



**KARADENİZ İHRACATÇI BİRLİKLERİ  
GENEL SEKRETERLİĞİ**

**Sayı** : 35649853-TİM.KİB.GSK.UYG.2025/3-3

Giresun, 02/01/2025

**Konu** : SKDM Ulusal Yetkili Otoriteler Listesi

**E-POSTA**

**KARADENİZ İHRACATÇI BİRLİKLERİ ÜYELERİNE SİRKÜLER  
2025/003**

Sayın üyemiz,

Ticaret Bakanlığının bir yazısına atfen, Türkiye İhracatçılar Meclisinden alınan 30/12/2024 tarih 150-3223 sayılı yazıda;

Avrupa Komisyonu tarafından 10 Aralık 2024 tarihinde, Sınırdaki Karbon Düzenleme Mekanizması (SKDM) kapsamında, üye ülkelerdeki Ulusal Yetkili Otoritelere ilişkin olarak güncellenen bir nüshası ilişik listenin yayımlandığı belirtilmektedir.

Yazıda devamla, SKDM Tüzüğü'nün 11. Maddesinin, 1 Ekim 2023 tarihinden itibaren AB üye ülkelerinin Ulusal Yetkili Otoritelerinin sisteme katılımını gerektirdiği, bu kapsamda, Yetkili Otoritelerin, kendi üye devletlerinde yerleşik olan ve raporlama yapan beyan sahiplerine SKDM Merkezi Elektronik Kayıt Sistemi'ne erişim yetkisi vermekten sorumlu olduğu, aynı zamanda SKDM Merkezi Elektronik Kayıt Sistemi'nde de sunulan listenin Komisyon tarafından düzenli olarak güncellenmeye devam edileceği ve Ulusal Yetkili Otoritelerin nihai listesinin AB Resmi Gazetesi'nde yayımlanmasının öngörüldüğü ifade edilmektedir.

Diğer taraftan, SKDM Beyan Portalı'nın (Declarant Portal) son kullanıcılar tarafından nasıl kullanılacağına ilişkin oluşturulan kullanıcı arayüzü rehber belgesinin 18 Aralık 2024 tarihinde güncellendiği ve söz konusu belgede, sistem hakkında genel bilgi edinme, sisteme nasıl başlanacağı ve belirli rollere göre nasıl kullanılacağı konularında açıklamalara yer verilmekte olduğu bildirilmektedir.

Bilgilerinize sunarız.

*e-imzalıdır*  
**Sertaç Ş. TORAMANOĞLU**  
**Genel Sekreter**

**EKLER**

**EkI:** Ulusal Yetkili Otoriteler Listesi (9 Sayfa)

**EkII:** SKDM Beyan Portalı Rehber Belgesi (24 Sayfa)

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imza ile imzalanmıştır.  
Ayrıntılı bilgi için: Vedat İYİĞÜN – İdari Personel

## **Provisional list of National Competent Authorities (NCAs) for the Carbon Border Adjustment Mechanism**

**As of 10 December 2024**

The implementation of the Carbon Border Adjustment Mechanism (CBAM) requires the involvement of the National Competent Authorities (NCAs) of the 27 EU Member States as from 1 October 2023, in accordance with Article 11 of the Regulation (EU) 2023/956 of the European Parliament and of the Council of 10 May 2023 establishing a CBAM.

NCAs are responsible for granting reporting declarants established in their Member State access to the CBAM Transitional Registry.

The CBAM Transitional Registry has been developed by the Commission to help reporting declarants report as part of their CBAM obligations. It is accessible to reporting declarants here: <https://cbam.ec.europa.eu/declarant>. It has been operational since 1 January 2024 for reporting declarants to start submitting their first CBAM report.

This provisional list of NCAs is also made available in the CBAM Transitional Registry. The Commission will continue regularly updating it and publish the final list of NCAs in the Official Journal of the EU.

Member State	National Competent Authority
<b>AT</b> (Austria)	<p align="center"><b>Amt für den nationalen Emissionszertifikatehandel (AnEH)</b> <i>Office for the National Emissions Trading System</i> <i>Customs Authority</i></p> <p align="center"><b>Contact point</b> Email: <a href="mailto:cbam@bmf.gv.at">cbam@bmf.gv.at</a> Tel: +4350233560555</p> <p align="center"><b>Address</b> Vordere Zollamtsstraße 5, 1030 Vienna</p> <p align="center"><b>Website</b> <a href="http://www.bmf.gv.at/CBAM">www.bmf.gv.at/CBAM</a></p>
<b>BE</b> (Belgium)	<p align="center"><b>FOD Volksgezondheid, Veiligheid van de Voedselketen en Leefmilieu</b> <b>SPF Santé publique, Sécurité de la chaîne alimentaire et Environnement</b> <i>Federal Public Service for Health, Food Chain Safety and Environment</i> <i>Climate Change Service</i></p> <p align="center"><b>Contact point</b> Email: <a href="mailto:info.cbam@health.fgov.be">info.cbam@health.fgov.be</a> Tel: +3225249655</p> <p align="center"><b>Address</b> Avenue Galilée 5/2, 1210 Brussels</p> <p align="center"><b>Website</b> <a href="https://klimaat.be/cbam">https://klimaat.be/cbam</a> <a href="https://climat.be/cbam">https://climat.be/cbam</a></p>
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## Document control information

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The document author is authorised to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling;
- Clarification.

To request a change to this document, contact the document author or project owner.

Changes to this document are summarised in the table in reverse chronological order (latest version first).

Version	Date	Description	Action <sup>1</sup>	Section
2.00	10/12/2024	Updated as per reviewer's comments. Document submitted for acceptance (SfA)	R	Where needed.
1.10	21/11/2024	Updated for release 2.2. Document submitted for review (SfR)	I/R	Where needed.
1.00	11/10/2024	Updated as per reviewer's comments. Document submitted for acceptance (SfA)	R	Where needed.
0.10	27/09/2024	Document submitted for review (SfR)	I	All
0.01	13/09/2024	Document submitted for information (SfI)	I	All

<sup>1</sup> Action: I=Insert R=Replace

## Configuration management: document location

The latest accepted version of this controlled document is stored on: DG TAXUD Sharepoint.

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# 1 INTRODUCTION

## 1.1 DOCUMENT PURPOSE

The purpose of this document is to explain to the end-users of the CBAM declarant portal how to use it and benefit from its added value. This document provides help to get general information on the system, how to get started with the system and finally how to use the system with specific roles.

## 1.2 TARGET AUDIENCE

The target audience for this document includes:

- Importers of CBAM goods into the EU or their indirect representatives (CBAM declarants)<sup>1</sup>;
- Directorate-General Taxation and Customs Union (DG TAXUD)'s Project team;
- DG TAXUD Unit C2 CBAM, Energy and Green Taxation;
- DG TAXUD Unit B3 Customs Systems;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- EU Member states and their National Competent Authorities;
- SOFT-DEV Project team;
- QA5 Project team;
- Operational teams.

## 1.3 SCOPE

The scope of this document is to provide directions to CBAM Declarants on the effective utilisation of the CBAM Declarant Portal. The features described comply with CBAM release 2.2.

## 1.4 STRUCTURE

This document is organised as follows:

- **Chapter 1 – Introduction:** describes the scope and the objectives of the document;
- **Chapter 2 – General Information:** provides the practical and theoretical details for the topics covered in the document;
- **Chapter 3 – Getting Started:** details how to access the portal and introduces the generic User Interface features and basic system functions;

## 1.5 REFERENCE DOCUMENTS

The table below lists the documents that are referred to in the current document.

Ref.	Title	Originator	Version	Date
<i>No reference documents.</i>				

**Table 1: Reference documents**

## 1.6 APPLICABLE DOCUMENTS

The table below lists the documents to which the current document must be compliant (e.g. FWC, SC, RfA).

Ref.	Title	Originator	Version	Date
A01	Framework Contract	TAXUD/2021/CC/162	N/A	24/06/2021
A02	SOFT-DEV Framework Quality Plan	SDEV-FQP	1.00	10/01/2023
A03	Specific Contract 19	TAXUD/2024/DE/121	N/A	22/03/2024

<sup>1</sup> More information available on [https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism\\_en#cbam](https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#cbam)





Term	Definition
	Decision-taking Competent Authority: this is the Competent Authority of the country where the applicant or declarant is established. It holds the authority to make decisions regarding CBAM authorisations within its own country. Other Competent Authorities: these are Competent Authorities in the Member State, excluding the decision-taking Competent Authority. While they have supporting roles by providing information on the applicant during the consultation procedures, they do not have the final decision-taking authority for CBAM authorisations granted by the decision-taking Competent Authority.
Declarant	This means an authorised CBAM declarant, which is an importer established in a Member State or an indirect customs representative appointed by an importer, who is authorised to import goods into the customs territory of the European Union under the CBAM framework.
Economic Operator	Refers to a business or individual engaged in activities that fall under the regulations of the CBAM. This typically includes importers or producers of goods whose carbon emissions are subject to the CBAM regulations. These operators are responsible for complying with the CBAM s requirements, which may involve reporting the carbon content of their goods and paying carbon costs.
Importer	Either the person lodging a customs declaration for release for free circulation of goods in its own name and on its own behalf or, where the customs declaration is lodged by an indirect customs representative in accordance with Article 18 of Regulation (EU) No 952/2013, the person on whose behalf such a declaration is lodged.
Indirect customs representative	A customs representative appointed by an importer established in a Member State. If the importer appoints an indirect customs representative and they agree, they can act as an authorised CBAM declarant and submit the application for an authorisation on behalf of the importer. The indirect customs representative is liable for all operations made for the importers it represents.
NCA	National Competent Authority.
Operator	Any person who operates or controls an installation in a third country.
Representative	The indirect representative declared in imports customs declaration.
Third country	A country or territory outside the customs territory of the Union.

**Table 4: Definitions**

## 2 GENERAL INFORMATION

### 2.1 SYSTEM OVERVIEW

The Declarant Portal User Interface facilitates the management of the CBAM Regulation, from the application lodging for an authorisation to the decision granting by the Competent Authority.

The overall CBAM system covers several business components and is also composed of a horizontal component which provides functionalities that can be used horizontally by all business components (e.g. notifications, email preferences, document management). The Declarant portal only covers the Authorisation management module (AMM) as business component.

In practice, several User Interface systems cooperate with the Declarant portal providing an integrated solution allowing interactions between economic operators, national Competent Authorities, the commission and other IT applications.

More information about the CBAM system is available on [https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism\\_en#cbam](https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#cbam).

## **2.2 AUTHORISED USE PERMISSION**

CBAM Declarant Portal is allowed to be used by importers of CBAM goods (or their indirect representative) who are registered in UUM&DS. Please contact your national CBAM helpdesk to get help to register and get permissions on UUM&DS.

Further details on the required roles and responsibilities can be found in the section “Roles and Responsibilities”.

## **2.3 USER SUPPORT**

CBAM Declarants need to contact their respective National Competent Authority Service Desk both for business & technical issues.

## **2.4 SUPPORTED BROWSERS**

The application is relying on the browser compatibility of the latest and the 2 previous versions of common web browsers (Google Chrome, Mozilla Firefox, Microsoft Edge Chromium, Safari). More information can be found on the browser compatibility page of eUI in the following link: <https://eui.ecdevops.eu/eui-showcase-dev-guide-17.x/docs/00b-general-infos/04-browsers-support>.

### 3 GETTING STARTED

Access to CBAM Declarant Portal is only allowed to economic operators who have registered in UUM&DS.

Their respective NCA are responsible to assign the allowed roles in UUM&DS.

#### 3.1 ACCESS THE CBAM DECLARANT PORTAL

Access to the Declarant Portal is established via UUM&DS. UUM&DS is used to authenticate the economic operator. Upon successful login to the Declarant Portal, the user will be directed to the Homepage. Please contact your national CBAM helpdesk for information about the actual procedure to connect to the portal via UUM&DS and for support about any issue with this matter.

#### 3.2 NAVIGATION MAP

The Declarant Portal is used by the economic operator for interacting with the other CBAM actors (NCA and the COM) in the scope of CBAM activities.

The menu – available on the left-hand side of each page of the CBAM application – is given in Table 5.

Block	Action	Description
-	Homepage	Allows the user to access the home page.
-	CBAM TR	Allows the user to navigate to the CBAM Transitional Registry.
Authorisations	New application	Allows the user to create a new application.
	My applications and authorisations	Allows the user to view all applications and authorisations.
	My drafts	Allows the user to view their saved drafts.
Notifications	Notifications list	Allows the user to view all the notifications they have received.
Submissions	Submissions list	Allows the user to view all their submissions.
Account	Email preferences	Allows the user to view and configure the email preferences.

**Table 5: Declarant Portal menu**

### 3.3 ROLES AND RESPONSIBILITIES

Access to specific pages and actions is determined by defined roles. The table below outlines each role available in the CBAM Declarant Portal and its corresponding accessible pages and actions.

Note that the “AMM Administrative information” and “AMM Submit information” roles give access to the same pages; only the available actions are different.

Roles	Pages/functionalities	Applicable business component
HRZ View information	This role is needed for any user connecting to the Declarant portal in order to access the general pages of the system.	All
AMM View information	This role is proposed for any user needing to access the information of AMM without the ability to modify them.	AMM
AMM Administrative information	This role must be assigned to a user in charge of all actions that must be performed for AMM to prepare information to be communicated to the decision taking Competent Authority. However, this role gives no rights to submit the information.	AMM
AMM Submit information	This role must be assigned to a user in charge of the effective submission of the information relevant to AMM to a decision taking Competent Authority. In practice, this role is also authorised to prepare the information and is therefore a complete role with all rights.	AMM

**Table 6: Security roles**

### 3.4 GENERIC USER INTERFACE FEATURES

This section provides an explanation on the different generic User Interface features that can be found on the CBAM portal. The following sections can be found: Header, Footer, Tooltips, Validation of a form, Read-only and editable modes, General error messages and Language.

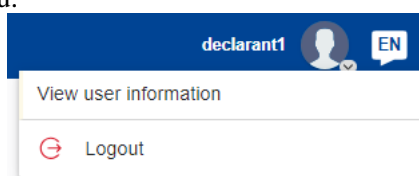
#### 3.4.1 Header

The header, which is displayed on each page, contains a button to display/hide the navigation menu, the European Commission logo, the title of the application, the logged-in username, the user icon and the language selector.



**Figure 1: Header**

When clicking on the user icon, the user can either view its user information (identification number, name, country...) or log out. To change the language, the user can click on the displayed language and select the desired one in the menu.



**Figure 2: Details when clicking on the user icon**


### 3.4.2 Footer

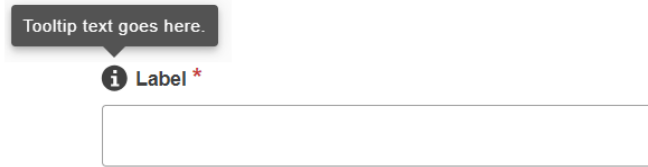
The footer, which is displayed on each page, contains the “© European Commission” copyright, the indication of the current version of the system, a link to the privacy statement website of the European Commission, a link to the user manual and a link to the legal notice.

© European Commission • Version: 2.2 • [Privacy statement](#) • [User manual](#) • [Legal notice](#)

**Figure 3: Footer**

### 3.4.3 Tooltips

The tooltips are used to provide extra information on some elements. An info icon  indicates the availability of a tooltip, and the tooltip text appears when the user hovers over it with its cursor.



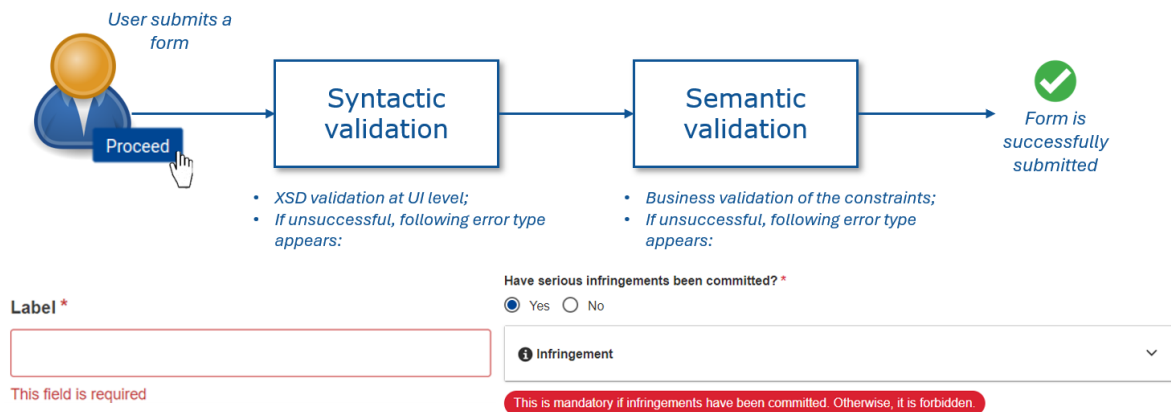
**Figure 4: Tooltip**

### 3.4.4 Validation of a form

When the user fills in a form, the system verifies that the data has been properly entered according to the given rules. The validation of a form is performed in two steps:

- **Syntactic validation**, performed at client-side;
- **Semantic / business validation**, performed at server-side.

The process is depicted in the figure below. Once the syntactic validation is successful, the semantic/business validation is performed (at submission of the form). If the latter is successful as well, the form is finally submitted.



**Figure 5: Validation of a form**

### 3.4.4.1 Syntactic validation

With the syntactic validation, the following is checked: the cardinality (mandatory or optional) and the format of a field. A field is validated while the user types and when the user clicks on the "Submit" button. Such validation is directly visible in the User Interface, while the user completes a form.

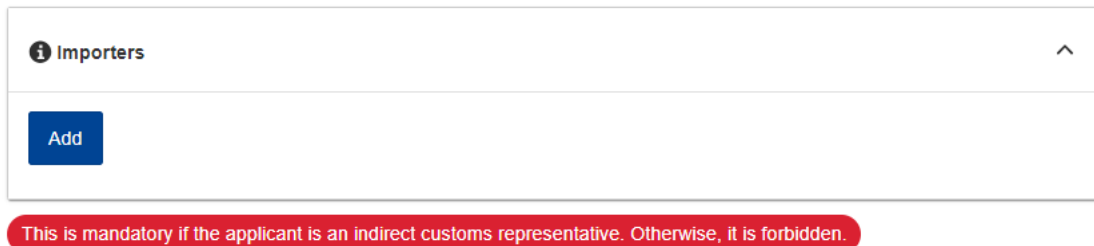
In case such validation is not satisfied, a corresponding message is displayed below the field, marked as invalid and highlighted in red.



**Figure 6: Text field in error due to syntactic validation**

### 3.4.4.2 Semantic validation

With the semantic validation, the business rules are checked (e.g. one field out of two must be filled out, but not both). A field is validated only when the user clicks on the "Submit" button. Hence, such validation is not directly visible when the user completes a form; they must submit the form in order to see the error message(s). In case a field is not correctly filled in according to the business rule(s), an error message in a red box appears under the data group or element.



**Figure 7: Text field in error due to semantic validation**

## 3.4.5 Read-only and editable modes

The system has two modes: read-only and editable. These modes control what users can do, ensuring that important information is protected while allowing necessary updates.

In read-only mode, users can look at information but cannot make changes. This mode is useful for reviewing without the risk of accidentally changing anything. Examples of elements displayed in read-only mode: list pages (notifications list, submissions list,...), view pages (view application, view notification, view process data, ...).

In editable mode, users can add, change, or delete information, depending on their roles. This mode is designed on form elements on which input is needed from the users. Examples of elements displayed in editable-only mode: page forms (submit application, amendment request, reply pages,...), email preferences.





## 3.5 BASIC SYSTEM FUNCTIONS

### 3.5.1 List and tables

Several list pages are present in the application. The following features are available in order to enhance the results' consultation: pagination, sorting and filtering.

#### 3.5.1.1 Pagination

The pagination capability can be available in editable and read only mode at the bottom of a list page or of a table.

The maximum number of results to display per page can be configured by the user. By default, 20 results are displayed per page. The user is allowed to choose between 10, 20, 50, 75 or 100 displayed results per page. A navigation bar allows navigating among the different pages.



**Figure 9: Pagination of a list**

For data tables, the maximum number of entries shown is 5 per page of the data table.

Users can navigate through the pages using a navigation bar with hyperlinks. This allows moving sequentially (e.g., from page 1 to 2, then 2 to 3, etc.) using the previous and next buttons. If the user is on the first or the last page, the corresponding link is not active.

#### 3.5.1.2 Sorting

The sorting capability can be available in edit and read only mode. When it is available, a clickable sorting icon is displayed next to the column title and will allow the user to sort the result in ascending or descending order. When enabled, the sorting is applied to the results of all pages.

By default, records with an empty value will be displayed at the bottom of the list when sorting on ascending order and at the top when sorting on descending order.

When sorting is done on alphanumeric fields, the order does not depend on the use of upper- or lower-case letters. Criteria related to a code list are sorted according to the code and not the description of the code.

Column 1 ↓	Column 2 ↕
Z	Data 1
A	Data 2

**Figure 10: Sorting applied on the first column of a list**

#### 3.5.1.3 Filtering and wildcards

The filtering capability can be available in edit and read only mode. When it is available, an editable field box is displayed below the column title and will allow the user to filter the results based on the entered value. The filtering is case insensitive.

When wildcard search is activated, the user can search with the use of the asterisk (\*) or the percent (%) symbols to match any number of characters. Therefore, a query for which the reference number is CBAM-DE\* (or CBAM-DE%) will retrieve all reference numbers starting with "CBAM-DE".

Wildcard search is activated on the following pages:

- Notifications list
- Submissions list



**Figure 11: Filtering applied with wildcard search**

## 3.5.2 Homepage

When connecting to the system, the user is automatically directed to the homepage. However, to come back to this page, the user can click on the “Homepage” button of the CBAM Declarant Portal menu (see section “Navigation Map”).

On this page, the user can see a set of widgets focusing on the elements requiring some attention.

### 3.5.2.1 Notifications widgets

The widgets “Unanswered notifications” and “Unread notifications” both provide a filtered view of received notifications by the economic operator.

The “Unanswered notifications” widget includes all notifications for which an answer is expected (i.e. “Request” = “Yes” and “Answered” = “No”). The “Unread notifications” widget includes all notifications for which the status is “Unread”.

From these widgets, the user can directly access a specific notification detail or view the complete list of notification by clicking on the title of the widget.

Unanswered notifications				
Reference number	Notification subject	Reception time	Expiry date	Actions
CBAM-LU-2024-EQZ20803841468	Request for additional information	20/11/2024 13:42	02/12/2024	

Unread notifications					
Sender type	Sender identifier	Reference number	Notification subject	Reception time	Actions
Luxembourg		CBAM-LU-2024-EQZ20803841468	Request for additional information	20/11/2024 13:42	
Luxembourg		APPL-LU-2024-TNK947292977282	Decision notification	18/11/2024 12:49	
Luxembourg		CBAM-LU-2024-EQZ20803841468	Decision notification	18/11/2024 12:39	
Luxembourg		APPL-LU-2024-TNK947292977282	Right to be heard notification	18/11/2024 12:21	

**Figure 12: Notification widgets**

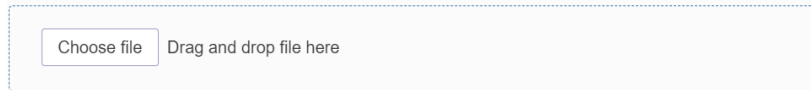
### 3.5.3 Attachments

When an attachment is expected in an editable form, the user can add a new attachment by clicking on the “Add new” button above the attachments table.



**Figure 13: Add new button**

Then, the upload attachment capability allows the user to select a file using the dedicated button or drag and drop a file into the delimited upload area. The maximum allowed file size is 20MB, and java, python, and other executable scripts are not allowed.



**Figure 14: Upload attachment area with drag and drop capability**

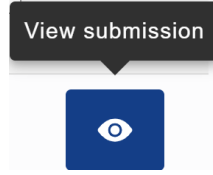
Once uploaded, the file information is displayed below the upload area, allowing to delete the file before adding the attachment in the user form. The user can also enter additional document information before inserting it in the form.









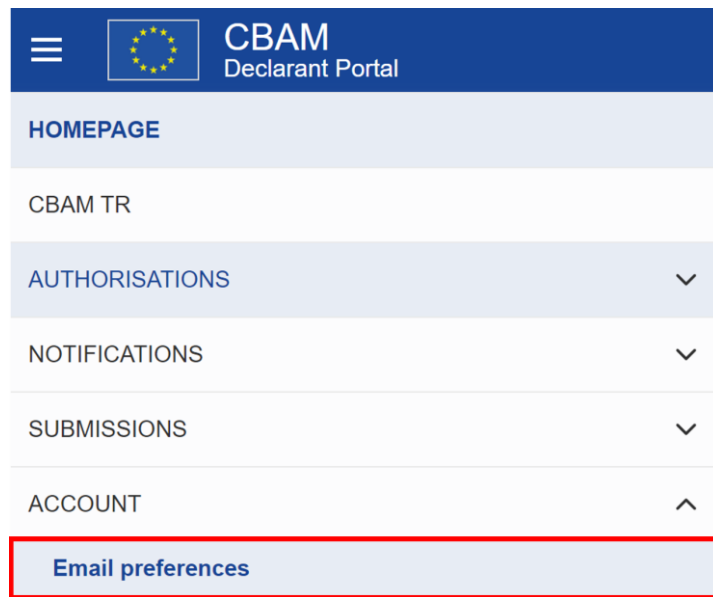


**Figure 24: View submission button**

### 3.5.6 Email preferences page

The email preferences page is related to a functionality in the CBAM Declarant portal that allows the user to receive email notifications related to the notifications that they receive inside the portal itself.

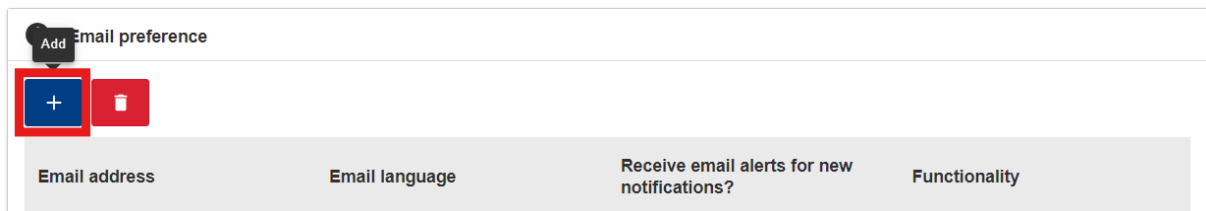
To consult the email preferences page, the user can click on “Email preferences” in the “Account” drop-down of the CBAM declarant menu (see section “Navigation Map”).



**Figure 25: Email preferences button in the CBAM declarant menu**

On this page the user can provide several email addresses for each business context, and for each address they must provide the language in which they wish to receive the emails and also indicate if they want to receive the email alerts for new notifications with that address.

To add a new email preference, select “Add new” in the table relevant for the business context in which you need to receive email alerts:



**Figure 26: Add new email preference**







## **Provisional list of National Competent Authorities (NCAs) for the Carbon Border Adjustment Mechanism**

**As of 10 December 2024**

The implementation of the Carbon Border Adjustment Mechanism (CBAM) requires the involvement of the National Competent Authorities (NCAs) of the 27 EU Member States as from 1 October 2023, in accordance with Article 11 of the Regulation (EU) 2023/956 of the European Parliament and of the Council of 10 May 2023 establishing a CBAM.

NCAs are responsible for granting reporting declarants established in their Member State access to the CBAM Transitional Registry.

The CBAM Transitional Registry has been developed by the Commission to help reporting declarants report as part of their CBAM obligations. It is accessible to reporting declarants here: <https://cbam.ec.europa.eu/declarant>. It has been operational since 1 January 2024 for reporting declarants to start submitting their first CBAM report.

This provisional list of NCAs is also made available in the CBAM Transitional Registry. The Commission will continue regularly updating it and publish the final list of NCAs in the Official Journal of the EU.