

NOTES ON COMPLETION OF UK CUSTOMS FORM C3

The following notes are to assist you in the completion of the attached C3 form. It is not necessary for you to be present at the time your effects are Customs cleared and careful completion of the C3 form will expedite clearance. In particular, **please note that the form will be rejected by HM Customs & Excise if it is incorrectly or inadequately completed.**

Page 1 – Personal Details & Packing Details

Please remember to complete your name, your arrival date in the EC and the number of packages in your shipment. Also attach a list of the shipment, if you have one. If you do not know the number of packages, leave this blank and we will complete it on your behalf.

REQUEST TO CLEAR

Leave this section blank. We will complete on your behalf.

Page 2

Please read carefully before completing, especially the definition column. If you answer a question and are told GO TO another question, do so and do not answer any questions in between.

If your situation is not one of those listed on this page (i.e. goods been in store in Australia, Canada etc.) Please accompany the C3 with a letter of explanation.

Page 3 – Part A

The headings in BOLD print are not regarded as personal effects. This section must be completed in detail. If none, then please write NONE. If you do have items to declare, remember to list the quantity, size, brand name, strength, etc and complete the remainder of the columns. Please remember that there are no ALLOWANCES when your effects are imported by ROAD, AIR and SEA FREIGHTS.

Tools of Trade are NOT your personal effects – they are professional tools.

Goods for commercial use is mainly used for items which are for sale in the UK.

PROHIBITED AND RESTRICTED GOODS – if your shipment contains any item listed, please contact us immediately.

***Remember that if you have nothing to declare
under any category, you must write “none”.
Customs will not accept the form if any section is left blank***

Page 4 – Part B

Goods should only be declared if you have owned and used any of your effects for **LESS THAN 6 MONTHS**, if you are arriving from **OUTSIDE THE EEC**, or for **LESS THAN 3 MONTHS**, if you are arriving from **WITHIN THE EEC**, **DUTY AND VAT** will be payable on any items declared. If you are furnishing a **SECOND HOME**, telephone us, as different regulations apply. If you have nothing to declare, write **NONE** and the following declaration:

“All used household and personal effects which have been in my possession abroad
for a period
**of more than 6 months if from outside the EEC, or 3 months if from within the
EEC”**

Please ensure that the form is completed at the **DECLARATION**.

We will take it from there.