

## Instructions for filling the form „Antrag auf Genehmigung zum Export“

You need:

**Warentarifnummer/Zolltarifnummer** = Foreign Trade Commodity Code 8/11 digits -> the first 8 digits are the ones necessary

These following links helps to find the Warennummer/Zolltarifnummer (the eight digit number):

1.1 SOVA-Leitdatei:

<https://www.destatis.de/DE/Methoden/Klassifikationen/Aussenhandel/Downloads/sovaleitdatei-2022-zip.html>

1.2 <https://www.awrportal.de/tarifeexport/#!TreeTable>

1.3 Merck-Sigma, blue info button and product

-> see attached an example for 2-Propanol

1.4 Google search

1.5 <https://auskunft.ezt-online.de/ezto/StichwSucheAnzeige.do?init=ja#ziel>

Make sure that the search term is preceded by %, eg. %Propanol

1.6 <https://www.zolltarifnummern.de>

### The form:

#### 1. Antragsteller/in = applicant

Einrichtungsbezeichnung = Name of organization unit: LS Biomaterialien,

Werkstoffwissenschaften 7

Full address / contact name / phone number / email

#### 2. Warensendung = Items for dispatch

2.1 Wareninhalt = Content

2.2 Waren haben US-Ursprung? Items origination from the US? No / Yes

2.3 Warentarifnummer = Foreign Trade Commodity Code, see above

2.4 Warenwert = The value of goods should be the approximately the real value in **EURO**, but in total not more than 50 Euros. Otherwise customs duty will be due.

- 2.5 Anzahl der Pakete / Abmessungen / Gewicht (brutto/netto)  
= number of package / package dimensions of sending / weight (brutto is all together (box+samples+filling material), netto is just the samples/products without container and filling material)

If the shipment is a joint shipment with more than one parcel, please enter the dimensions for each parcel in centimetres and the weight in grams or kilograms. Net weight = weight of items without packaging

Gross weight = weight of items including packaging

If the shipments do not belong together, you must submit a separate application for each shipment.

- 2.6 Abholort = pick up location:  
Cauerstraße 6, 91058 Erlangen, Gebäude Nr. 124.01, Raum Nr 1.213 (secretariat)

### 3. Empfänger = recipient

= an university or a company and a contact Person / full address / country

- 3.1 Embargo = is the country subject to an embargo? No / Yes

Check here [https://www.intern.fau.de/haushalt-und-finanzen/exportkontrolle/#collapse\\_1](https://www.intern.fau.de/haushalt-und-finanzen/exportkontrolle/#collapse_1)

and here [https://www.intern.fau.de/haushalt-und-finanzen/exportkontrolle/#collapse\\_2](https://www.intern.fau.de/haushalt-und-finanzen/exportkontrolle/#collapse_2)

- 3.2 Abweichender Endverwender = different end user? No / Yes -> if Yes, which

- 3.3 Grund der Versendung = Reason for delivery

=> research, collaboration

- 3.4 Möglicherweise Gefahrgut = potential hazardous substance?

Hazardous substances must be dealt with separately and marked

- 3.5 Temporärer Export = temporary export? No / Yes

In the case of temporary exports, please contact H5 – Tax and Customs to avoid double taxation when re-importing.

- 3.6 Möglicherweise Dual-Use-Gut = potential dual-use item? No / Yes

Dual-use items are items that can be used for both military and civilian purposes.

Lists of items are available on the intranet page for Export Control.

<https://fau.info/exportkontrolle>

You will see this when you input the **Warentarifnummer** into

<https://auskunft.ezt-online.de/ezto/MnHinwAnzeige.do?menuexpand=0#ziel>

Start search / see in the last column under Fußnoten/footnotes whether there are entries starting with DU DualUse. Try to find the idioms described in the footnotes

and check with if this true or not. Describe this on an extra sheet of paper, why this items are not relevant in your case.

**4. Haben Sie Kenntnis über die spätere Verwendung der Güter?**

Are you aware that the items are intended for use ...

(FAU is subject to the laws governing foreign trade and must ensure compliance with export control provisions. This information is required by law.)

- im militärischen Bereich / in the military sector? No / Yes

- für zivile kerntechnische Zwecke / for civil nuclear purposes? No / Yes

- für Menschenrechtsverletzung im Zusammenhang mit Überwachungstechnologie  
for monitoring and observation technology that could potentially be involved in the  
infringement of humans rights? No / Yes

**5. Sie bestätigen hiermit, dass Sie dieses 2-seitige Formular nach Prüfung der Links und Informationen nach bestem Wissen und Gewissen ausgefüllt haben**

You hereby confirm that you have filled out this forms to the best of your knowledge and belief after checking the relevant links and information.

Datum / date

Unterschrift Antragsteller/in / Signature employee

Unterschrift Lehrstuhlinhaber / Signature Chair (Prof. Boccaccini)