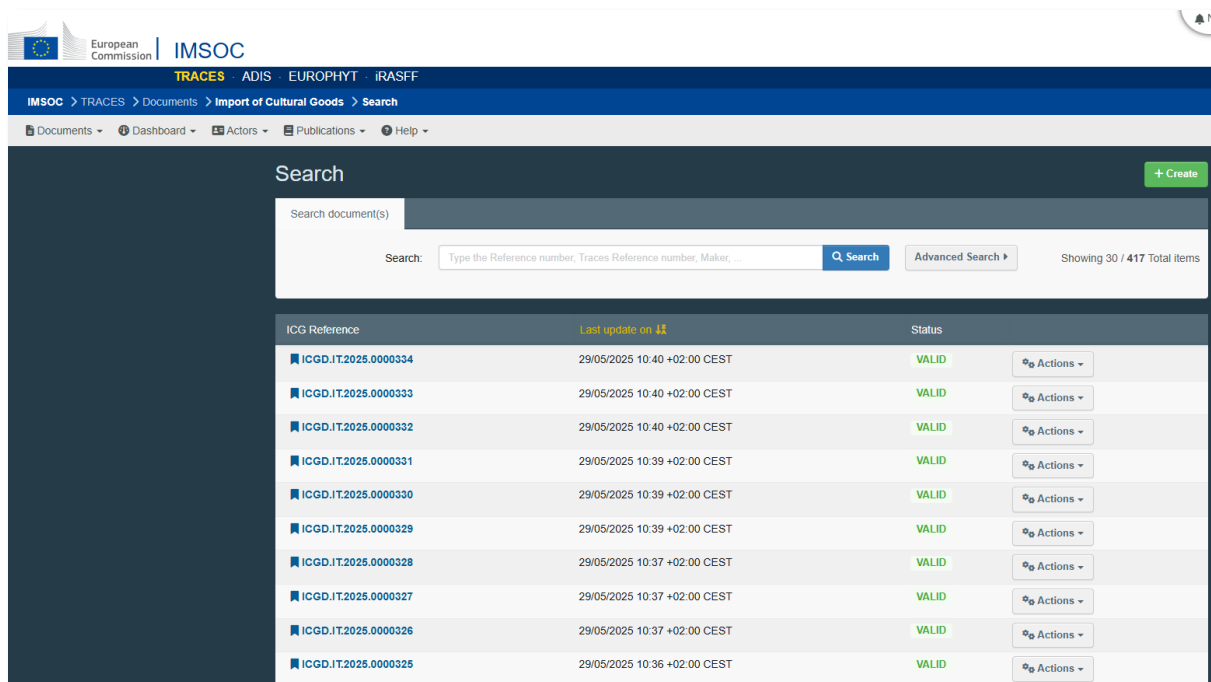
Basic search function allows you to search for ICG documents by:

- 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).

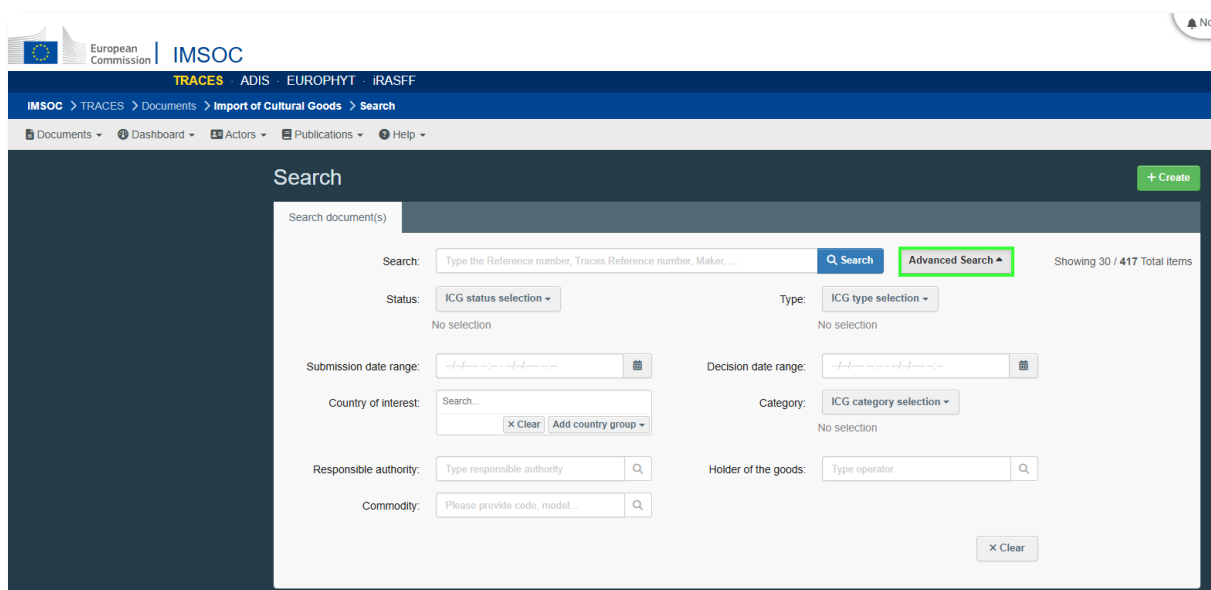


Simply click the **Search** button to view all the documents that are relevant to you. The list of ICG documents displayed is based on access rights and document status. For example, every user of your organisation can view your submitted ICG documents.





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



### 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:  
HOLDER OF THE  
GOODS

PART II:  
COMPETENT  
AUTHORITY

Current status:  
**VALID**

Next:  
This is a final step.

Document type selection

- ☒ Import licence
- ☐ Importer statement
- ☐ General description
- ☐ Subsequent import
- Clear

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

QR Code

I.6 Country of import and competent authority

Links to other documents

Close Created by Operator ICG EIGHT on 04/25/2025 13:25:39 +02:00 CEST More Preview PDF

Then click on **Preview PDF**.

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:  
HOLDER OF THE  
GOODS

PART II:  
COMPETENT  
AUTHORITY

Current status:  
**VALID**

Next:  
This is a final step.

Document type selection

- ☒ Import licence
- ☐ Importer statement
- ☐ General description
- ☐ Subsequent import
- Clear

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


QR Code

I.6 Country of import and competent authority

Links to other documents

Close Created by Operator ICG EIGHT on 04/25/2025 13:25:39 +02:00 CEST More Preview PDF

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

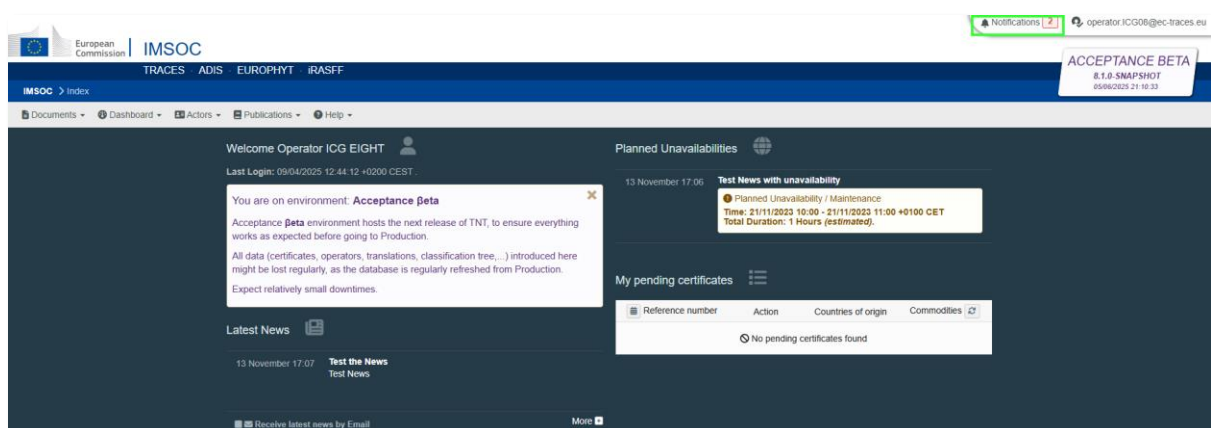
EUROPEAN UNION		Import of Cultural Goods	
Part I	Import licence for cultural goods		
	I.1 ICG reference I.4 National Reference I.5 Local Reference	ICGL.IT.2024.0000016	I.2 ICG status VALID
			I.3 ICG QR code 
	I.6 Country of import and competent authority Authority: Test CCA ICG Italy (ITICG001) Country: Italy (IT)		I.12 Category of the cultural good (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);
	I.14 TARIC code 97050000 Collections and collectors pieces of zoological, botanical, mineralogical, anatomical, historical, archaeological, palaeontological, ethnographic or numismatic interest		
	I.18 Holder of the good Name: Art trader & Co Address: Piazza Romana 1 00100 Rome City: Rome Postal code: 00100 Country: Italy EORI: IT00002090280		I.17 Supporting documents Accompanying document type: Other Document number: 001-56987859 Country: Austria (AT)
Cultural good number 1 - ICGL.IT.2024.0000016 - 1			
I.11 Country of interest Georgia		I.13 Unique ID of the cultural good ICGL.IT.2024.0000016 - 1	
I.15 Description of the cultural good(s) Type of the cultural good: Roman helmet Materials: Silver, Bronze Technique(s): forged Title of the cultural good: Roman helmet Subject:			

**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

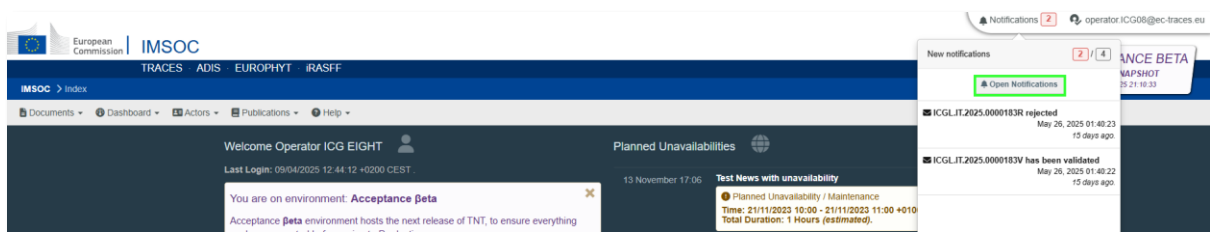
Explore the notifications to stay informed about changes, approvals, and other key events related to your ICG documents.

To do this, click **Notifications** in the top right corner of the homepage.

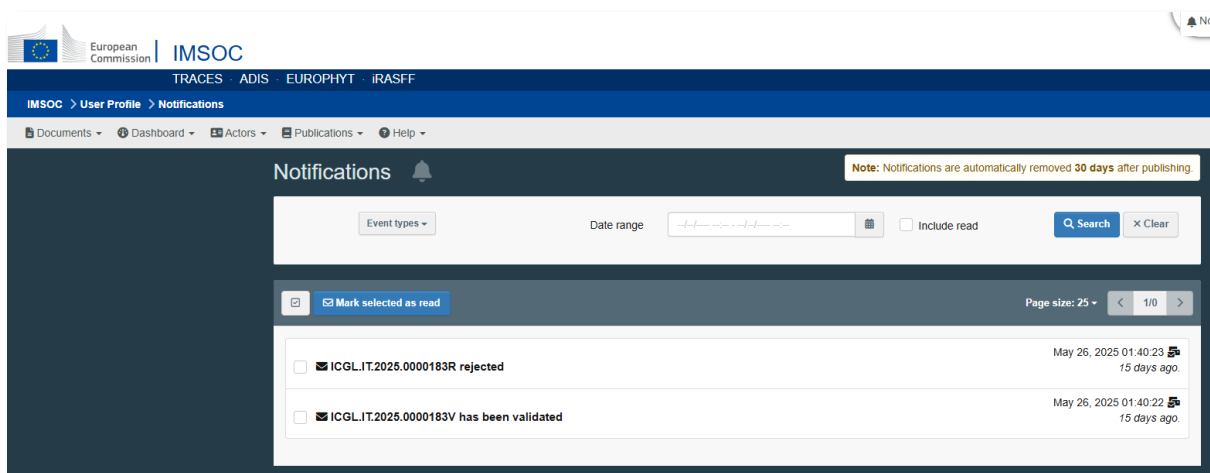


The screenshot shows the IMSOC (Import Management System for Cultural Goods) interface. At the top, there's a navigation bar with 'IMSOC' and 'Index'. A notification banner at the top right indicates 'Notifications 2' and 'operator ICG06@ec-traces.eu'. The main content area features a 'Welcome Operator ICG EIGHT' message with a 'Last Login' timestamp. A prominent 'Acceptance Beta' notification box states: 'You are on environment: Acceptance Beta. Acceptance Beta environment hosts the next release of TNT, to ensure everything works as expected before going to Production. 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.' Below this, there's a 'Latest News' section with a 'Test the News' link. On the right sidebar, 'Planned Unavailabilities' shows a 'Test News with unavailability' event on 13 November 17:06. Below that, 'My pending certificates' shows a table with columns for Reference number, Action, Countries of origin, and Commodities, but it indicates 'No pending certificates found'.

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

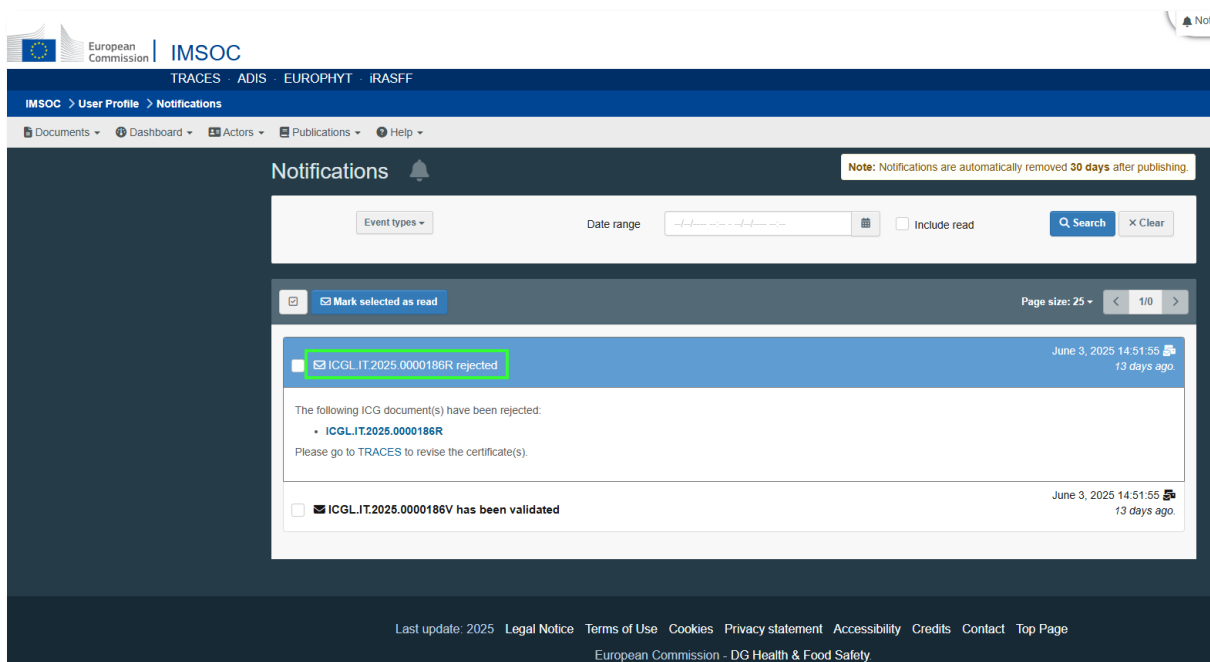


A window displaying all your notifications should open.



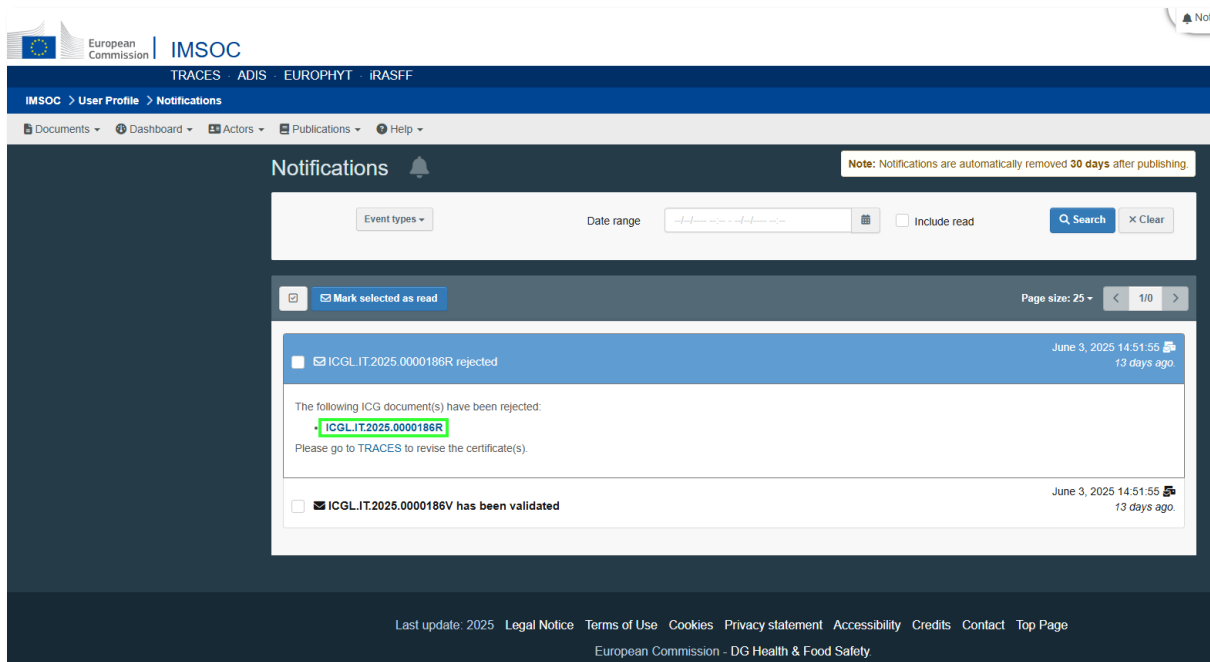
**Note:** Notifications are automatically removed 30 days after publishing.

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

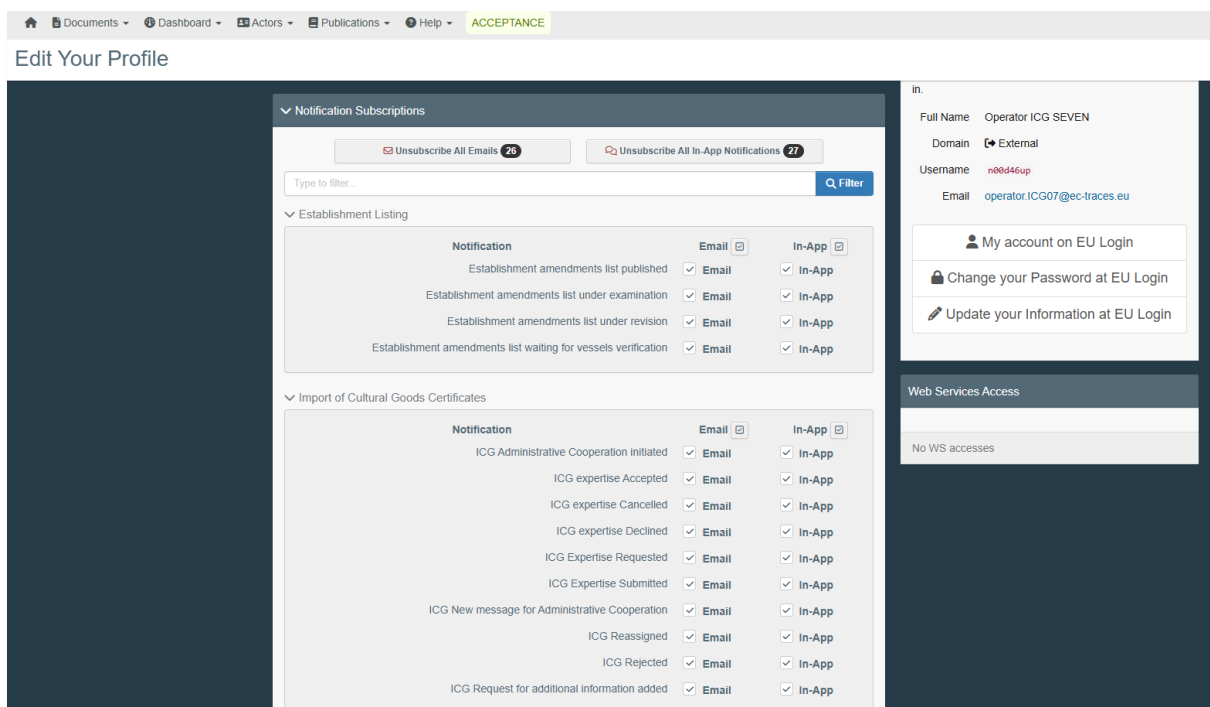
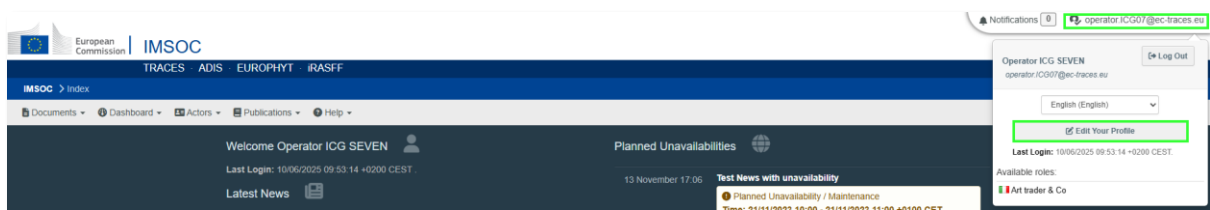


Clicking on the **notification** provides a direct link to the relevant ICG document.





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



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

Choose here the language in which you would like to receive email notifications.

Notification Time Slots

<input type="checkbox"/> 00:00	<input type="checkbox"/> 01:00	<input checked="" type="checkbox"/> 02:00	<input type="checkbox"/> 03:00
<input type="checkbox"/> 04:00	<input type="checkbox"/> 05:00	<input type="checkbox"/> 06:00	<input type="checkbox"/> 07:00
<input type="checkbox"/> 08:00	<input type="checkbox"/> 09:00	<input type="checkbox"/> 10:00	<input type="checkbox"/> 11:00
<input type="checkbox"/> 12:00	<input type="checkbox"/> 13:00	<input type="checkbox"/> 14:00	<input type="checkbox"/> 15:00
<input type="checkbox"/> 16:00	<input checked="" type="checkbox"/> 17:00	<input type="checkbox"/> 18:00	<input type="checkbox"/> 19:00
<input type="checkbox"/> 20:00	<input type="checkbox"/> 21:00	<input checked="" type="checkbox"/> 22:00	<input type="checkbox"/> 23:00

Select how often notifications are sent to your email inbox.

Note: These hours refer to Brussels local time.

Show Notification Popup

☐

No

When TRACES issues a new notification for you, it is shown live as a blue popup on top right corner of the screen.

### 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.

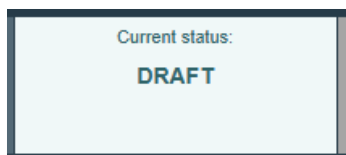
#### a) ICG Licence Application – Basic Workflow

##### 1) Basic Information

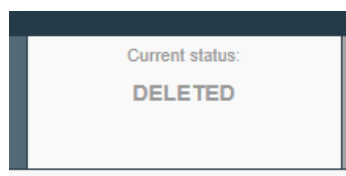
This section provides detailed instructions on how to apply for a licence to import certain cultural goods into the EU. Importers must submit a completed application form and may include supporting

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.

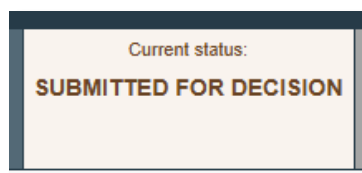
- **Draft:** The ICG licence application was saved as a draft using the [‘Save as draft’](#) function. It has not yet been made visible or submitted to a competent authority.



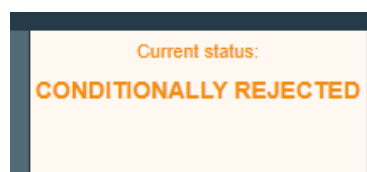
- **Deleted:** The user has marked the ICG licence application as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.



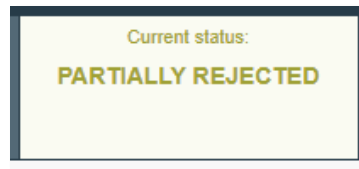
- **Submitted for decision:** The ICG licence application has been submitted and is currently being reviewed by the competent authority. See the [‘Submitting an ICG licence application’](#) workflow.



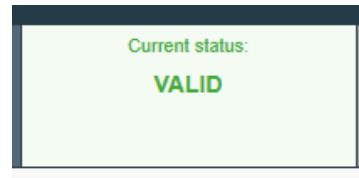
- **Conditionally rejected:** The ICG licence application is conditionally rejected because the competent authority has requested additional information; the applicant must provide the requested details for the review process to continue. If no reply is received within 40 days, the licence application is automatically rejected. Please refer to the [‘Responding to a Request for Additional Information’](#) section for more information.



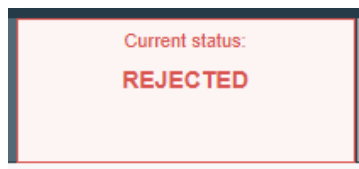
- **Partially rejected:** This status applies when an ICG licence application includes multiple cultural goods, but not all of them meet the requirements for approval by a competent authority. In such cases, the licence is issued only for the approved items and the others are formally rejected.



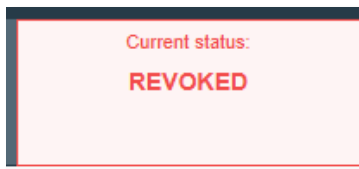
- **Valid:** The ICG licence application was approved, and the import licence has been issued and is currently valid.



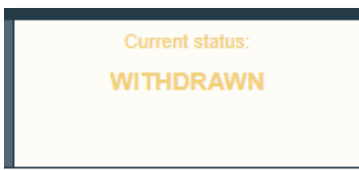
- **Rejected:** The ICG licence application was fully rejected by the Competent Authority and cannot be used to import the cultural goods.



- **Revoked:** A previously valid ICG licence has been officially revoked by the issuing competent authority. Only a Valid licence can be revoked.

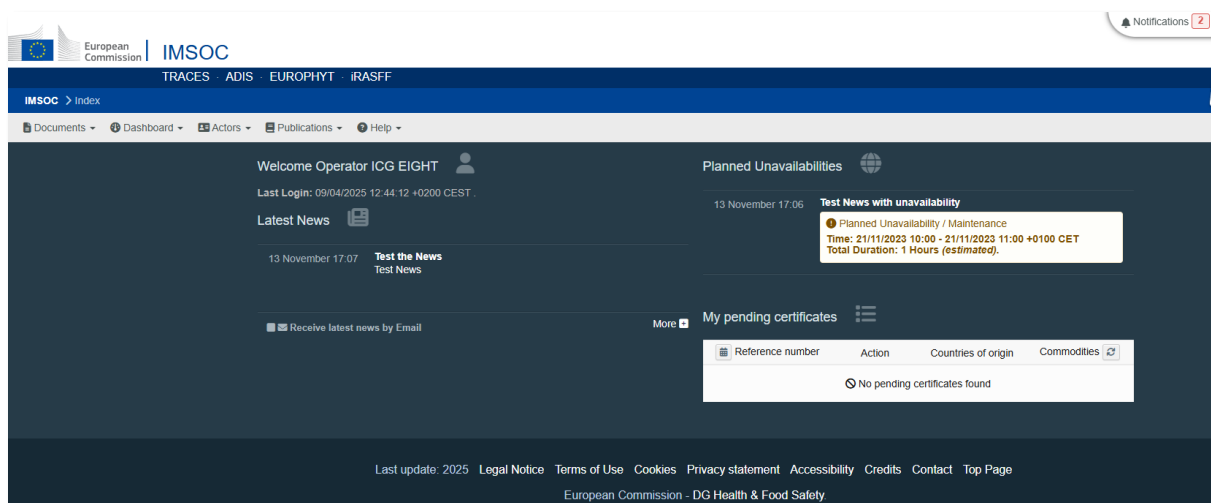


- **Withdrawn:** The ICG licence application was voluntarily withdrawn by the applicant before a decision was made. Please refer to the '[Withdrawing an ICG Licence Application](#)' section for more information. Only a Submitted for decision application can be withdrawn.

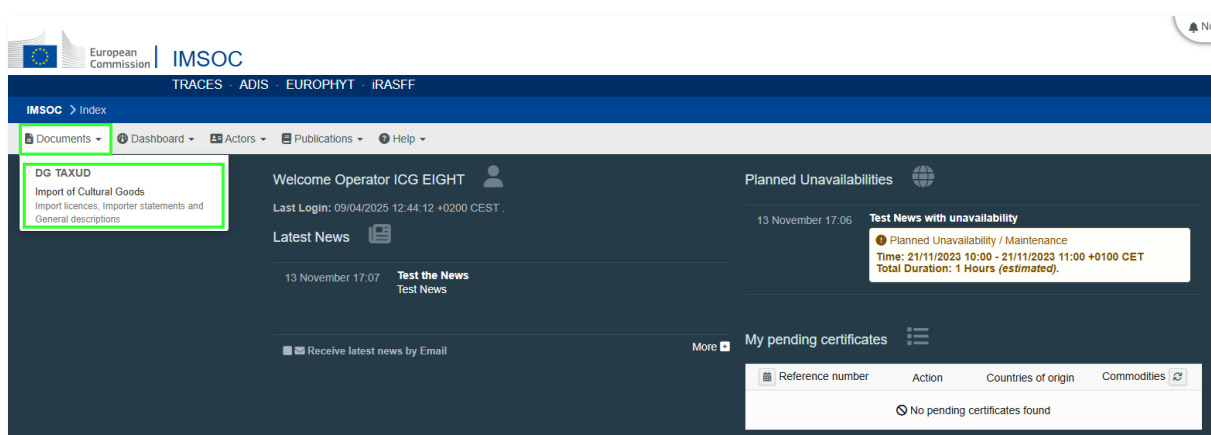


## 2) Creation of an ICG Licence Application

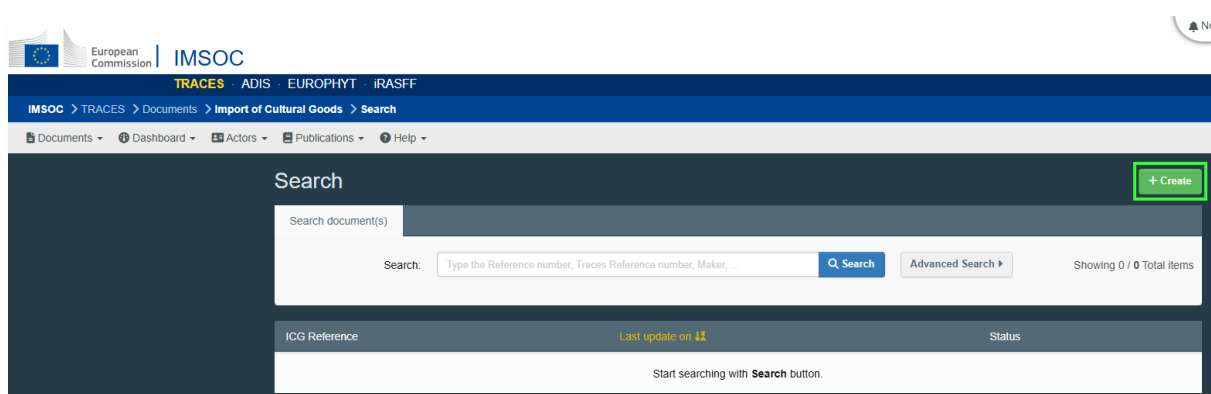
In order to start drafting a new ICG licence application, you will need to log in to your TRACES account.



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



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



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

☒ Import licence  
☐ Importer statement  
☐ General description  

Clear Document type, Derogation, Category

\* 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

QR Code

I.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)

Part B. Cultural goods covered by Article 4

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 - Import licence**

**PART I:**  
HOLDER OF THE GOODS

**Current status:** Current status Next ↶

**Document type selection** \* **Derogation selection**

☒ Import licence  
☐ Importer statement  
☐ General description  
☐ Subsequent import

☐ 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** ✎ **QR Code** ✎

**I.6 Country of import and competent authority** \* **Links to other documents**

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 competent authority** ✕

Search:  Q Search Advanced Search ▶

Name	Country	Address	Role	Code	Competence	
Ministero della Cultura	Italy	486 Piazza Romana 50100 Florence	Central Competent Authority	ITICG002	Import of cultural goods <span style="border: 1px solid black; padding: 2px;">ICG</span> <span style="border: 1px solid black; padding: 2px;">rw</span>	<span style="color: blue;">✎</span> <b>Select</b>

Close



**New Import of Cultural Goods document - Import licence**

**PART I:**  
HOLDER OF THE GOODS

**Current status:** Current status Next ↺

**Document type selection** \* **Derogation selection**

☒ Import licence  
☐ Importer statement  
☐ General description  
☐ Subsequent import

☐ 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** ✎ **QR Code** ✎

QR CODE

**I.6 Country of import and competent authority** \* **Links to other documents**

☒ Italy (IT)   
 Name    
 Code    
 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).

**I.12 Category of the cultural good** \*

Category description	Minimum age threshold	Minimum financial threshold (customs value)
<b>Part B. Cultural goods covered by Article 4</b>		
<input checked="" type="radio"/> (c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
<input type="radio"/> (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**.

**I.14 TARIC code** \*

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

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 than hand-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

☒

Cancel

Done

I.14 TARIC code

+ 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 00 10

More than 200 years old and of a value of EUR 18 000 or more per item

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** ▾

**Attachment:**

- ☐ Air Waybill
- ☐ Articles in related periodicals
- ☐ Auction catalogues, advertisements and other promotional sales material
- ☐ Bill of lading
- ☐ Commercial invoice
- ☐ Customs declaration
- ☐ Insurance documents
- ☐ Other
- ☐ Other transport document
- ☐ Packing list
- ☐ Proforma invoice
- ☐ Publications of exhibition catalogues
- ☐ Publications of museums
- ☐ Railway bill
- ☐ Sea Waybill
- ☐ 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 documents

**Add Accompanying Document** ▾

Type \* **Proforma invoice** ✓ Apply ✗ Remove

**Attachment:**

Number \* 20245051

Date   +02:00 CEST

Country \*  No country selection

Place of issue

File 

Drop file here or

Select file(s)

Maximum file size: 2 MB.

### I.17 Supporting documents

**Add Accompanying Document** ▾

Type \* **Proforma invoice** ✓ Apply ✗ Remove

**Attachment:**

Number \* 20245051

Date   +02:00 CEST

Country \*  Albania (AL)

Place of issue

File 


Proforma invoice 202411300 Change file

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.

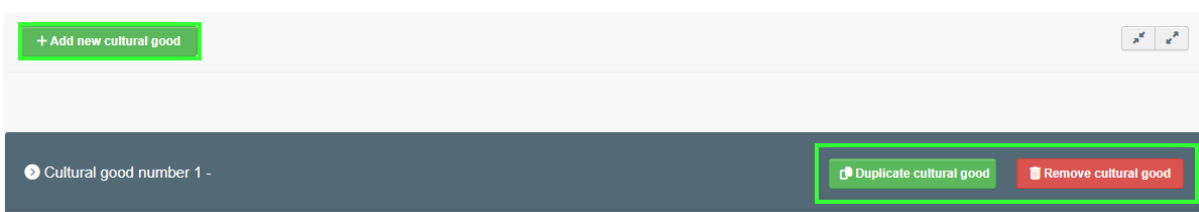
### I.18 Holder of the good



Form I.18 Holder of the good. The form contains fields for Name (University of Torino), Country (Italy), and ISO Code (IT). There is a 'Valid' status indicator and a 'Select' dropdown. On the right, there are buttons for 'Edit', 'Advanced...', and '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.



Form I.19 Cultural good management. It features a '+ Add new cultural good' button at the top. Below, there is a section for 'Cultural good number 1 -' with 'Duplicate cultural good' and 'Remove cultural good' buttons.

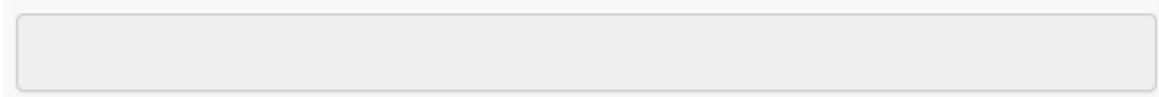
From the drop-down list, select the **country of interest (I.11)**. Then, from the two options listed below, select the appropriate **checkbox** (a or b).



Form I.11 Country of interest. It includes a dropdown menu for 'Country of interest' (Albania (AL)) and a radio button selection for the country of interest. The options are: (a) this is the country where the cultural good was created and/or discovered, and (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 licence application is submitted.

### I.13 Unique ID of the cultural good



Form I.13 Unique ID of the cultural good. It contains a large empty text input field for the unique ID.

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) \*

Materials \*  
  ☐ Other

Dating  
 Approximate dating \*   
 Approximate year   
 Geological era

Origin  
 Historical origin \*

Title of the cultural good ⓘ \*   
 Subject

Maker ⓘ \*

Description \*

Customs value \*  €

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

Select Classification Nodes

Alabaster	<input type="checkbox"/>
Aluminium	<input type="checkbox"/>
Animal Remains	<input type="checkbox"/>
Bone	<input type="checkbox"/>
Brass	<input checked="" type="checkbox"/>
Bronze	<input checked="" type="checkbox"/>
Canvas/Cotton/Fabric/Linen	<input type="checkbox"/>
Cardboard	<input type="checkbox"/>
Carpet	<input type="checkbox"/>
Ceramic	<input type="checkbox"/>
Clay/Ceramic	<input type="checkbox"/>

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 cultural good(s)

Type of the cultural good \*

Roman coins

Technique(s) \*

Forged

Materials \*

+ Select material

Brass

Bronze

Clear

☒ Other
 

Steel

Dating

Approximate dating \*

500 - 400 BC

Approximate year

Geological era

Origin

Historical origin \*

Roman

Title of the cultural good ⓘ \*

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.

**I.16 Photographs and measurements** \*

Shape \* 

3-dimensional object
Circular
Flat

Diameter

Width

Height \*

Weight

Depth

Quantity \*

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 measurements** \*

Shape \*  Flat

Diameter

Width \*  5 cm

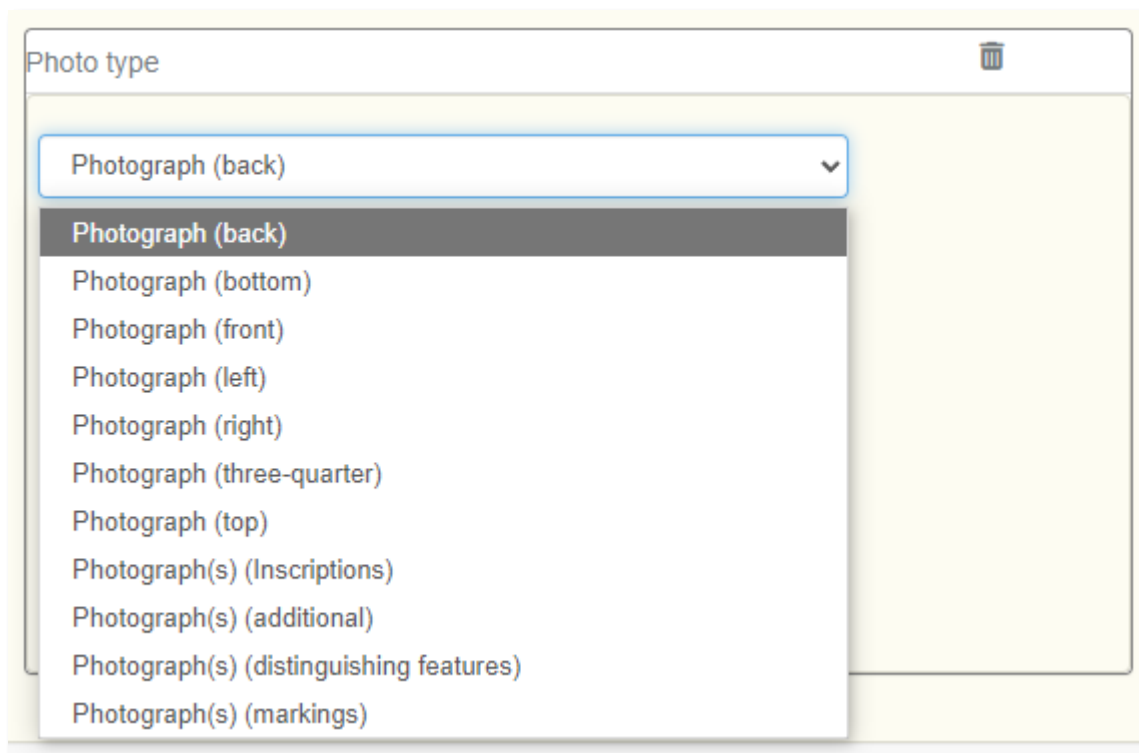
Height \*  5 cm

Weight \*  50 g

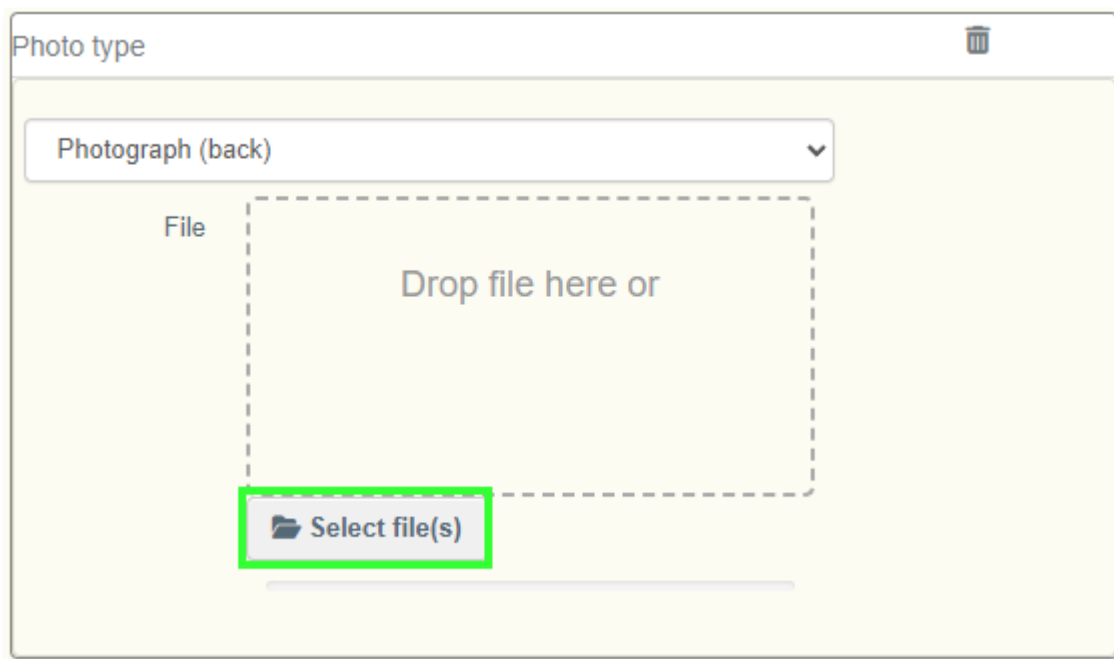
Depth

Quantity \*  1

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



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





**I.16 Photographs and measurements**

Shape \* Flat

Diameter

Width \* 5 cm

Height \* 5 cm

Weight \* 15 g

Depth

Quantity \* 1 Piece

+ Add photograph(s)

Roman coin back.jpg

Photograph (back)

Roman coin front.jpg

Photograph (front)

**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.

**I.19 Owner of the goods**

Name ? **Museum of Archeology** Valid

Country **Italy** ISO Code **IT**

...

**Select**

**Edit**

Advanced...

Clear

☐ Use a non-business entity

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.

**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 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 - Import licence**

**PART I:** **HOLDER OF THE GOODS** **Current status:** **Next:**

**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** **QR Code**

**I.6 Country of import and competent authority** \*

Italy (IT)

**Links to other documents**

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:  
**DRAFT**

Next:  
Draft

Document type selection

\* Derogation selection

☒ Import licence  
☐ Importer statement  
☐ General description  
☐ Subsequent import

☐ 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

QR Code

I.6 Country of import and competent authority

\* Links 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.

**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 Bahrain

☒ Which does not require an export licence/certificate/permit  
☐ Which requires an export licence/certificate/permit,

All fields with a \* are required.

Close

Created by Operator ICG EIGHT on 03/11/2024 10:07:03 +01:00 CET

... More

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? ✕

Do you confirm that you would like to sign digitally?

✕ Return to document

✓ Proceed

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).

ICGL.IT.2025.0000175 - Import licence

<b>PART I:</b> <small>HOLDER OF THE GOODS</small>	<b>PART II:</b> <small>COMPETENT AUTHORITY</small>	<small>Current status:</small> <b>SUBMITTED FOR DECISION</b>	<small>Next:</small> Wait for Authority action	↺
--	---	---	---	---

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

<b>PART I:</b> <small>HOLDER OF THE GOODS</small>	<b>PART II:</b> <small>COMPETENT AUTHORITY</small>	<small>Current status:</small> <b>VALID</b>	<small>Next:</small> This is a final step.	↺
--	---	--	---	---

As stated in the [introduction to this section](#), 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:

- 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.
- 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:

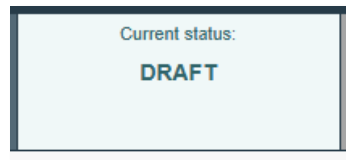
1. **Fast Approval:** The importer submits a complete application, and the CA approves it on the same day.
2. **Missing Documents:** If the importer fails to upload a required export certificate, the CA requests it within 21 days. The importer has 40 days to respond, and if they do, the CA restarts its 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

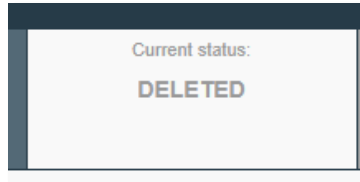
### 1) Basic Information

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.

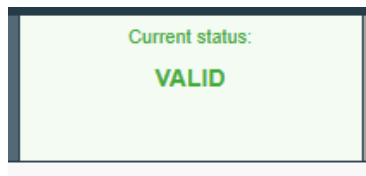
- **Draft:** The ICGS was saved as a draft using the '[Save as draft](#)' function. It has not yet been made visible to customs or to a competent authority.



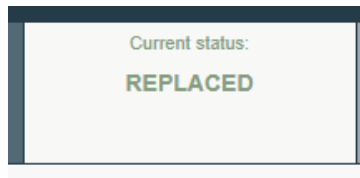
- **Deleted:** The user has marked the ICGS as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.



- **Valid:** The ICGS has been successfully registered and is now available for reference in the system during customs procedures under temporary admission. See the [‘Registering an ICGS’ workflow](#).

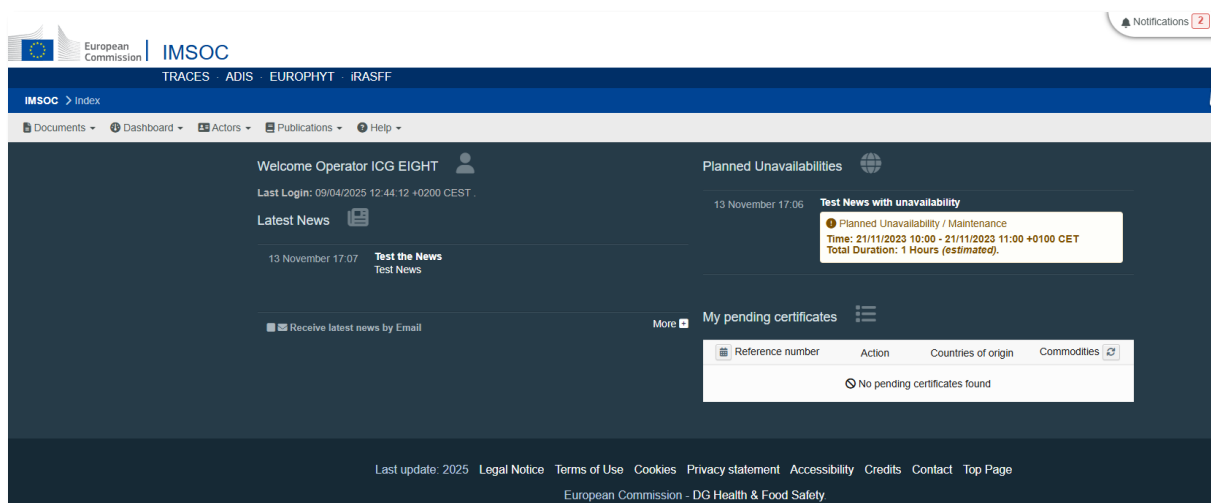


- **Replaced (only in the case of an [ICGS for a commercial art fair derogation](#)):** The ICGS has been replaced by a related import licence and can no longer be used. See the [‘Replacing ICGS’ workflow](#) in the next subchapter.

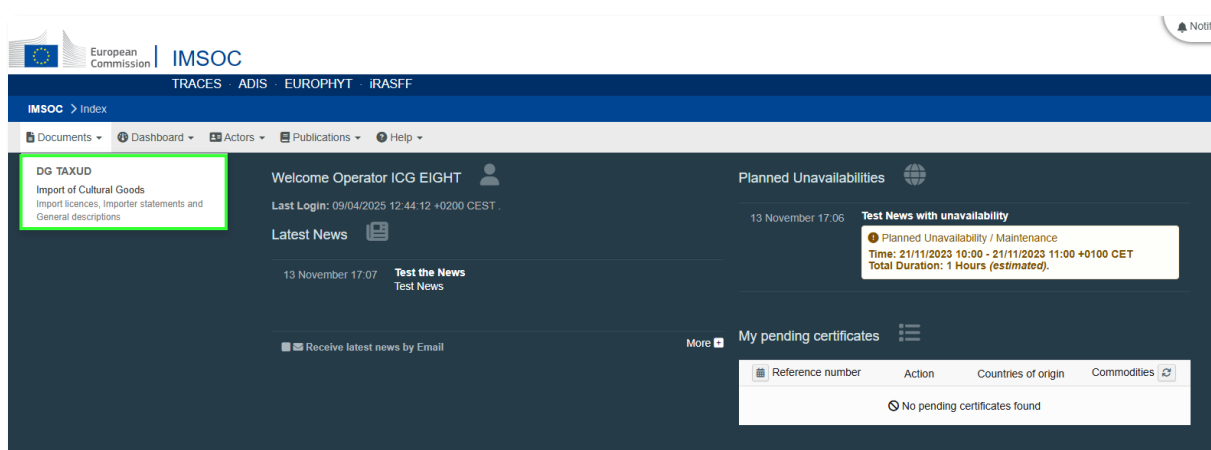


## 2) Creating an ICG Importer Statement

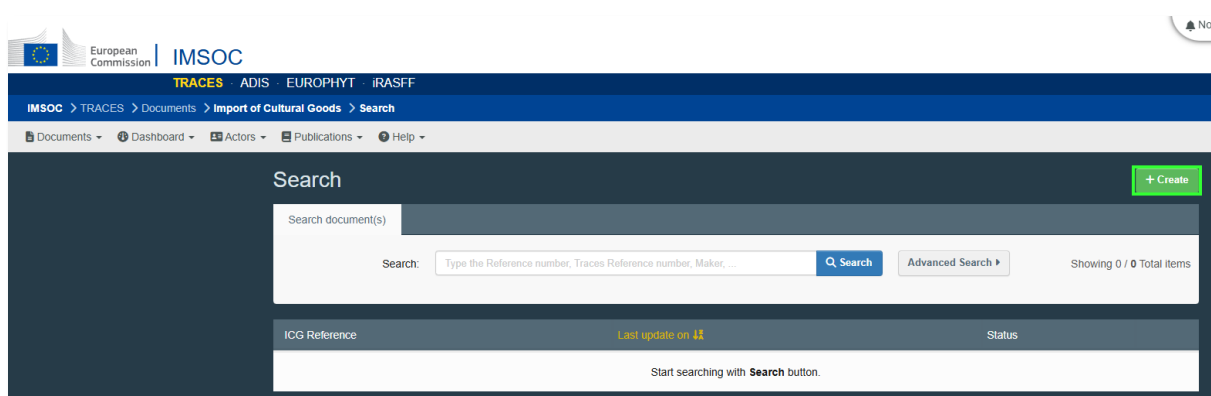
To begin drafting a new ICG importer statement, you will need to log in to your account on the TRACES platform.



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



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



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** \*

☐ Import licence  
☒ **Importer statement**  
☐ General description

Clear Document type, Derogation, Category

**Derogation selection**

☐ Commercial art fair  
☐ 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** **QR Code**

**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).

**I.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 competent authority**

Search:  **Q Search** **Advanced Search ^**

Country:

Role:

Name	Country	Address	Role	Code	Competence	
Custom Office - Roissy Air France ICG	France	Rue de Test 95700 Roissy-en-France	Customs Office	FR005test	Import of cultural goods ICG r-	<b>Select</b>

Close



**New Import of Cultural Goods document - Importer statement**

**PART I:**  
HOLDER OF THE GOODS

**Current status:** **Next:**

**Document type selection**

☐ Import licence  
☒ Importer statement  
☐ General description

Clear Document type, Derogation, Category

**\* Derogation selection**

☐ Commercial art fair  
☐ 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** **QR Code**

**I.6 Country of import and competent authority** **\* Links to other documents**

France (FR) FR  
 Name Custom Office - Roissy Air France ICG  
 Code FR005test  
 Custom Office - Roissy Air France ICG

Q Advanced... Clear

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 [Section III Part C](#) of this manual.

**I.7 Derogation selection**

☐ Commercial art fair  
 Clear

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

I.12 Category of the cultural good *		
Category description	Minimum age threshold	Minimum financial threshold (customs value)
<b>Part B. Cultural goods covered by Article 4</b>		
<input type="radio"/> (c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
<input type="radio"/> (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
<b>Part C. Cultural goods covered by Article 5</b>		
<input type="radio"/> (a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	200	18000
<input type="radio"/> (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
<input type="radio"/> (e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	200	18000
<input type="radio"/> (f) Objects of ethnological interest;	200	18000
<input type="radio"/> (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
<input type="radio"/> (h) Rare manuscripts and incunabula;	200	18000
<input type="radio"/> (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 *	
<div> <div>+ Select TARIC code</div> </div>	

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

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 than hand-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

☒

Cancel

Done

I.14 TARIC code

+ 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 00 10

More than 200 years old and of a value of EUR 18 000 or more per item

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 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

Add Accompanying Document ▼

📎
**Attachment:**

- 📎 Air Waybill
- 📎 Articles in related periodicals
- 📎 Auction catalogues, advertisements and other promotional sales material
- 📎 Bill of lading
- 📎 Commercial invoice
- 📎 Customs declaration
- 📎 Insurance documents
- 📎 Other
- 📎 Other transport document
- 📎 Packing list
- 📎 Proforma invoice
- 📎 Publications of exhibition catalogues
- 📎 Publications of museums
- 📎 Railway bill
- 📎 Sea Waybill
- 📎 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 importer statement.

### I.17 Supporting documents

Add Accompanying Document ▼

Type \* 📄 Proforma invoice

Attachment: 📎

Number \* 2024113000123

Date 📅 +01:00 CET

Country \* 🇺🇸 United States (US) 🌐

Place of issue

File

Drop file here or

📎
 Select file(s)

Maximum file size: 2 MB

✓ Apply
✖ Remove

### I.17 Supporting documents

Add Accompanying Document ▼

1	<p>Type <span style="font-size: 0.8em;">📄</span> Proforma invoice</p> <p>Attachment: <span style="font-size: 0.8em;">📎</span></p> <p>Number 2024113000123</p> <p>Date</p> <p>Country <span style="font-size: 0.8em;">🇺🇸</span> United States</p> <p>Place of issue</p> <p>Filename <span style="font-size: 0.8em;">📄</span> Proforma invoice 2024113000123.docx <span style="font-size: 0.8em;">🔗</span> <span style="font-size: 0.8em;">🔒</span></p> <p style="font-size: 0.8em;">12.59 KB</p> <p>Virus Scan Status <span style="font-size: 0.8em;">🚫</span> Virus scan has not been performed yet.</p>	<div style="background-color: #a0a0a0; color: white; padding: 5px; border-radius: 3px; margin-bottom: 5px;">✎ Edit</div> <div style="background-color: #f44336; color: white; padding: 5px; border-radius: 3px;">✖ Remove</div>
---	--	---

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 of the good** \*

Name ?	University of Torino	Valid	Select ▾
Country	 Italy	ISO Code	IT
...			


✎ Edit ★ ▾

🔍 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) ▾ 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.

**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 \*

Write the type of cultural good

Technique(s) \*

Write technique(s)

Materials \*

+ Select material

Clear

Other

Enter material not present in the list

Dating

Approximate dating \*

Approximate year

Geological era

Origin

Historical origin \*

Title of the cultural good ⓘ \*

Subject

Maker ⓘ \*

Description \*

Type description of the cultural good(s)

Customs value \*

€

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

Select Classification Nodes

Alabaster	<input type="checkbox"/>
Aluminium	<input type="checkbox"/>
Animal Remains	<input type="checkbox"/>
Bone	<input type="checkbox"/>
Brass	<input checked="" type="checkbox"/>
Bronze	<input checked="" type="checkbox"/>
Canvas/Cotton/Fabric/Linen	<input type="checkbox"/>
Cardboard	<input type="checkbox"/>
Carpet	<input type="checkbox"/>
Ceramic	<input type="checkbox"/>
Clay/Ceramic	<input type="checkbox"/>
...	<input type="checkbox"/>

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 cultural good(s)

Type of the cultural good \*

Roman coins

Technique(s) \*

Forged

Materials \*

+ Select material

Brass

Bronze

Clear

☒ Other
 

Steel

Dating

Approximate dating \*

500 - 400 BC

Approximate year

Geological era

Origin

Historical origin \*

Roman

Title of the cultural good ⓘ \*

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.

**I.16 Photographs and measurements** \*

Shape \* 

3-dimensional object
Circular
Flat

Diameter 
Width 
Height \*

Weight 
Depth 
Quantity \*

+ Add photograph(s)

1 2 3 4 6

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 measurements** \*

Shape \*  Flat

Diameter 
Width \*  5 cm
Height \*  5 cm

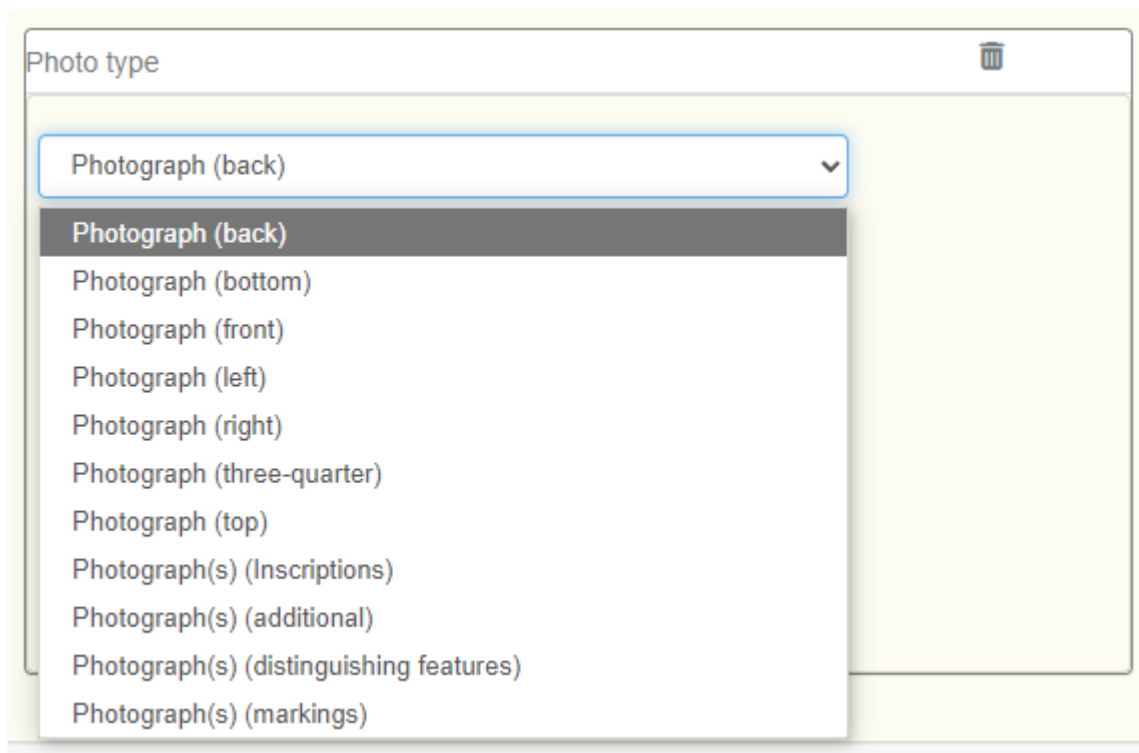
Weight \*  50 g
Depth 
Quantity \*  1

+ Add photograph(s)

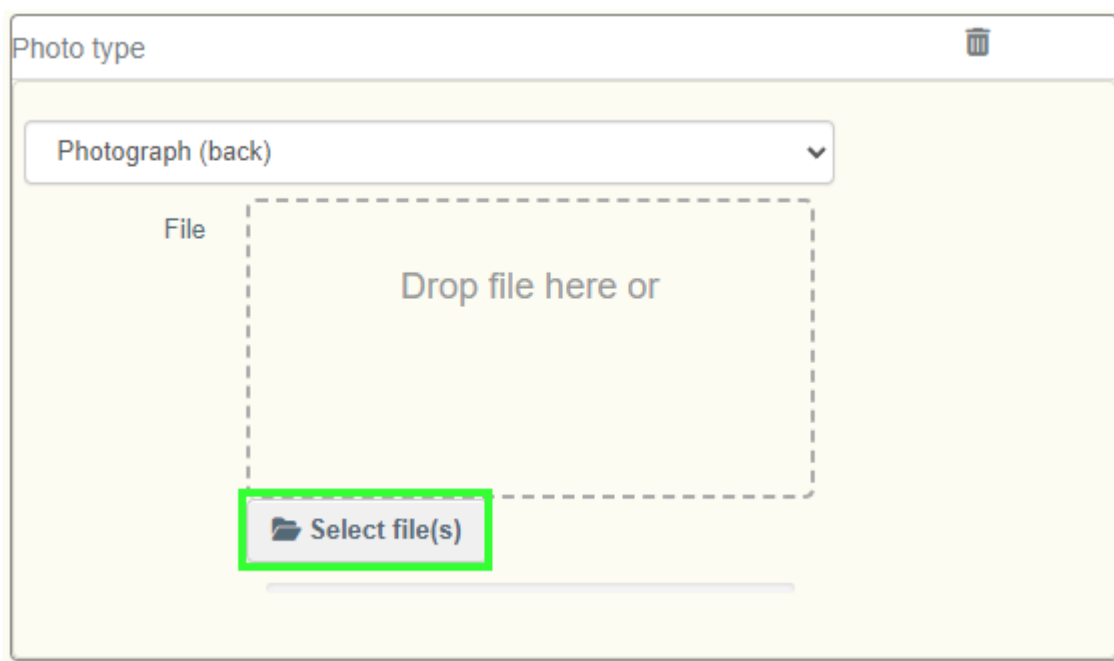
1 2 3 4 6

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





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



**I.16 Photographs and measurements**

Shape \* Flat

Diameter

Width \* 5 cm

Height \* 5 cm

Weight \* 15 g

Depth

Quantity \* 10

+ Add photograph(s)

1 2 3 4 6

images.jfif

Photograph (back)

images (1).jfif

Photograph (front)

**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.

**I.19 Owner of the goods**

Name ? **Museum of Archeology** Valid

Country **Italy** ISO Code **IT**

...

☐ Use a non-business entity

Select

Edit

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.



**I.19 Owner of the goods** 

Name  **Univeristy of Torino** Valid 



Country  **Italy** ISO Code **IT**  

\*\*\*

☐ Use a non-business entity

 Advanced...  
 Clear

All fields with a \* are required.

Close Created by Operator ICG EIGHT on 03/17/2024 16:32:06 +01:00 CET ... More  **Save as Draft**  Register

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 statement**

Part I: Holder of the goods

Current status: **DRAFT** Next: Draft

Document type selection \*

☐ Import licence  
☒ Importer statement

Derogation selection \*

☐ Commercial art fair

I.4 National Reference ☒ I.5 Local Reference ☒ QR Code

I.6 Country of import and competent authority \*

Links to other documents \*

Name    
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 **register** in the lower-right corner.

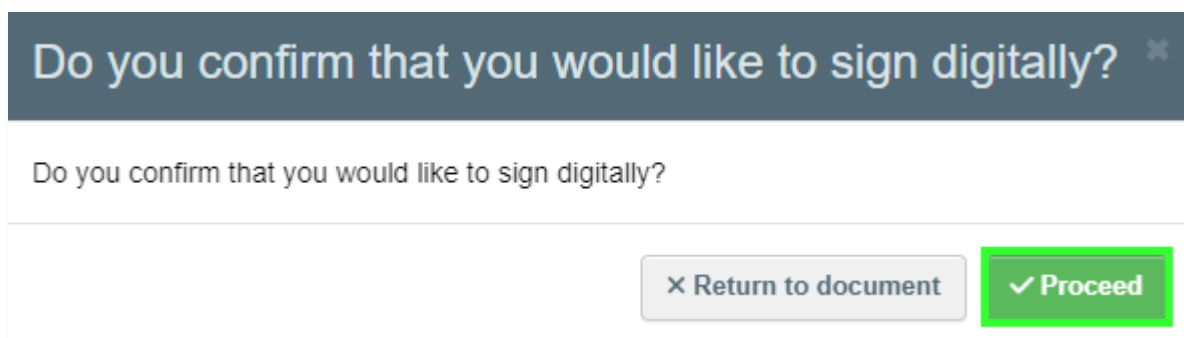
**I.20 Declaration of the holder of the good** \*

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 \* are required.

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? ✕

Do you confirm that you would like to sign digitally?

✕ Return to document    ✓ Proceed

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



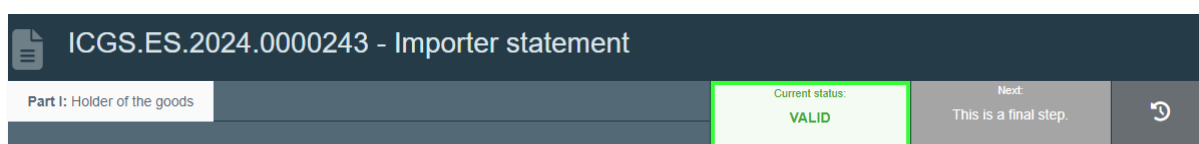
ICGS.IT.2025.0000038 - Importer statement

PART I: HOLDER OF THE GOODS	Current status: <b>VALID</b>	Next: This is a final step.	↻
-----------------------------------	---------------------------------	--------------------------------	---

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.



ICGS.ES.2024.0000243 - Importer statement

Part I: Holder of the goods	Current status: <b>VALID</b>	Next: This is a final step.	↻
-----------------------------	---------------------------------	--------------------------------	---

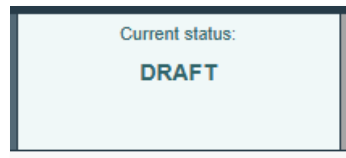
As stated in the [introduction to this section](#), an ICG importer statement may have one of the following current statuses: draft, deleted, valid or replaced.

#### c) ICG Importer Statement for a Commercial Art Fair – Basic Workflow

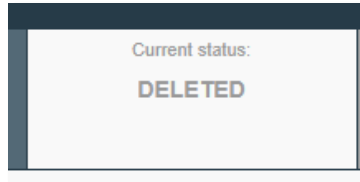
##### 1) Basic Information

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.

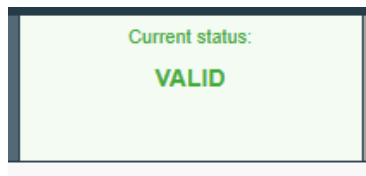
- **Draft:** The ICGS was saved as a draft using the [‘Save as draft’](#) function. It has not yet been made visible or submitted to a competent authority.



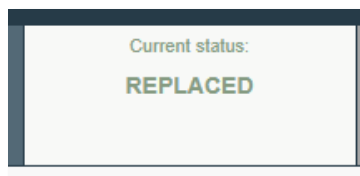
- **Deleted:** The user has marked the ICGS as deleted, and it is no longer editable in the system. Only a Draft document can be deleted.



- **Valid:** The ICGS has been successfully registered and is now available for reference in the system during customs procedures under temporary admission. See the [‘Registering an ICGS’ workflow](#).

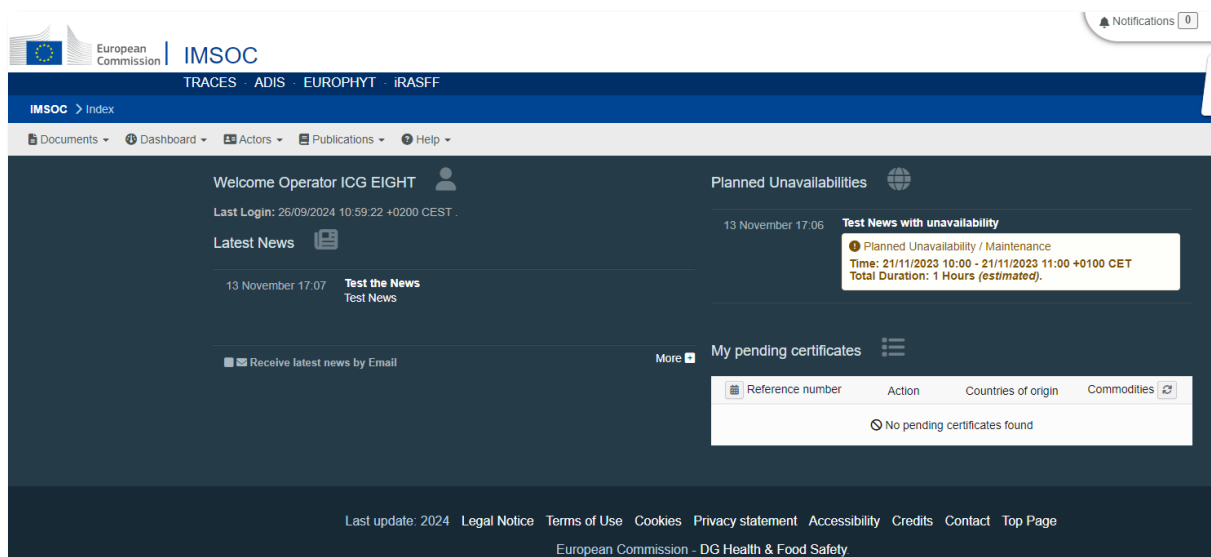


- **Replaced:** The ICGS has been replaced by a related import licence and can no longer be used. See the [‘Replacing ICGS’ workflow](#).

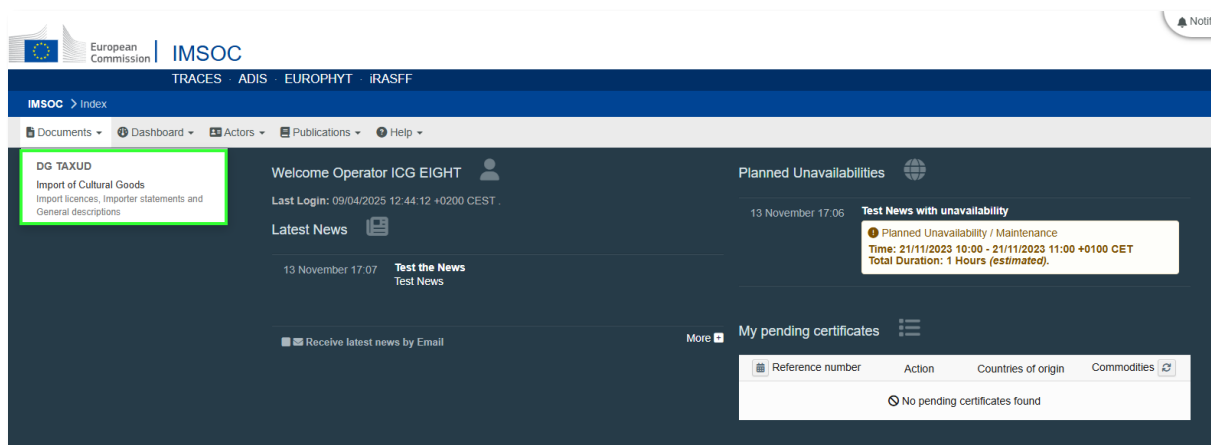


## 2) Creating an ICG Importer Statement for a Commercial Art Fair

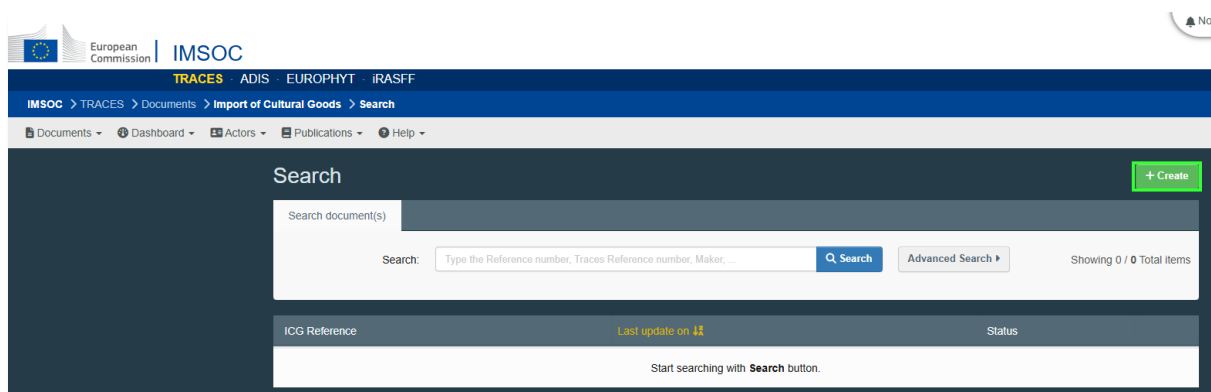
To begin drafting a new ICG importer statement for a commercial art fair, you will need to log in to your account on the TRACES platform.



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



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



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 - Importer statement**

**PART I:**  
HOLDER OF THE GOODS

Current status: Next:

**Document type selection** \* **Derogation selection**

☐ Import licence  
☒ **Importer statement**

☒ **Commercial art fair**

**I.4 National Reference** **I.5 Local Reference** **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 authority** \* **Links to other documents**

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:

Country:  Code:

Role:

Name	Country	Address	Role	Code	Competence	
Custom Office - Roissy Air France ICG	France	Rue de Test 95700 Roissy-en-France	Customs Office	FR005test	Import of cultural goods ICG r-	<input checked="" type="button" value="Select"/>



**New Import of Cultural Goods document - Importer statement**

**PART I:**  
HOLDER OF THE GOODS

**Current status:** Current status **Next:** Next ↺

**Document type selection** \* **Derogation selection**

☐ Import licence  
☒ Importer statement  
Clear Document type, Derogation, Category

**Derogation selection**

☒ Commercial art fair

**I.4 National Reference** ✎ **I.5 Local Reference** ✎ **QR Code**

📄  📄  QR CODE

**I.6 Country of import and competent authority** \* **Links to other documents**

Name: Custom Office - Roissy Air France ICG Edit  
 Country: 🇫🇷 France ISO Code: FR Advanced...  
Clear

Links to other 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 Derogation selection**

☒ Commercial art fair

Clear

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 Destination \*

Name  \*

Country 

No country selected

▼

🌐

ISO Code  \*

✎ Edit

🗑 Clear

City 

🔍

Please provide city name, postal code

⚠

 \*

Address  \*

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

### I.12 Category of the cultural good \*

Category description	Minimum age threshold	Minimum financial threshold (customs value)
<b>Part B. Cultural goods covered by Article 4</b>		
<input type="radio"/> (c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
<input type="radio"/> (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
<b>Part C. Cultural goods covered by Article 5</b>		
<input type="radio"/> (a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	200	18000
<input type="radio"/> (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
<input type="radio"/> (e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	200	18000
<input type="radio"/> (f) Objects of ethnological interest;	200	18000
<input type="radio"/> (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
<input type="radio"/> (h) Rare manuscripts and incunabula;	200	18000
<input type="radio"/> (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 without a derogation for a commercial art fair, 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 [previous section](#). 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 <sup>\*</sup> 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

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 than hand-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



Cancel

✓ Done

**I.14 TARIC code**

+ 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 00 10 More than 200 years old and of a value of EUR 18 000 or more per item

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**

Add Accompanying Document ▼

**Attachment:**

- ☐ Air Waybill
- ☐ Articles in related periodicals
- ☐ Auction catalogues, advertisements and other promotional sales material
- ☐ Bill of lading
- ☐ Commercial invoice
- ☐ Customs declaration
- ☐ Insurance documents
- ☐ Other
- ☐ Other transport document
- ☐ Packing list
- ☐ Proforma invoice
- ☐ Publications of exhibition catalogues
- ☐ Publications of museums
- ☐ Railway bill
- ☐ Sea Waybill
- ☐ Universal transport document

**I.18 Holder**

Name (€)

Country

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 documents

Add Accompanying Document

Type
Proforma invoice

Attachment

Apply
Remove

Number
2024113000123

Date
+01:00 CET

Country
United States (US)

Place of issue

File

Drop file here or

Select file(s)

Maximum file size: 2 MB

### I.17 Supporting documents

Add Accompanying Document

1

Type
Proforma invoice

Attachment

Edit
Remove

Number
2024113000123

Date

Country
United States

Place of issue

Filename
Proforma invoice
2024113000123.docx
12.59 KB

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.

### I.18 Holder of the good

Name
University of Torino
Valid

Country
Italy
ISO Code
IT

Select
Edit
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)
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.

### 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) \*

Materials \*

**+ Select material**  ☐ Other

Dating

Approximate dating \*

Approximate year

Geological era

Origin

Historical origin \*

Title of the cultural good ⓘ \*

Subject

Maker ⓘ \*

Description \*

Customs value \*  €

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

Select Classification Nodes

Alabaster	<input type="checkbox"/>
Aluminium	<input type="checkbox"/>
Animal Remains	<input type="checkbox"/>
Bone	<input type="checkbox"/>
Brass	<input checked="" type="checkbox"/>
Bronze	<input checked="" type="checkbox"/>
Canvas/Cotton/Fabric/Linen	<input type="checkbox"/>
Cardboard	<input type="checkbox"/>
Carpet	<input type="checkbox"/>
Ceramic	<input type="checkbox"/>
Clay/Ceramic	<input type="checkbox"/>
...	<input type="checkbox"/>

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 cultural good(s)

Type of the cultural good \*

Roman coins

Technique(s) \*

Forged

Materials \*

+ Select material

Brass

Bronze

Clear

☒ Other
 

Steel

Dating

Approximate dating \*

500 - 400 BC

Approximate year

Geological era

Origin

Historical origin \*

Roman

Title of the cultural good ⓘ \*

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 **good quality photographs (I.16)**. To begin adding photographs, first **select** the **shape** of the cultural good.

**I.16 Photographs and measurements** \*

Shape \* 

3-dimensional object
Circular
Flat

Diameter 
Width 
Height \*

+ Add photograph(s)

Weight 
Depth 
Quantity \* 

1 2 3 4 6

Piece

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 measurements** \*

Shape \*  Flat

Diameter 
Width \*  5 cm
Height \*  5 cm

+ Add photograph(s)

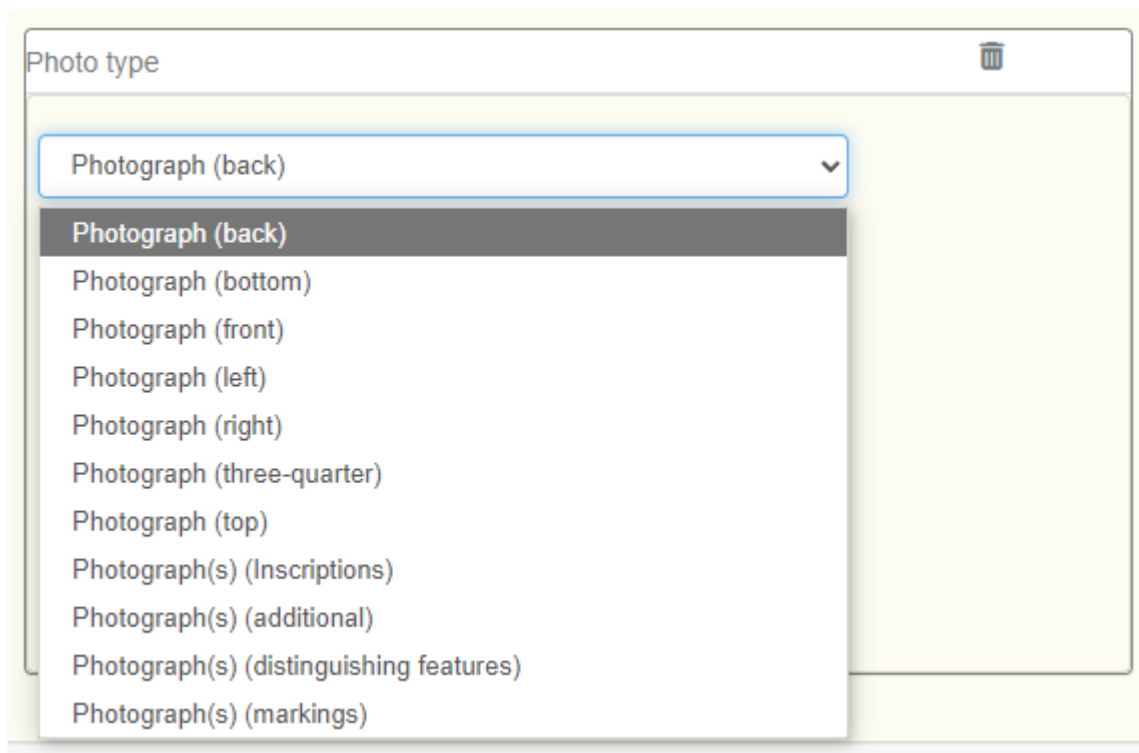
Weight \*  50 g
Depth 
Quantity \*  1

1 2 3 4 6

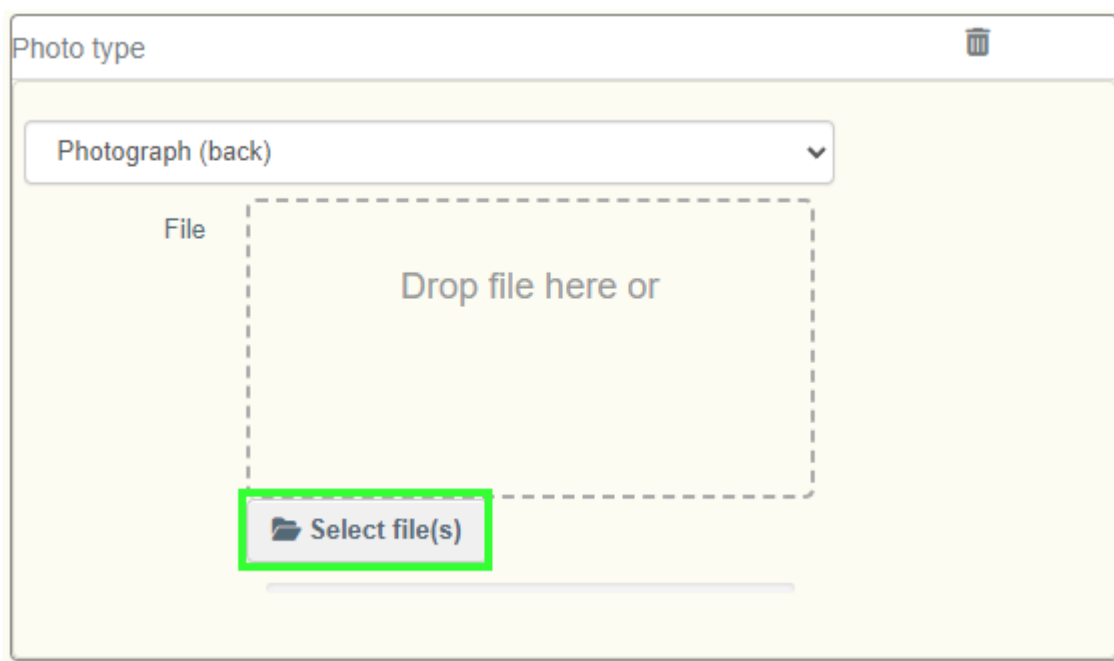
Piece

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





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



**I.16 Photographs and measurements**

Shape \* Flat

Diameter

Width \* 5 cm

Height \* 5 cm

Weight \* 15 g

Depth

Quantity \* 10

+ Add photograph(s)

1 2 3 4 6

images.jfif

Photograph (back)

images (1).jfif

Photograph (front)

**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.

**I.19 Owner of the goods**

Name ? **Museum of Archeology** Valid

Country **Italy** ISO Code **IT**

...

☐ Use a non-business entity

Select

Edit

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 \* are required.

Close
 Save as Draft
 **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
 **✓ Proceed**

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

ICGS.IT.2025.0000038 - Importer statement			
<b>PART I:</b> HOLDER OF THE GOODS		Current status: <b>VALID</b>	Next: This is a final step.

#### 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.2024.0000243 - Importer statement			
<b>Part I:</b> Holder of the goods		Current status: <b>VALID</b>	Next: This is a final step.

As stated in the [introduction to this section](#), 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 statement

**PART I:**  
HOLDER OF THE  
GOODS

Current status: **VALID**

Next: This is a final step.

Document type selection

☐ Import licence  
☒ Importer statement

Derogation selection

☒ Commercial art fair [Importer statement]

I.4 National Reference

I.5 Local Reference

QR Code

I.6 Country of import and competent authority

Name: Test custom office

Country: Italy ISO Code: IT

I.7 Derogation selection

☒ Commercial art fair

I.8 Destination

Close Created by Operator ICG NINE on 04/09/2025 10:26:46 +02:00 CEST

Download all attachments  
Copy as new  
Replace by licence  
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.

**I.6 Country of import and competent authority** \*

Name

Country

ISO Code

Edit

Advanced...

Clear

Select competent authority

Search:

Q Search

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 ICG rw	Select
Test RCA ICG France Lyon	France	Rue de Test 1 69422 Lyon	Regional Competent Authority	FR001test	Import of cultural goods ICG rw	Select
Test RCA ICG France Ile-de-France	France	Rue de Test 145 75015 Paris	Regional Competent Authority	FR002test	Import of cultural goods ICG rw	Select

Close

I.6 Country of import and competent authority \*

Name

Q

Country

France (FR) ▼

ISO Code

FR

...

Edit

Q Advanced...

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.

## I.17 Supporting documents

Add Accompanying Document ▾

Attachment:

- ☐ Air Waybill
- ☐ Articles in related periodicals
- ☐ Auction catalogues, advertisements and other promotional sales material
- ☐ Bill of lading
- ☐ Commercial invoice
- ☐ Customs invoice
- ☐ Export licence / certificate / permit / authorisation issued by the country of interest
- ☐ Insurance documents
- ☐ Other
- ☐ Packing list
- ☐ Proforma invoice
- ☐ Publications of exhibition catalogues
- ☐ Publications of museums
- ☐ Railway bill
- ☐ Sea Waybill
- ☐ 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 documents

Add Accompanying Document ▾

Type \* Proforma invoice

✓ Apply

Attachment:

Number \* 2024113000123

Remove

Date +01:00 CET

Country \* United States (US)

Place of issue

File 

Drop file here or

Select file(s)

Maximum file size: 2 MB

### I.17 Supporting documents

Add Accompanying Document ▾

1 Type Proforma invoice

Edit

Attachment:

Number 2024113000123

Remove

Date

Country United States

Place of issue

Filename Proforma invoice  
2024113000123.docx 📎 🔄  
12.59 KB

Virus Scan Status 🚫 Virus scan has not been performed yet.

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 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 Australia

☐ Which does not require an export licence/certificate/permit  
☐ Which requires an export licence/certificate/permit,

## Replacement

**PART I:**  
HOLDER OF THE GOODS

Document type selection

☒ Import licence  
☐ Importer statement  
☐ Subsequent import

Derogation selection

☐ Commercial art fair [Importer statement]

**1.4 National Reference**

**1.5 Local Reference**

**QR Code**

QR CODE

**1.6 Country of import and competent authority**

Name: Test CCA ICG France    
 Country: France (FR)   
 ISO Code: FR

**\* Links to other documents**

**1.12 Category of the cultural good**

Category description

Minimum age threshold

Minimum financial threshold (customs value)

Close

**Sign replacement**

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** can be found in **the link to other documents section**.





ICGL.FR.2025.0000099 - Import licence

<b>PART I:</b> HOLDER OF THE GOODS	<b>PART II:</b> COMPETENT AUTHORITY	Current status: <b>SUBMITTED FOR DECISION</b>	Next: 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

QR Code

I.6 Country of import and competent authority

France (FR) FR  
 Name: Test CCA ICG France  
 Code: FR000test  
 Test CCA ICG France

Links to other documents

Replaces and cancels: ICGS.ES.2025.0000590 17/06/2025 03:53:12 +02:00 CEST

Close Created by Operator ICG NINE on 06/17/2025 03:53:10 +02:00 CEST ... More Preview PDF

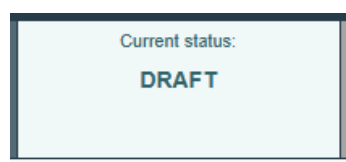
Congratulations! You have successfully replaced your ICG importer statement with a derogation for a commercial art fair into an ICG licence application.

## d) ICG General Description – Basic Workflow

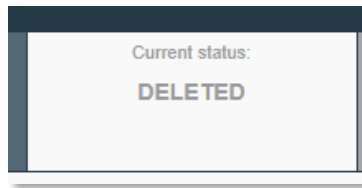
### 1) Basic Information

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.

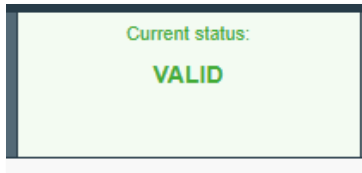
- **Draft:** The ICGD was saved as a draft using the [‘Save as draft’](#) function. It has not yet been made visible or submitted to a competent authority.



- **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.

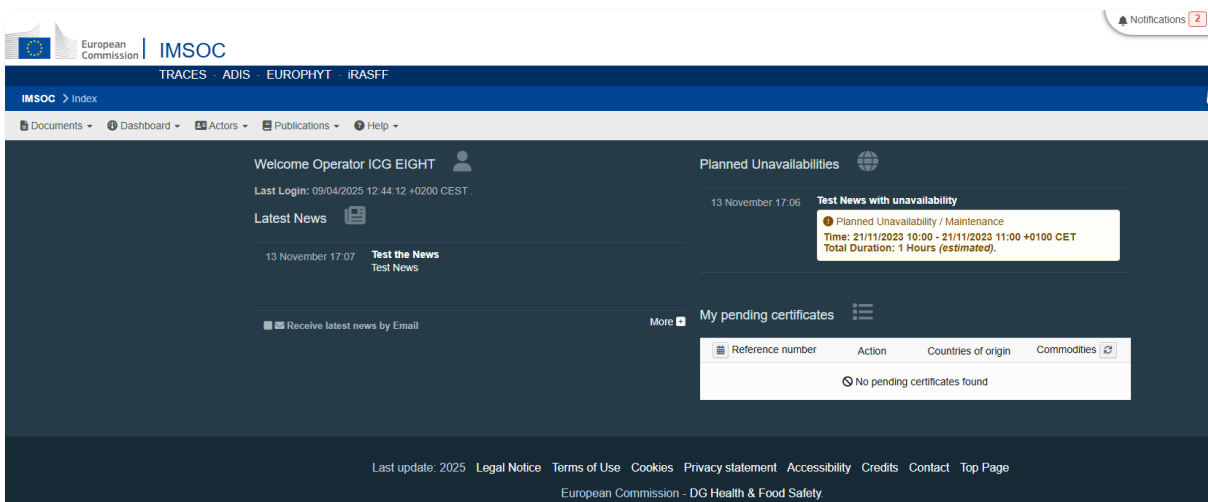


- **Valid:** The ICGD has been successfully registered and is now available for reference in the system during customs procedures under temporary admission. See the [‘Registering an ICGD’](#) workflow.

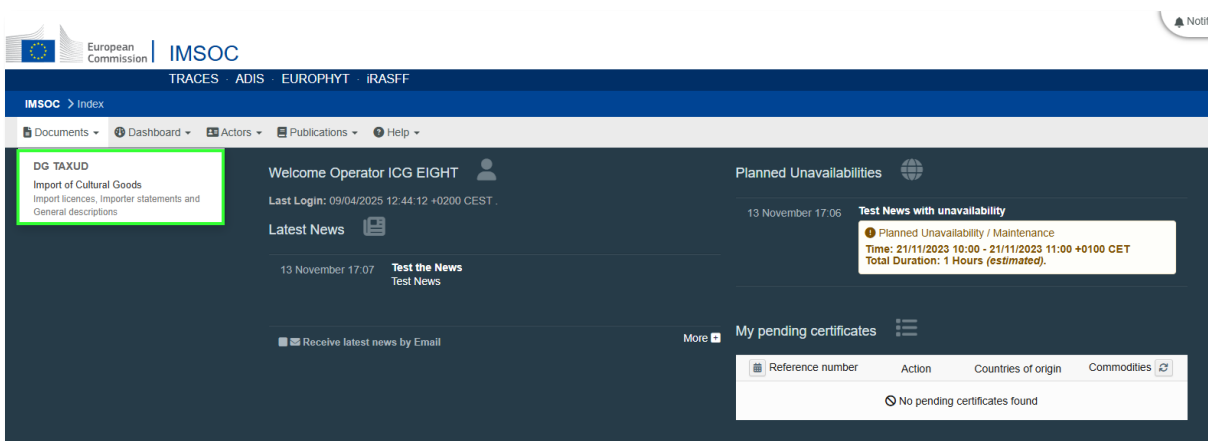


## 2) Creating an ICG General Description

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.



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



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

The screenshot shows the IMSOC (Import of Cultural Goods) search interface. At the top, there's a navigation bar with the European Commission logo and links to TRACES, ADIS, EUROPHYT, and iRASFF. Below this, a breadcrumb trail reads: IMSOC > TRACES > Documents > Import of Cultural Goods > Search. A search bar is prominently displayed with a 'Search' button and an 'Advanced Search' link. To the right of the search bar is a green '+ Create' button. Below the search bar, there's a table header with columns for 'ICG Reference', 'Last update on', and 'Status'. A message at the bottom states '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).

This screenshot shows the 'New Import of Cultural Goods document - General description' form. The form is divided into several sections. On the left, under 'PART I: HOLDER OF THE GOODS', there's a 'Document type selection' section with three radio buttons: 'Import licence', 'Importer statement', and 'General description' (which is selected and highlighted with a green box). Below this is a 'Clear Document type, Derogation, Category' button. To the right, there's a 'Derogation selection' section, also marked with a red asterisk (\*), containing five radio buttons: 'Commercial art fair [Importer statement]', 'Safekeeping procedure', 'Derogation (education)', 'Derogation (science)', 'Derogation (research)' (selected), and 'Other Purposes'. Below the derogation section is a 'Destination' section with fields for 'Name' (filled with 'University of Torino'), 'Country' (filled with 'Italy'), and 'ISO Code' (filled with 'IT'). A 'Valid' checkbox is present, and a 'Select' button is highlighted with a green box. A 'Clear' button is also visible.

**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.

This screenshot shows the 'I.6 Country of import and competent authority' form, which is marked with a red asterisk (\*). It features a dropdown menu with a flag icon on the left and the text 'Italy (IT)'. To the right of the dropdown is a button labeled 'IT'.

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

**I.12 Category of the cultural good** \*

Category description	Minimum age threshold	Minimum financial threshold (customs value)
<b>Part B. Cultural goods covered by Article 4</b>		
<input type="radio"/> (c) Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries on land or underwater;	250	Whatever the value
<input type="radio"/> (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
<b>Part C. Cultural goods covered by Article 5</b>		
<input type="radio"/> (a) Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;	200	18000
<input type="radio"/> (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
<input type="radio"/> (e) Antiquities more than one hundred years old, such as inscriptions, coins and engraved seals;	200	18000
<input type="radio"/> (f) Objects of ethnological interest;	200	18000
<input type="radio"/> (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
<input type="radio"/> (h) Rare manuscripts and incunabula;	200	18000
<input type="radio"/> (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

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 than hand-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

☒

Cancel

Done

I.14 TARIC code

+ 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 00 10

More than 200 years old and of a value of EUR 18 000 or more per item

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. You may leave it empty. 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.

## I.17 Supporting documents

Add Accompanying Document ▼

📎
**Attachment:**

- 📎 Air Waybill
- 📎 Articles in related periodicals
- 📎 Auction catalogues, advertisements and other promotional sales material
- 📎 Bill of lading
- 📎 Commercial invoice
- 📎 Customs declaration
- 📎 Insurance documents
- 📎 Other
- 📎 Other transport document
- 📎 Packing list
- 📎 Proforma invoice
- 📎 Publications of exhibition catalogues
- 📎 Publications of museums
- 📎 Railway bill
- 📎 Sea Waybill
- 📎 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 general description.

**I.17 Supporting documents**

Add Accompanying Document ▼

Type \* Proforma invoice

Attachment:

Number \*

Date  +01:00 CET

Country \* 🇺🇸 United States (US)

Place of issue

File

Drop file here or

📎
Select file(s)

Maximum file size: 2 MB

✓ Apply
Remove

**I.17 Supporting documents**

Add Accompanying Document ▼

1

Type Proforma invoice

Attachment:

Number 2024113000123

Date ✚

Country 🇺🇸 United States

Place of issue

Filename Proforma invoice  
2024113000123.docx 🔗 📎  
12.59 KB

Virus Scan Status ⚠️ Virus scan has not been performed yet.

Edit
Remove

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

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

Cultural 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 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.

**I.13 Unique ID of the cultural good**

**I.15 Description of the cultural good(s)** \*

Type of the cultural good \*  Technique(s) \*

Materials \* + Select material Clear ☐ Other

Dating

Origin

Title of the cultural good ⓘ \*  Subject

Maker ⓘ \*

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** \*

☐

☒ (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 (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)** \*

<b>Type of the cultural good *</b> <input type="text" value="Write the type of cultural good"/>		<b>Technique(s) *</b> <input type="text" value="Write technique(s)"/>	
<b>Materials *</b> <div> <input type="button" value="+ Select material"/> <input type="button" value="Clear"/> <input type="checkbox"/> Other         </div> <input type="text" value="Enter material not present in the list"/>			
<b>Dating</b> Approximate dating * <input type="text"/> Approximate year <input type="text"/> Geological era <input type="text"/>		<b>Origin</b> Historical origin * <input type="text"/>	
<b>Title of the cultural good ⓘ *</b> <input type="text"/> <b>Maker ⓘ *</b> <input type="text"/> <b>Description *</b> <input type="text" value="Type description of the cultural good(s)"/> <b>Customs value *</b> <input type="text"/> €		<b>Subject</b> <input type="text"/>	

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

Select Classification Nodes

Alabaster	<input type="checkbox"/>
Aluminium	<input type="checkbox"/>
Animal Remains	<input type="checkbox"/>
Bone	<input type="checkbox"/>
Brass	<input checked="" type="checkbox"/>
Bronze	<input checked="" type="checkbox"/>
Canvas/Cotton/Fabric/Linen	<input type="checkbox"/>
Cardboard	<input type="checkbox"/>
Carpet	<input type="checkbox"/>
Ceramic	<input type="checkbox"/>
Clay/Ceramic	<input type="checkbox"/>
...	<input type="checkbox"/>

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 cultural good(s)

Type of the cultural good \*

Roman coins

Technique(s) \*

Forged

Materials \*

+ Select material

Brass

Bronze

Clear

☒ Other
 

Steel

Dating

Approximate dating \*

500 - 400 BC

Approximate year

Geological era

Origin

Historical origin \*

Roman

Title of the cultural good ⓘ \*

Roman coins

Maker ⓘ \*

Unknown

Subject

Description \*

Roman coins

Customs value \*

25000

€

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.

**I.16 Photographs and measurements** \*

Shape \* 

3-dimensional object
Circular
Flat

Diameter 
Width 
Height \*

+ Add photograph(s)

Weight 
Depth 
Quantity \* 

1 2 3 4 6

Piece

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 measurements** \*

Shape \*  Flat

Diameter 
Width \*  5 cm
Height \*  5 cm

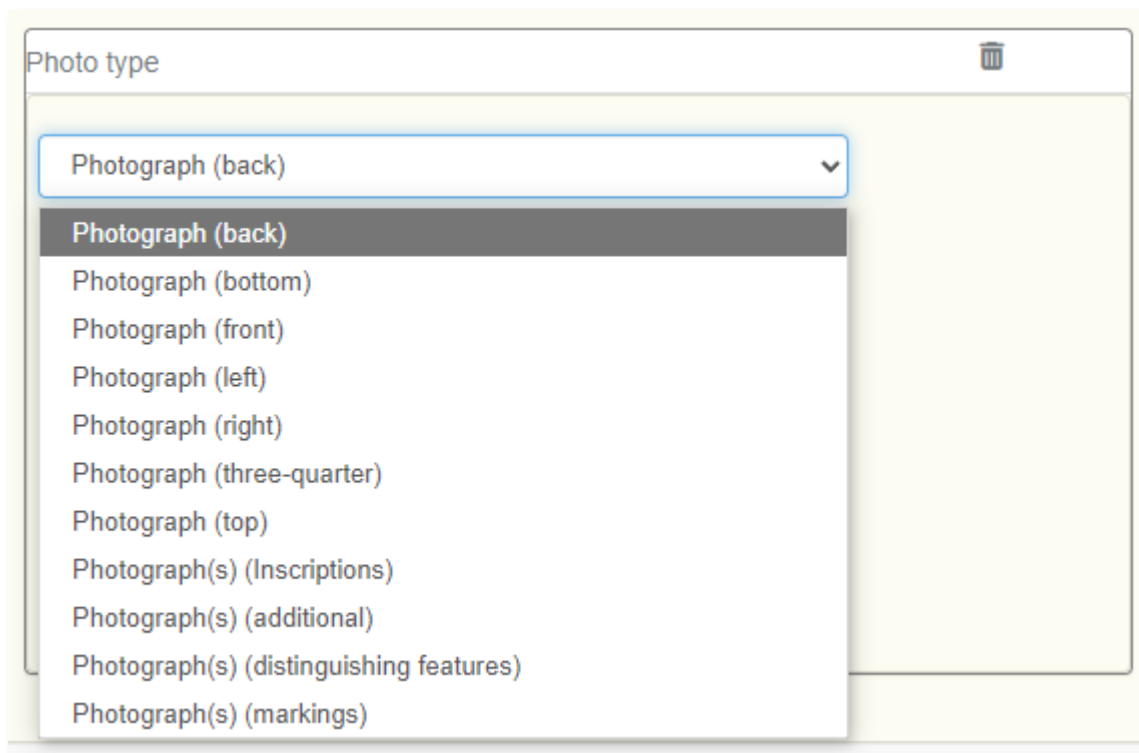
+ Add photograph(s)

Weight \*  50 g
Depth 
Quantity \*  1

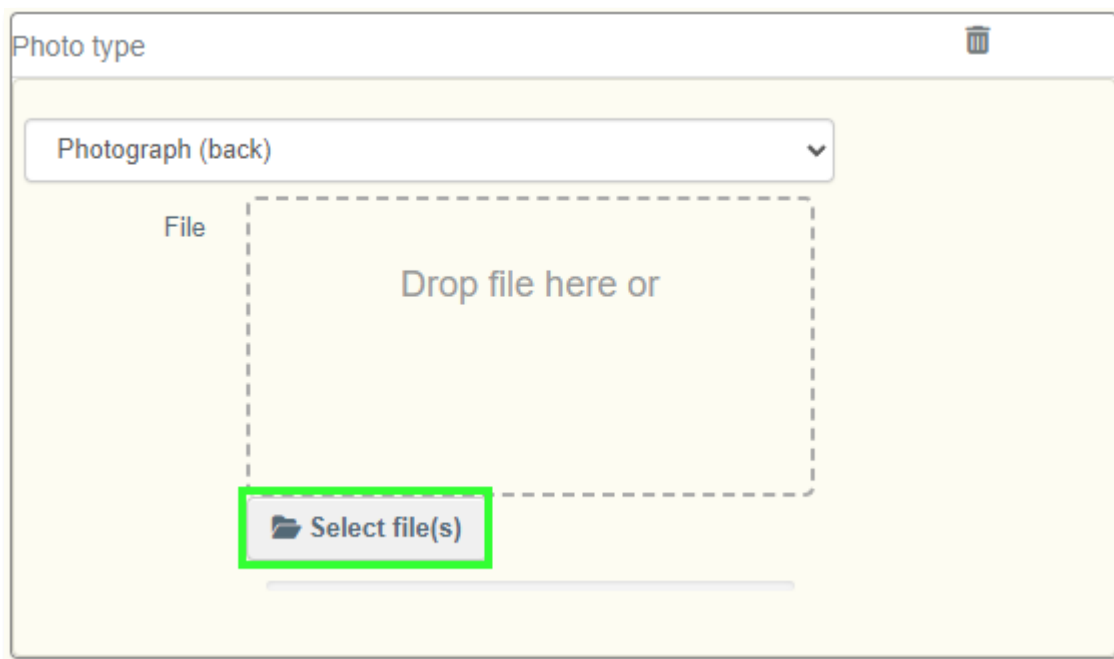
1 2 3 4 6

Piece

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



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



**I.16 Photographs and measurements**

Shape \* Flat

Diameter

Width \* 5 cm

Height \* 5 cm

Weight \* 15 g

Depth

Quantity \* 10

+ Add photograph(s)



1 2 3 4 6

images.jfif

Photograph (back)

images (1).jfif

Photograph (front)


**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.

**I.19 Owner of the goods**

Name ⓘ **Museum of Archeology** Valid

Country  **Italy** ISO Code **IT**

...

☐ Use a non-business entity

Select

Edit

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

Name University of Torino Valid Select

Country Italy ISO Code IT Edit

\*\*\*

Use a non-business entity ☐

Q Advanced... Clear

All fields with a \* are required.

Close Save as Draft Register

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.2025.0000136 - General description

PART I: HOLDER OF THE GOODS

Current status: DRAFT Next: Draft

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 University of Torino Valid Select

Country Italy ISO Code IT Clear

\*\*\*

I.4 National Reference I.5 Local Reference QR Code

ACCEP

Use the [document search function](#) 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 Owner of the goods

Name Univeristy of Torino Valid

Country Italy ISO Code IT

\*\*\*

☐ Use a non-business entity

Select

Edit

Advanced...

Clear

All fields with a \* are required.

Close Created by Operator ICG EIGHT on 03/17/2024 16:32:06 +01:00 CET More Save as Draft Register

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

ICGD.IT.2025.0000244 - General description

PART I:  
HOLDER OF THE  
GOODS

Current status:  
VALID

Next:  
This is a final step.

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.

ICGD.IT.2025.0000244 - General description

PART I:  
HOLDER OF THE  
GOODS

Current status:  
VALID

Next:  
This is a final step.

As stated in the [introduction to this section](#), 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:** HOLDER OF THE GOODS  
**PART II:** COMPETENT AUTHORITY

Current status: **SUBMITTED FOR DECISION**  
Next: Wait for Authority action

Document type selection:  
☒ Import licence  
☐ Importer statement  
☐ Subsequent import

Derogation selection:  
☐ Commercial art fair [Importer statement]

I.4 National Reference  
I.5 Local Reference

QR Code

I.6 Country of import and competent authority  
Name: **Ministero della Cultura**  
Country: **Italy** ISO Code: **IT**

Links to other documents  
Split from: **ICGL.IT.2025.0000218** 31/01/2025 10:43:12 +01:00 CET

I.12 Category of the cultural good  
Category description  
Minimum age threshold

Close Created by Steve GOUTHIERE on 01/31/2025 10:43:12 +01:00 CET

Download all attachments  
Copy as new  
Withdraw licence  
More  
Preview PDF

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



**New Import of Cultural Goods document - Import licence**

**PART I: HOLDER OF THE GOODS**

Current status: Next

Document type selection

☒ Import licence  
☐ Importer statement  
☐ Subsequent import

Derogation selection

☐ Commercial art fair [Importer statement]

I.4 National Reference I.5 Local Reference QR Code

I.6 Country of import and competent authority

Name: **Ministero della Cultura** Edit  
Country: **Italy** ISO Code: **IT** Advanced... Clear

I.12 Category of the cultural good

Category description 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 [document search](#) window. Search for the document you want to duplicate. Then click on 'Actions' and select 'Copy as new'.

European Commission | IMSOC

TRACES - ADIS - EUROPHYT - IRASFF

IMSOC > TRACES > Documents > Import of Cultural Goods > Search

Documents Dashboard Actors Publications Help

Search

Search document(s)

Search: Type the Reference number, Traces Reference number, Maker, ... Search Advanced Search Showing 5 / 5 Total items

ICG Reference	Last update on	Status	Actions
ICGS.IT.2025.0000008	30/01/2025 15:09 +01:00 CET	Replaced	Actions
ICGS.IT.2025.0000010	30/01/2025 15:08 +01:00 CET	VALID	Open in a new tab Copy as new Actions
ICGS.IT.2025.0000004	30/01/2025 15:02 +01:00 CET	VALID	Actions
ICGS.IT.2025.0000002	23/01/2025 09:13 +01:00 CET	Replaced	Actions
ICGS.IT.2025.0000001	23/01/2025 09:10 +01:00 CET	VALID	Actions

Last update: 2025 Legal Notice Terms of Use Cookies Privacy statement Accessibility Credits Contact Top Page

European Commission - DG Health & Food Safety

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**

**Document type selection**

☐ Import licence  
☒ Importer statement

**Derogation selection**

☒ Commercial art fair

**1.4 National Reference**

**1.5 Local Reference**

**1.6 Country of import and competent authority**

Name: ITALIAN CUSTOM OFFICE  
Country: Italy  
ISO Code: IT

**1.7 Derogation selection**

☒ Commercial art fair

**QR Code**

**Links to other documents**

**Close** **Save as Draft** **Register**

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.

ICGL.IT.2024.0000220 - Import licence

<b>PART I:</b> HOLDER OF THE GOODS	<b>PART II:</b> COMPETENT AUTHORITY	Current status: <b>REJECTED</b>	Next: This is a final step.	
--	---	------------------------------------	--------------------------------	--

Document type selection

☒ Import licence  
☐ Importer statement  
☐ Subsequent import

Derogation selection

☐ Commercial art fair [Importer statement]

I.4 National Reference

I.5 Local Reference

QR Code

I.6 Country of import and competent authority

Name: Test CCA ICG Italy

Country: Italy ISO Code: IT

Links to other documents

ICGL.IT.2024.0000220 - Import licence

<b>PART I:</b> HOLDER OF THE GOODS	<b>PART II:</b> COMPETENT AUTHORITY	Current status: <b>REJECTED</b>	Next: This is a final step.	
--	---	------------------------------------	--------------------------------	--

II.2 Decision on the application for an import licence

Possible decisions: ☐ Licence Granted ☐ Partially Reject ☒ Application Rejected

Rejection reason: \*

☒ Multiple cultural goods not accepted in one licence application  
☐ Cultural good not the same and/or cultural good did not exit the Union after previously licenced  
☐ Cultural good(s) not within the scope of Regulation (EU) 2019/880  
☐ The cultural good has been reported as stolen; doubts whether the applicant has acquired it lawfully  
☐ The evidence provided to demonstrate legal export from the third country is insufficient  
☐ There are pending claims for return of the cultural good by the country of creation/discovery  
☐ There are reasonable grounds to believe that the good was exported illegally

If needed, type additional information related to the rejection

Attachments from request for additional information: No attachment file added

II.3. Electronic signature and electronic seal

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**.

**ICGL.IT.2024.0000220 - Import licence**

**PART I:**  
HOLDER OF THE  
GOODS

**PART II:**  
COMPETENT  
AUTHORITY

**Current status:**  
**REJECTED**

**Next:**  
This is a final step.

**II.2 Decision on the application for an import licence**

Possible decisions:
☐ Licence Granted
☐ Partially Reject
☒ Application Rejected

Rejection reason:

- ☒ Multiple cultural goods not accepted in one licence application
- ☐ Cultural good not the same and/or cultural good did not exit the Union after previously licenced
- ☐ Cultural good(s) not within the scope of Regulation (EU) 2019/880
- ☐ The cultural good has been reported as stolen; doubts whether the applicant has acquired it lawfully
- ☐ The evidence provided to demonstrate legal export from the third country is insufficient
- ☐ There are pending claims for return of the cultural good by the country of creation/discovery
- ☐ There are reasonable grounds to believe that the good was exported illegally

If needed, type additional information related to the rejection

Attachments from request for additional information

No attachment file added

**II.3. Electronic signature and electronic seal**

Full name: CA ICG SEVEN

Download all attachments
Copy as new
Split licence application
More
Preview PDF

Close
Created by Operator ICG NINE on 03/22/2024 11:22:52 +01:00 CET

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 I.17.

Cultural good number 1 - Byzantine Helmet

Select commodity

**I.11 Country of interest**

American Samoa (AS)
AS

☒ (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.

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 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 American Samoa

☒ Which does not require an export licence/certificate/permit  
☐ Which requires an export licence/certificate/permit,

---

2 Cultural good number 2 - Byzantine Helmet 2 ✔ Select commodity

**1.11 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 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.

**1.13 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.

**ICGL.IT.2025.0000189** - Import licence

**PART I:**  
HOLDER OF THE  
GOODS

**PART II:**  
COMPETENT  
AUTHORITY

Current status:  
**SUBMITTED FOR DECISION**

Next:  
Wait for Authority action

Document type selection

☒ Import licence  
☐ Importer statement  
☐ Subsequent import

Derogation selection

☐ Commercial art fair [Importer statement]

**I.4** National Reference

**I.5** Local Reference

**QR Code**

**I.6** Country of import and competent authority

Name  
Test CCA ICG Italy

Country  
 Italy

ISO Code  
IT

**Links to other documents**

Split from: [ICGL.IT.2024.0000220](#) 17/06/2025 12:35:33 +02:00 CEST

**I.12** Category of the cultural good

Category description

Minimum age threshold

Minimum financial threshold (customs value)

Close

Created by Operator ICG NINE on 06/17/2025 12:35:33 +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 description**

**PART I:**  
HOLDER OF THE  
GOODS

Current status:  
**DRAFT**

Next:  
Draft

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 **University of Torino** Valid Select

Country **Italy** ISO Code **IT** Clear

1.4 National Reference

1.5 Local Reference

QR Code

1.6 Country of import and competent authority \*

Croatia (HR)

Links to other documents

Download all attachments  
Copy as new  
Delete  
More

Save as Draft Register

Close Created by Operator ICG EIGHT on 06/17/2025 04:45:15 +02:00 CEST

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 your Draft? You will not be able to submit it at a later stage.

Return to document Proceed

The ICG document should change its **current status** to **deleted**.

**PART I:**  
HOLDER OF THE  
GOODS

Current status:  
**DELETED**

Next:  
Deleted

#### 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**.

ICGL.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

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: HOLDER OF THE GOODS | PART II: COMPETENT AUTHORITY

Current status: SUBMITTED FOR DECISION | Next: Wait for Authority action

Reason for withdrawal

Reason(s) for withdrawal \* | No longer needed

xx\_\_yy

I.4 National Reference

T21 | T21 (21 days) is the timer for the authority to request additional information | Expired | Deadline: Tuesday March 11, 2025 00:00:00 +01:00

Close | Created by Operator ICG SEVEN on 02/17/2025 13:57:55 +01:00 CET

Download all attachments | Copy as new | Withdraw licence | 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

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**.

ICGL.IT.2025.0001027 - Import licence

PART I:  
HOLDER OF THE  
GOODS

PART II:  
COMPETENT  
AUTHORITY

Current status:  
WITHDRAWN

Next:  
This is a final step

II.2 Decision on the application for an import licence

Possible decisions:

☒ Licence Granted
 ☐ Application Rejected

Reason for withdrawal

Reason(s) for withdrawal \*

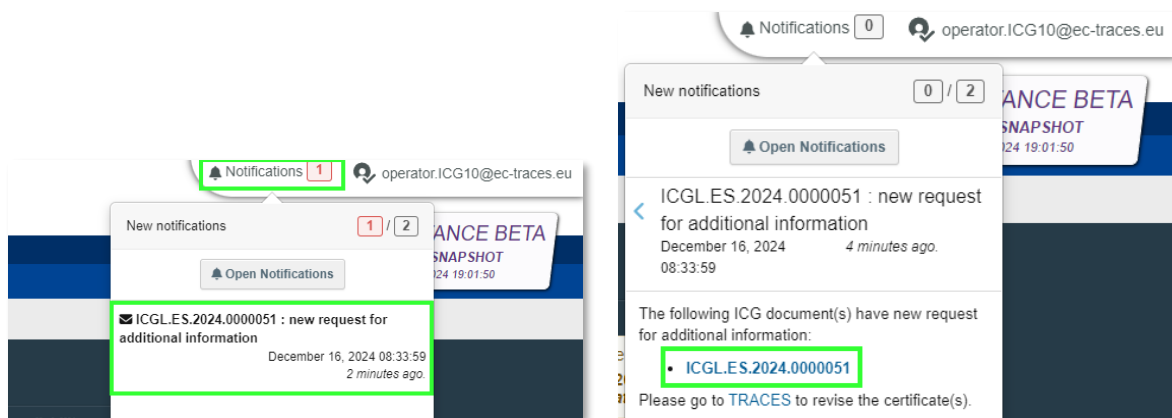
Write reason(s) for withdrawal

xx\_\_yy

#### e) Responding to a Request for Additional Information

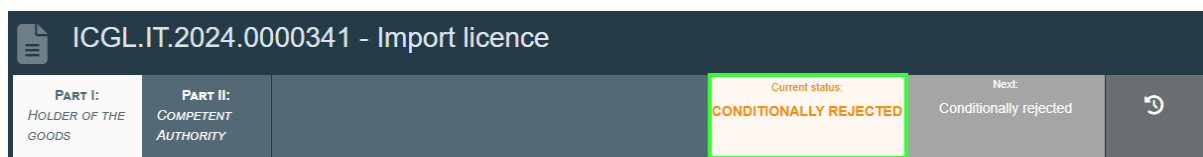
The competent authority may send one or more requests for additional information within 21 calendar days of the date of submission of the licence application and this time period cannot be extended. The importer then has 40 calendar days to respond to such a request. If no reply is received within this 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.



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:** Your 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.



>	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
>	T90	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. Request for additional information**

There are 1 request(s) for additional information.

There are 1 outstanding requests for additional information.

Request for additional information number 1/1 from Monday 16 December 2024

Request for additional information

Please provide a sales invoice.

Response to request

Response to request for additional information

Request created by: Monday 16 December 2024, 08:33, Test CCA ICG Spain (CCA ESICG001)

[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 information number 1/1 from Monday 16 December 2024

Request for additional information

Please provide a sales invoice.

Response to request

Drop file here or

Select file(s)

Sales

[Respond to request for additional information](#)

**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 request of additional information

Proforma invoice 2024113000123.docx

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?

X Cancel

✓ 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

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 [ICG licence application workflow](#). 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:** Current status **Next:** Next

**Document type selection** \* **Derogation selection**

☐ Import licence  
☐ Importer statement  
☒ Subsequent import

**I.4 National Reference**   
**I.5 Local Reference**   
**QR Code**

**DRAFT**

## 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 [here](#) (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.