

Reporting as a third-party declarant

This quick guide explains how to submit declarations as a third-party declarant.

For who?

This information is intended for third-party declarants who have been authorised to submit declarations on behalf of a party required to submit statistical information, the PSI. The quick guide *Authorising a third-party declarant* explains how a PSI can authorise a third-party declarant to report information on their behalf.

Letter to third-party declarant

Once you have been authorised as a third-party declarant by the company required to submit statistical information, you will receive a letter from Statistics Netherlands informing you that this company has authorised your company to submit declarations on its behalf. This letter will also contain the login codes for the third-party declarant. Statistics Netherlands will continue to send other correspondence (e.g. about changes in reporting requirements or reminders) to the PSI.

Third-party declarant: logging in and settings

How you log in and define your settings depends on whether you are only a third-party declarant or a PSI yourself.

Third-party declarant, not a PSI

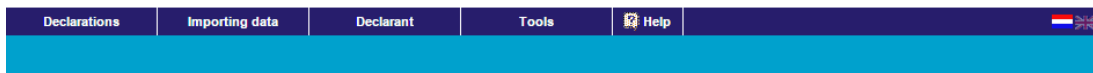
If you act only as a third-party declarant, and are not required to provide statistical information yourself, log in with the login codes specified in the letter you received from Statistics Netherlands in your capacity as third-party declarant. For instructions see the quick guide and video on *logging in and settings*. The only difference in defining the settings is that you are not required to fill in the commodity flows, although you should select the PSI for who you will submit the declaration.

Third-party declarant, also a PSI

If you are a third-party declarant, and are also required to provide statistical information yourself, log in with the login codes specified in the letter you received in your capacity as a PSI. Indicate for which commodity flows you are required to provide statistical information yourself. For instructions see the quick guide and video on *logging in and settings*.

Overview of authorisations

For an overview of companies for which you are authorised, go to [Declarant](#) and then [Change active PSI](#). Here you will find a list of VAT numbers (*BTW-nummers*) of companies that have authorised you to report one or more commodity flows on their behalf.

You are here: [Start page](#) > [Declarant](#) > [Change active PSI](#)

CBS

Change active PSI				
Current PSI: 812483297B21				
<input type="text"/>				2 items
VAT Number	Company name	Intrastat Arrival (ICV)	Intrastat Dispatch (ICL)	Extrastat
812483297B21	Ricky			
812483297B24	Thieu Cursus	✓	✓	

[Close](#) [Help](#)

If you are authorised to submit declarations for more than one PSI, this list will contain more than one VAT number (BTW-nummer). The VAT number which your declaration refers to is displayed in the top right-hand corner. If you want to switch to another VAT number, select the number concerned in the column VAT-number.

You can see the VAT number (*BTW-nummer*) of the company on behalf of which you are reporting in the top right-hand corner of the screen.

If you are authorised to report on behalf of more than one party, you can change the active PSI by clicking on the VAT number (*BTW-nummer*) of another PSI.

Further information

See also our other quick guides about:

- Logging in and settings
- Manual data entry
- Data imports

The quick guide *Authorising a third-party declarant* explains how to authorise a third-party declarant. For more detailed instructions and further information go to www.cbsvooruwbedrijf.nl/igt