

**Digital certificate and  
registration procedure –  
LCP certificates**

Users guide  
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For Intrastat procedure is possible to use the digital certificate issued based on the rules of the „ Lightweight Certificate Policy “(LCP), defined in the standard ETSI EN 319 411-3 v.1.1.1, hereinafter: LCP certificate. To ensure the right to use the e-Custom Intrastat service and the issue of LCP certificates, a uniform registration procedure is carried out as follows:

For the identification of users who can obtain LCP certificates, the EORI number is necessary. Persons established in the customs territory of the Union should request the assignment of the EORI number to the customs authorities of the EU country in which they are established. Persons not established in the customs territory of the Community should request the assignment of the EORI number to the customs authorities of the EU country responsible for the place where they first lodge a declaration or apply for a decision.

1. Users who have an EORI number fill out and verify, with their handwritten signature the application for granting the right to use the e-Customs service (G2B servis). The application form is on the following Internet address:

<https://e-carina.carina.hr/g2bprijava>

2. The signatory fills out and signs by hand, and the business entity's authorized representative verifies with a handwritten signature and seal, the application form for the issue of the LCP certificate. The application is filled out and delivered in one copy. The application form is available from the Internet address of the Financial Agency (FINA), which is the certification service provider:

<https://www.fina.hr/en/subscriber-documents>

3. The signatory fills out, and the authorized representative of the business entity validates by handwritten signature and seal, the form of the agreement on the provision of the certification service. The application form is available from the Internet address of the Financial Agency (FINA), which is the certification service provider:

<https://www.fina.hr/en/subscriber-documents>

4. Together with the application for the LCP certificate and the Agreement on the provision of certification services, the signatory submits the following documents:

- two different valid identification documents of the signatory (ID document 1 and ID document 2) - copies, 1 original of ID document 1 and ID document 2 (it is obligatory to submit two different valid identification documents with a photo and signature, issued by a government body, e.g. a personal identity card, a passport or a driver's license);
- an extract from the relevant registry as proof of the legal ability of the business entity, containing data on the authorized representatives - 1 copy.

5. The user submits the indicated validated documentation, together with the documents enclosed with the application for the LCP certificate and the agreement, and G2B service registration form, **in two identical sets** exclusively by mail to the address of the Customs Administration:

**Republika Hrvatska - Ministarstvo financija**  
**Carinska uprava**  
**Registracija korisnika usluga e-Carine i izdavanje LCP certifikata**  
**A.V.Humboldta 4a**  
**10000 Zagreb**  
**Croatia**

6. The Customs Administration checks whether the business entity applying for the right to use the e-customs service and for the LCP certificate is entered in the EORI register.

7. Having obtained positive results of the check referred to in the previous indent, the Customs Administration forwards to FINA, as the certification service provider, the obtained documentation necessary for the registration and issuing of the LCP certificate.

8. In the registration procedure, FINA conducts a check of the submitted data on the business entity and the signatory, based on the submitted documentation, and as part of the check, contacts the business entity by phone or in another corresponding manner, for the purpose of checking the data. FINA reserves the right of additional data checks on the signatory or the business entity if the submitted data is incomplete or dubious.

9. After obtaining positive results of the check and carrying out the registration of the business entity and signatory, FINA enters into agreement on the provision of the service of certification, submits one copy of the agreement to the signatory and enables the issuing of the required certificate. For the purpose of informing the signatory in due time, FINA will send the scanned copy of the concluded agreement to the e-mail address stated in the application for the LCP certificate.

10. FINA provides the signatory with the activation codes for obtaining the required LCP certificate. The activation codes are sent to the signatory via two separate electronic channels: by e-mail and SMS, based on data about the e-mail address and the SMS number obtained from the application for the LCP certificate.

11. Using the obtained activation codes, the signatory registers online to FINA's electronic service and downloads the LCP certificate.

12. After the signatory has obtained the LCP certificate, FINA informs the Customs Administration on the data contained in the issued certificate.

13. The Customs Administration completes the procedure of registration of the signatory and the approval of the right to use the e-Customs service.

14. The certificate is issued for a period of 5 years, and immediately before the expiration of that period, the certificate must be renewed.

#### **IMPORTANT**

Prior to sending your sets of documents by postal service, you can send them scanned for confirmation by e-mail to: **[intrastat.helpdesk@carina.hr](mailto:intrastat.helpdesk@carina.hr)**

You need to submit **all original documentation required for the initial LCP certification process in two identical sets** exclusively by postal service to the address of the Customs Administration:

**Republika Hrvatska - Ministarstvo financije**

**Carinska uprava**

**Registracija korisnika usluga e-Carine i izdavanje LCP certifikata A.V.Humboldta 4a**

**10000 Zagreb**

**CROATIA**