



# User Manual

# FIKON II Registration



## Content

<b>1. Overview</b> .....	<b>3</b>
<b>2. Preliminary remarks</b> .....	<b>3</b>
2.1. Definition of terms .....	3
2.2. Time for processing a registration .....	4
2.3. Trade register excerpt required .....	4
2.3.1. Registration of natural persons (companies not listed in the commercial register, HR) .....	4
2.4. EORI number required .....	4
<b>3. General matters</b> .....	<b>5</b>
3.1. Service hours and contact at the IUU department .....	5
<b>4. Registration process</b> .....	<b>6</b>
4.1. Starting the registration process .....	6
4.2. Information regarding registration .....	7
4.3. Data entry .....	8
4.4. Completing the registration process .....	10



## 1. Overview

To import fishery products in Germany, according to Regulation (EC) No. 1005/2008, it is required to declare via the BLE application FIKON II. How to register first for this application of the Federal Office for Agriculture and Food (BLE) is explained below.

## 2. Preliminary remarks

To obtain access to the special application FIKON II, the legal representative of the company to be registered must register via <https://apps.ble.de> to be validated by the BLE.

### 2.1. Definition of terms

**Importers:** importing companies and natural persons.

**Forwarding agent:** a company that makes import declarations on behalf of an importer.

**Company administrator:** the user role in which an employee is responsible for the administration of in-house staff and the connections with other companies (FIKON II Admin). In addition, a company administrator may make and manage import declarations (FIKON II Public). The registered person (e.g. the managing director) is automatically a company administrator.

**Person in charge:** the user role in which an employee may make and manage import declarations in the FIKON II Public application area.

**Employees:** company administrators and persons in charge.



## 2.2. Time for processing a registration

Clicking on the **Register** button activates a link for you to confirm the registration as soon as possible. Once the confirmation link was activated (refer to point 4.4.), processing the registration process takes up to one working day (except on weekends and public holidays).

## 2.3. Trade register excerpt required

To register with FIKON II, companies based in Germany need to present a trade register excerpt for clear identification.

### 2.3.1. Registration of natural persons (companies not listed in the commercial register, HR)

Companies not listed in the HR can only be registered by using the form "Antrag auf Registrierung zur Nutzung der Anwendung FIKON II als natürliche Person" which is available at the [BLE website](#) and shall be sent to [eg-vo-iuu@ble.de](mailto:eg-vo-iuu@ble.de), filled in completely and duly signed. Registering online (as described under Point 4.) is impossible.

## 2.4. EORI number required

To register with FIKON II, all companies need an EORI number excerpt so their company can be clearly identified. Please apply for the EORI number at customs ([www.zoll.de](http://www.zoll.de)).



### 3. General matters

The special application FIKON II contains both FIKON II Admin and FIKON II Public as areas of application that are accessible once your registration has been completed.

The FIKON II Admin user manual contains information on how to establish company relations between importers and declarants and on how to name company administrators who may manage employees and make import declarations.

The FIKON II Public user manual explains how previously authorised employees can register for the import of fishery products.

#### 3.1. Service hours and contact at the IUU department

The processing of import declarations can only be guaranteed within the service times. These are as follows:

Monday – Thursday	9 – 12 a.m. and 1 – 4 p.m.
Friday – Sunday and on public holidays	9 a.m. – 2 p.m.
December 24 and 31	9 a.m. – 2 p.m.

**On December 25 and January 1, the IUU department is not staffed.**

**For additional exceptions please refer to the [BLE website](#).**

**On weekends, we kindly ask you to declare consignments with fresh goods only, as these have to be handled quickly. However, risks may occur and cause delays in the processing of fresh goods. In general, we recommend declare imports in FIKON II as early as possible.**

Contact the BLE IUU department at:

[eg-vo-iuu@ble.de](mailto:eg-vo-iuu@ble.de)

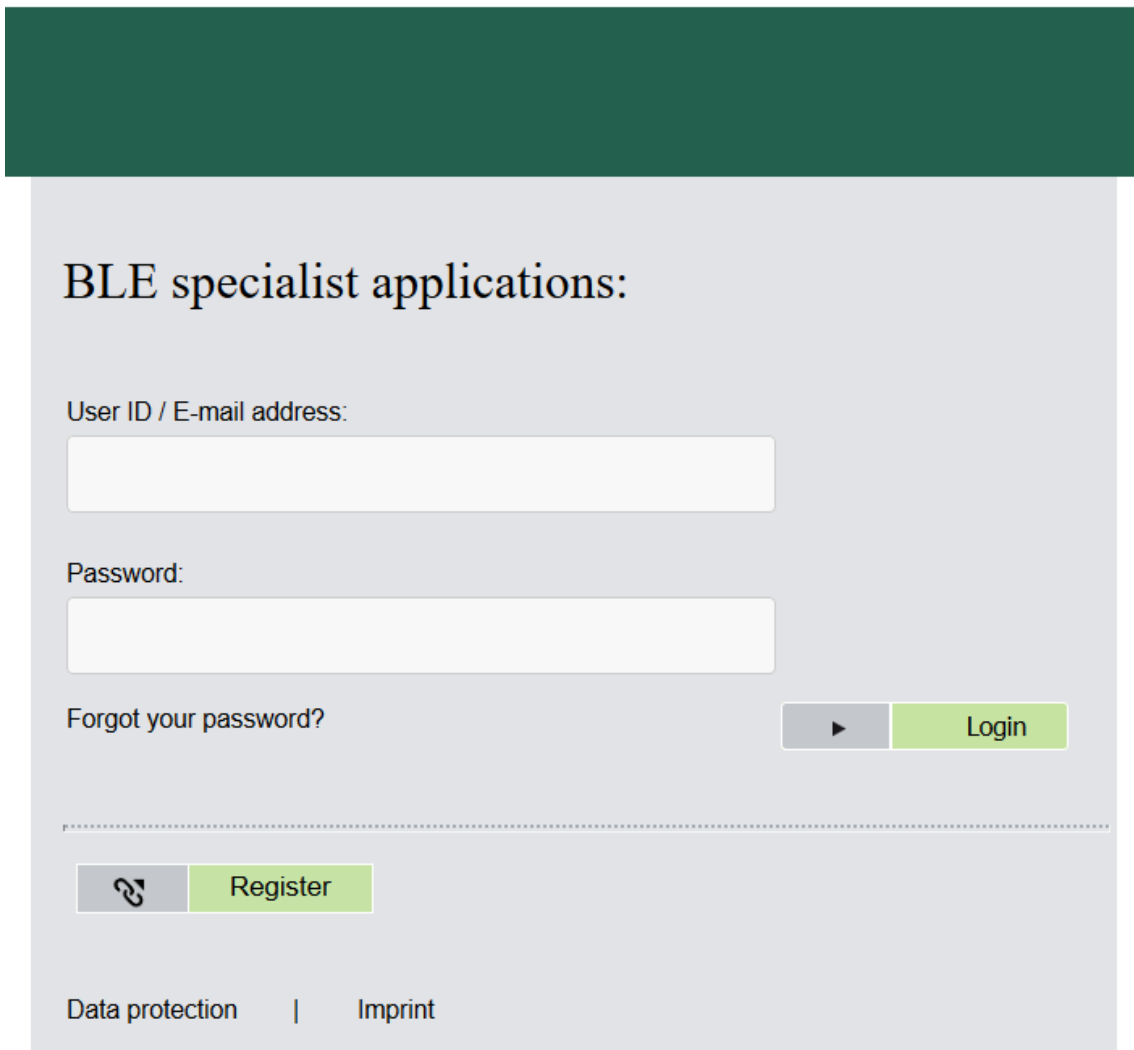
Telephone number +49 (0)228 / 6845-2727.

## 4. Registration process

Start the application via <https://apps.ble.de>, using an internet browser (Mozilla Firefox recommended).

### 4.1. Starting the registration process

Access registration through the homepage of the above-mentioned website by clicking on the **register** button.



BLE specialist applications:

User ID / E-mail address:

Password:

Forgot your password? ▶ Login

---

↻ Register

[Data protection](#) | [Imprint](#)



## 4.2. Information regarding registration

To be able to enter data, you must read and confirm by ticking the "Information regarding registration". Once you set the checkmark at "I have read the instructions and would like to register", you can select the button **Continue to registration**.

### Registration

#### Notes on registration

##### What is this about?

Below, you have the opportunity to register for this portal for specialist applications of the Federal Agency for Agriculture and Food (BLE). Once you have registered, set up a user account and then logged in using your user ID, you will be able to use the online application procedures available on this portal (including electronic applications within the framework of the "IUU regulations", among others).

##### What information do I have to provide?

You register by entering the mandatory data marked with an asterisk (\*) (surname, e-mail address, a user ID of your choice and a password of your choice). Registration is only possible by using your clear name. In the registration mask, you can voluntarily provide information that is not marked with an asterisk (\*).

##### What else is required?

Once you have entered your details and clicked on the "Next" button, we will send an e-mail to the e-mail address you entered. It shall contain a PDF document with the data you provided and which are stored with us, as well as a hyperlink (short: link), through which you must confirm your application for registration.

In case you do not click on the link within 21 calendar days, it will expire and all information and data provided by you and stored with us will be deleted automatically.

Following the confirmation, we complete the registration. And registration is only possible after this completion.

##### How is the information provided used?

The personal data provided for registration will only be used to manage the user

I have read the instructions and would like to register

[Back to login](#)

[Continue to registration](#)

### 4.3. Data entry

First, select the application area **FIKON II Admin**. Fill in the fields while taking into account the blue info buttons. To be able to read the text they contain, place your cursor in the *i*-button.

Name a person as a legal representative of your company. The respective user ID should be unequivocal (e.g. first and last names). Via the **Check** button, the system will verify whether the user ID you chose is still available. All additional data to be provided refer to the company itself. Once all mandatory indications have been made, the **Continue** button takes you to the next step.

**Registration**

Which application do you want to register for? FIKON II Admin

Application information

FIKON II allows you to declare imports of fishery products pursuant to Regulation (EC) No. 1005/2008 in Germany. Herewith you register as a legal entity (pursuant to Art. 2 Regulation (EC) No. 1005/2008) for the FIKON II application. Please enter the details of your legal representative below. Natural persons wishing to import fishery products pursuant to Regulation (EC) No 1005/2008 should contact the BLE directly.

Form of address \* E-Mail address \*

Ms. eg-vo-iuu@ble.de

Last name \* User ID \* Check

Smith jasm

First name \* Password \*

Jane .....

Repeat password \*

.....

Please enter your company data here:

Street *	House number	Federal state
Fish Avenue	5	None
Postal code	City *	Country *
1212	Fishtown	Vereinigte Staaten von Amerika (USA)
Telephone number *		
0124545721		

Back to login
Discard
▶
Continue





On the last page of the registration, the company name, business form and (depending on the company's registered office) the commercial register number in conjunction with the responsible local court (Germany) as well as the specification of the EORI number should be entered. In the case of foreign companies, the company name, Type of business and the EORI number (abroad) are mandatory.

Using the button **Copy of company proof (PDF)**, the extract from the commercial register (German) or the document which certifies the EORI number (foreign) can be uploaded (depending on the company's registered office).

Before sending the data via the **Register** button, please tick the checkbox "It is hereby assured that the person making the declaration in legal relations is identical with the person indicated in the registration mask."

## Registration

Company name \*

?

Type of business \*

▼

EORI No. \*

Commercial Register No.

Competent local court

**Copy of company proof (PDF)** ?

It is hereby assured that the person making the declaration in legal relations is identical with the person indicated in the registration mask. \*

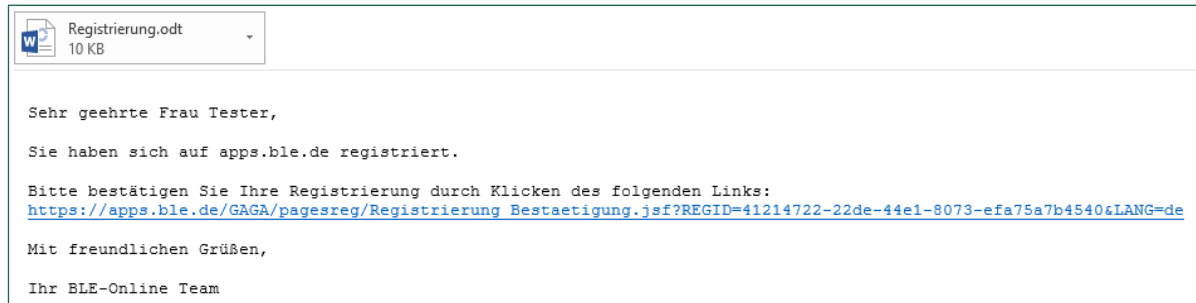
**Back** ▶ **Register**

**Back to login** **Discard**



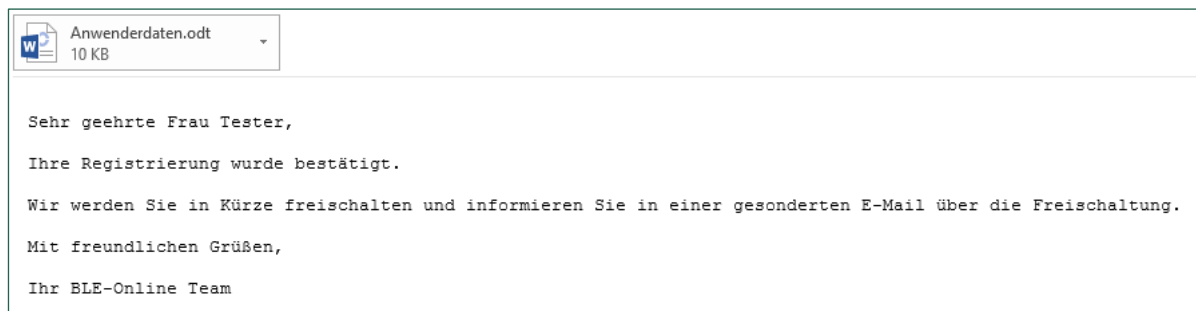
## 4.4. Completing the registration process

After you clicked on the **Register** button, you will receive a **first** e-mail with an attachment that contains all the details you entered and a confirmation link.

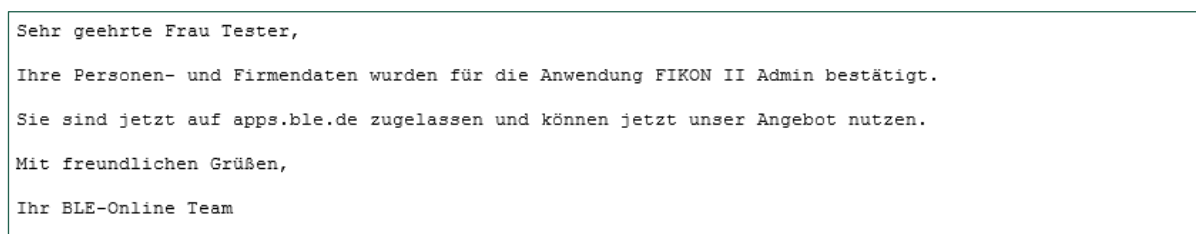


**The link must be activated within seven days for the registration process to continue.**

A **second** e-mail will inform you that the details given were transferred to the competent BLE department for validation.



Following the validation of all details by the BLE, a **third** e-mail will inform you that the registration process has been completed and that you may now also log in to the FIKON II special application, using the <https://apps.ble.de> link and the access data you chose. In sum, after receiving three e-mails the registration process is finished.





In the FIKON II Admin area, the registered person first determines whether the company is an importer or a forwarding agent that carries out registrations on behalf of an importer. Company employees who are authorised to make import declarations can also be created and managed here, and importers who do not make import declarations themselves can establish and maintain company contacts with forwarding agents.

The registered person (e.g. the managing director) can delegate this administrative part to a company administrator appointed by him. This person has the same rights as the managing director and can create further company administrators. For details, please refer to the FIKON II Admin manual.