

UK CUSTOMS REGULATIONS

Used household and personal effects are allowed into the UK free of duty and VAT if they have been in the owners possession and used abroad for at least 6 months and providing they are for the sole use of the owner in the UK. The six month rule does not apply when the owner is moving with used effects to the UK from another EC country. When moving from outside the EC the owner must not have lived within the EC in the previous 12 months. The effects must be retained by the owner for at least 12 months after importation.

The shipment must arrive either within 6 months before, or within 12 after the owners arrival in the UK.

All new items, items under 6 months old, wines, spirits, tobacco, perfumes and gifts are subject to duty and VAT. There is NO duty free entitlement on unaccompanied effects.

If possible keep copies of receipts/invoices for any new/dutiable items as these may be required by Customs and Excise.

HOW TO COMPLETE YOUR C3 CUSTOMS FORM

Important Notes:

PLEASE do not rush through the form as incorrectly completed C3's can delay clearance and delivery of your effects by up to two weeks and possible storage charges.

PLEASE complete and sign each form

Each form must be an original, as Customs will not accept photocopies or facsimiles.

Should you have more than one shipment (ie sea and airfreight), you must complete a C3 for each shipment.

Page 1: PLEASE just complete the 'personal details' section. We will complete the 'request to clear'.

Page 2: PLEASE answer these questions carefully, after referring to the detailed instructions given. It is vital that if you are instructed to go directly from one response to another (thereby passing over certain intervening questions) that you do so. Otherwise Customs will probably reject the form and a new C3 will need to be completed.

Page 3: If your answer to any question on Page 3 is none, YOU MUST WRITE "NONE" clearly in each space provided. Use of N/A or NIL or drawing a line etc, will result in Customs rejecting the form and delay the clearance.

All alcohol, tobacco, perfume and aftershave is dutiable if included in your shipment. These items must be declared on your C3 and clearly listed on the inventory. In many instances, they will result in your shipment being physically inspected by Customs. Failure to provide detailed information on these items also increases the chances of inspection.

Page 4: Items less than six months old must be declared on this page. In most cases, duties and taxes will then be assessed on any such item. If you have no items under six months old you must write "NONE"

Then please sign and date the form and list your home address. (If you do not yet have a permanent residence, please list your hotel or temporary accommodation address).