

## **Appendix A – Disassociation Process:**

The methodology used for disassociation will differ between TSOs dependent upon how they manage this process within their in-house inventory system and the interface with CHIEF.

### **The details as below are specific to the CHIEF HCI Screens:**

TSO will liaise with forwarder/declarant to confirm specific shipment details for disassociation

When details agreed TSO will disassociate R1 or R2 DUCR from MAWB – in CHIEF AEAC Screen. TSO will input DUCR into the 'disassociation field' and COMMIT to CHIEF (leaving the MUCR field blank)

CHIEF will respond and confirm 'disassociation successful'. If any error this suggests DUCR details as entered are incorrect or incomplete – TSO to re-check/confirm with forwarder/declarant

Forwarder liaises with NCH/UKBA updating the TSO accordingly

**For Route 1 queries** forwarder will submit relevant paperwork to NCH for document checks and await HMRC decision (revert to **‘permission to proceed granted by Customs?’** on main flow chart)

**For Route 2 queries** forwarder will submit relevant paperwork to NCH who will notify frontier UKBA that a physical inspection of the goods is required at TSO premises (revert to **‘permission to proceed to proceed granted by Customs?’** on main flow chart)