

# The IP Enforcement Portal – 10 key considerations when filing AFAs

January 2023

## 10 Considerations when filing an AFA in IPEP

This presentation is aimed at users that already know the 4 steps functionality of filing an AFA in IPEP. The idea is give users some useful tips to facilitate the AFA e-filing process.

### Application for Action (AFA)

Protect your rights on the border providing the custom authorities with the necessary information about your rights, contacts and products.

The Application for Action allows the applicant to request the customs authorities to take action with respect to goods suspected of infringing an intellectual property right. Further details can be found in the [Manual for Application for Action](#) provided by DG TAXUD.

1

Select countries and languages

2

Select your IP Rights

3

Select your product

4

Review and send preAFA to COPIs

Previous

Page: 1 / 58

Next

Download

EUROPESE UNIE – VERZOEK TOT OPTREDEN		PREAFA ID: NL20190619120420000017 (nl)
NST	1. Aanvrager	Voor intern gebruik van de douane
	Naam*: Euiipo 1	Datum van ontvangst
	Adres*: Avenida de Europa 4	Registratienummer voor de aanvraag
	Stad*: Alicante	INTELLECTUELE-EIGENDOMSRECHTEN
	Postcode: E-03008	VERZOEK TOT OPTREDEN DOOR DE DOUANE AUTORITEITEN
	Land*: Spanje	overeenkomstig artikel 6 van Verordening (EU) nr. 805/2013
	EORI-nummer: (*)	
	TIN-nummer: (*)	
	Nationale registratienummer (*)	

## 10 check points

Information that needs to be completed in IPEP to comply with Customs Regulation (EU) No. 608/2013

1. Mandatory fields (\*)
2. EORI number
3. SHARE criteria
4. CONTACT POINTS in MS – legal and technical
5. INVOLVED COMPANIES
6. TRADERS
7. GENUINE LOGISTICS – production place
8. Link product with IPR
9. Signature
10. AFA status in the IP Enforcement Portal

## Mandatory fields in IPEP

### Add Company Involved

Name\*

Function\*

If information for the AFA is missing, links take the user to the corresponding fields

### 3 Select your product



TEST toner 2

Printing toner

**Involved company.**  
Product is **not shared** with all the  
customs selected.

## EORI number

As of 15 September 2020, the Economic Operators Registration and Identification (EORI) number is obligatory for the submission, amendment and extension of customs applications for action (AFA). The related EORI Name becomes the name of the AFA applicant / holder of the decision.

It has to be entered under *Company Details*

### [Company Details](#)

## Update an existing company

Name

**For AFA purposes it is mandatory to provide the company's EORI number**

Company EORI number



[How to request](#)

EORI name



## EORI number

The EORI number is also obligatory for the legal representatives who submit, amend or request an extension of their clients' customs applications for action (AFA).

It has to be entered under *Legal Representative*

[Company Details](#)



 Update

### Update Legal Representative

Name \*

Email \*

**For AFA purposes it is mandatory to provide the legal representative's EORI number**

EORI number  ⓘ

[How to request](#)

EORI name  ⓘ

Company

## SHARE criteria

The product information needs to be open for the MS in which the AFA should be applicable.

77(77)

**SHARE**  

Select  
All

◆ SHARED ◆ NAME

Name

- ✓ Customs Directorate of the Slovak Republic
- ✓ Customs Administration of Republic of Slovenia - General Customs Directorate
- ✓ Tullverket
- ✓ Romanian National Agency of Fiscal Administration – General Directorate of Customs of Intellectual Property Rights Service
- ✓ Autoridade Tributária e Aduaneira (AT)
- ✓ Customs Chamber in Warsaw - Poland

## CONTACT POINTS in MS – legal and technical

It is mandatory to have at least one contact point for **legal** and one for **technical** matters in all the MS where the AFA will be applicable.

### Contact Points

Search in the results:

SELECT	NAME	TYPE
	Legal Contact 2	Secondary in a country, Main in a c
	Contact A	Secondary in the company
	Legal Contact1	Secondary in the company
	Main contact	Secondary in the company
	BLA	Main enforcement contact in the co

### View an existing Enforcement Contact

Name	Legal Contact 2
Main Phone	00491321321321
Email	LegalCotnact2@test.de
Question Type	Technical/Legal



## COMPANIES INVOLVED

Under *Companies Involved* it is mandatory to indicate at least one provider

### Add Company Involved

#### Companies Involved

Provider 3	Distributor, Carry, Intermediar
------------	---------------------------------

Name*	<input type="text" value="Import"/>
Country*	<input type="text" value="Manufacture"/>
Town	<input type="text" value="Carry"/>
Address	<input type="text" value="Consign"/>
Postal Code	<input type="text" value="Export"/>
Function*	<input type="text" value="Supplier"/>
	<input type="text" value="Consignor"/>
	<input type="text" value="Distributor"/>

## TRADERS

Under *Traders* it is mandatory to indicate at least one provider (part of the business that has contact with the end consumer)

### Traders

Provider 2

Amsterdam

### Add Trader

Name \*

Postal Code

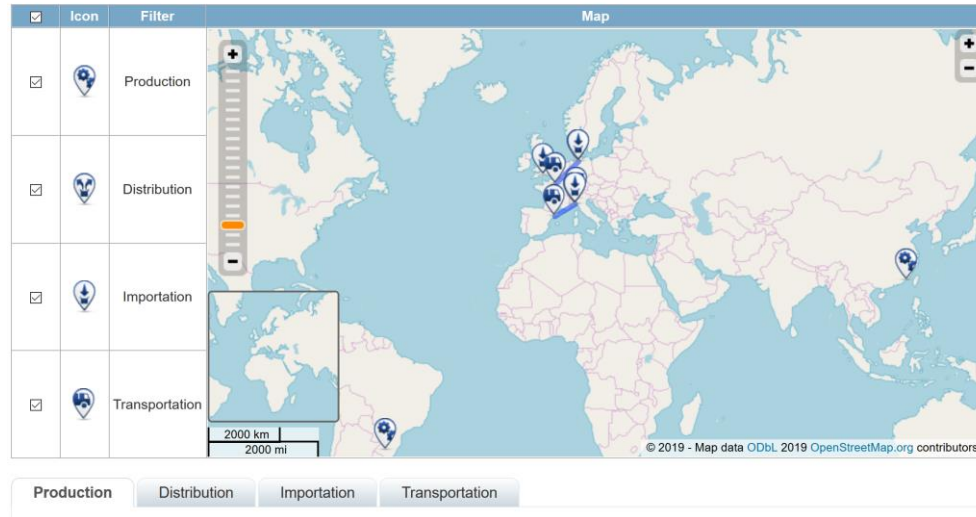
Town

Address


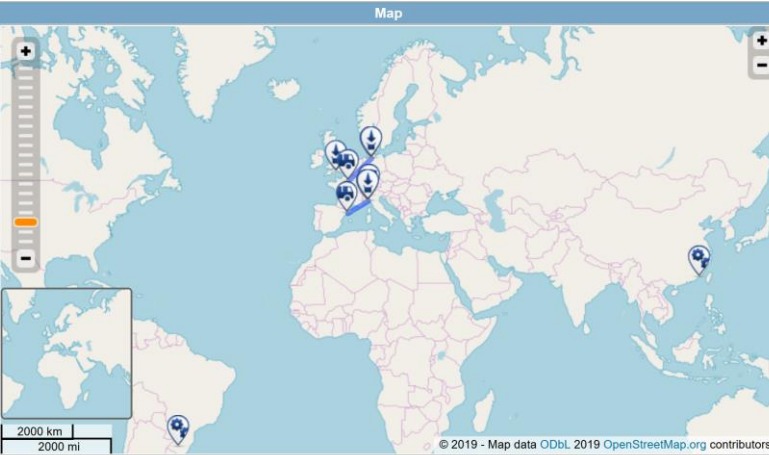



## GENUINE LOGISTICS – production place

It is mandatory to include at least one production place

Genuine Logistics



The screenshot displays the 'Genuine Logistics' interface. On the left, there is a table with columns for 'Icon', 'Filter', and 'Map'. The table contains four rows, each with a checked checkbox, an icon, and a filter name: 'Production' (factory icon), 'Distribution' (truck icon), 'Importation' (ship icon), and 'Transportation' (truck icon). To the right of the table is a map of Europe with several icons placed on it. Below the map is a scale bar showing 2000 km and 2000 mi. At the bottom, there are four buttons: 'Production', 'Distribution', 'Importation', and 'Transportation', with 'Production' being the active button.

<input checked="" type="checkbox"/>	Icon	Filter	Map
<input checked="" type="checkbox"/>		Production	
<input checked="" type="checkbox"/>		Distribution	
<input checked="" type="checkbox"/>		Importation	
<input checked="" type="checkbox"/>		Transportation	

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Brazil







São José

Manufacturing

## Link product with IPR

It is mandatory to link your product with the IPRs that protect this product

### View IPR related to this Product

NAME	REFERENCE	TYPE	STATUS	OFFICE	GRAPHIC	PreAFA ID	
Name	Reference			Office		PreAFA ID	
GALILEO	002742237	Trade Mark	Registered	EM		BE20200928115624000010, CY20200929105323000010 +	
GREENLIGHT	002090868	Trade Mark	Registered	EM		BE20200928115624000010, IT20201009153946000013+	
THE EUROPEAN UNION, REPRESENTED BY THE EUROPEAN COMMISSION	002640235-0 002	Design	Registered	EM			



## SIGNATURE

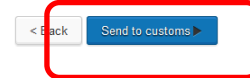
Once the AFA has been created in the system, in Step 4, procedure is not finished by clicking on the *Send to customs* button

The preAFA needs to be signed – either digitaly or on the paper form that needs to be send to the customs authority of the submission country.

Address*:	Address*:
Town*:	Town*:
Postal Code:	Postal Code:
Country*:	Country*:
Telephone (+):	Telephone (+):
Mobile (+):	Mobile (+):
Fax (+):	Fax (+):
Email:	Email:
Website:	Website:
9. In case of a Union application, the details of the designated representatives for legal and technical matters are included in annex no ..... ANNEX3	
10. Small consignment procedure <input type="checkbox"/> I request the use of the procedure in Article 20 of Regulation (EU) No 608/2013 and, where requested by the customs authorities, agree to cover the costs related to the destruction of goods under this procedure.	
* these are mandstory fields and shall be filled in <span style="float: right;">(*) at least one of these fields shall be filled in</span>	

Previous Page: 1 / 21 Next

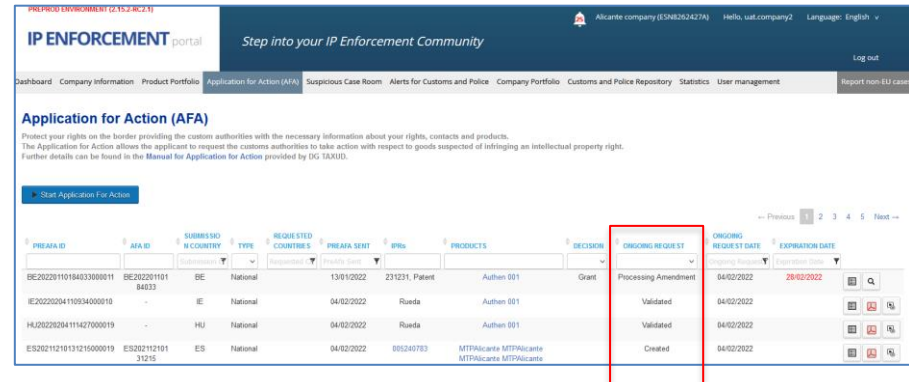
I understand that the application for action has been completed in accordance with the provisions of Regulation (EU) No 608/2013 of the European Parliament and of the Council of 12 June 2013 and the Commission Implementing Regulation (EU) No 1352/2013 of 4 December 2013. A signed version of the application for action needs to be submitted to the competent customs department of the submission country. In accordance with Art. 6 of Regulation (EU) No 608/2013 the customs authority may ask for additional information.



## AFA status in IPEP

The status displayed in IPEP corresponds to the status in the COPIS database where all AFAs are stored.

SUBMITTED equals preAFA submitted in COPIS  
 CREATED equals AFA created in COPIS  
 GRANTED equals AFA granted in COPIS



PREAFA ID	AFA ID	SUBMITTED TO COUNTRY	TYPE	REQUESTED COUNTRIES	PREAFA SENT	SPRs	PRODUCTS	DECISION	ONGOING REQUEST	ONGOING REQUEST DATE	EXPIRATION DATE
BE202211019433000011	BE20220110184033	BE	National	Requested	Freshly sent	231231	Patent	Authen 001	Grant	Processing Amendment	29/02/2022
IE20220204110934000010	-	IE	National	Requested	04/02/2022	Rueda	Authen 001	Authen 001	Validated	04/02/2022	04/02/2022
HL20220204111427000019	-	HU	National	Requested	04/02/2022	Rueda	Authen 001	Authen 001	Validated	04/02/2022	04/02/2022
ES20211216131216000019	ES20211210131216	ES	National	Requested	04/02/2022	005240783	MTPAlicante	MTPAlicante MTPAlicante	Created	04/02/2022	04/02/2022



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Thank you