

DOCUMENTS REQUIRED

The C3 customs form is required to clear each shipment through customs. Customs is very strict about this form, and will only accept original forms with original ink signatures, i.e.; fax copies are not accepted.

- Customs Form (Import Declaration), two fully completed originals need to be provided to Customs
- C-3 (Household goods and personal effects for primary residence)
- C-33 (Household goods and personal effects for secondary residence)
- C426 (for diplomatic entry)
- C104A/C104F/C384 (Motor Vehicles)
- C-5 (Pets)
- Valid Passport
- Visa may be required
- Work Permit
- Detailed Inventory in English, two copies, valued, dated and signed by Customer
- Keys for any locked items

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CUSTOMS REGULATIONS

Goods must arrive within twelve months after Customer or up to six months before customers arrival

Other regulations vary according to the following:

Instructions for Completing UK Customs Form (C3)

>> [download the UK Customs Form](#) >> [page1](#)

>> [Instructions for completing UK Customs Form](#) >> [page2](#)

The following notes have been prepared to assist you in completing the UK customs C3 form. To avoid unnecessary delays in the customs clearance of your shipment, it is essential that the form is completed correctly. Customs will reject any form where appropriate questions have not been answered, or where corrections have been made. In addition, the period of delay whilst obtaining a new form will normally result in additional expense to you. As a reminder, customs will only accept an originally completed form. They will not accept photocopies or forms sent by fax. (If we are sending this to you by email, fax, or downloaded from our web site, you can complete it in original ink and return to us by post) we cannot accept a faxed form.

PAGE 1

PERSONAL DETAILS: Enter your name (exactly as printed on your passport) and date of arrival in the UK. The Packing Details and Request To Clear sections will be completed by us.

PAGE 2

DUTY AND TAX RELIEF: Please read all of the definitions in the right-hand column before answering any questions. Once you are familiar with the definitions, indicate your answer by ticking the appropriate box. If a subsidiary question is asked, it must be answered and any “go to” instructions must be followed.

NOTE: For customs purposes, “normal home” is where you spend 6 months in a 12 month period.

If you are furnishing or giving up secondary home, please contact us for a Customs Form C33.

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PART A: An entry must be made against each category. If you do not have any goods to declare in a category, enter “none” in the description column, **DO NOT LEAVE IT BLANK**. If you do have goods to declare, enter the details requested in the appropriate column.

In particular:

*Tobacco Products, Spirits, Wine Perfume/Toilet Water: provide number and size of bottles, brand name, strength, number of cigarettes, weight of tobacco, etc.

*Tools of Trade: Declare only tools of professional use. You do not need to declare normal household tools.

*Goods for Commercial Use: Declare only those goods intended for sale in the UK.

*Prohibited or Restricted Goods: If your shipment list contains any of the items listed, please contact us immediately.

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PART B: Once again, an entry must be made in every category.

OTHER GOODS: You should only declare items in part B if you have been instructed to do so by any of the questions on page 2. If you have not been so instructed, do not declare any items, but enter “none”.

DECLARATION: Sign and date the form and enter your UK address.

UK FORCES: Complete if applicable.

**Please note that separate C3 forms are required for each shipment. I.e. Airfreight and Seafreight

- Customer moving principal home or returning to the United Kingdom:
- Used household goods and personal effects including tools of trade, can be duty-free if:
 - Items have been in Customer's own use for at least six months before they are imported
 - Customer can prove that duty and tax have been paid on them prior to arrival in the United Kingdom
 - Customer declares them on C-3
- Customer entering from outside the EC must have lived at least twelve months abroad and cannot sell, lend or hire out or otherwise dispose of the items in the United Kingdom within twelve months of importation, unless Customer obtains Customs authority first
- Customer who is setting up a secondary home in the United Kingdom

Customers living in another EC country used household goods

- Household goods and personal effects can be duty and tax free if:
 - Customer either owns a secondary home in the United Kingdom or is renting one for at least twelve months
 - Items have been for Customer's own use at least three months prior to importation and will not be sold within twelve months after importation
 - Customer can prove that duty and tax have been paid on them prior to arrival in the United Kingdom
 - Customer declares them on C-33

Customers living outside the EC

- Used household goods and personal effects can be duty, but not VAT free if:
 - Customer has lived for at least twelve months outside the EC
 - Customer either owns a secondary home in the United Kingdom or is renting one for at least twenty-four months
 - Customer has owned and used the items for at least six months before they are imported
 - Customer can not sell, lend, hire out or otherwise dispose of the items in the United Kingdom within twelve months of importation, unless Customs authority is obtained first
 - Customer can prove that duty and tax have been paid on them prior to arrival in the United Kingdom
 - Customer declares them on C-33
- Special regulations apply to students, newlyweds, visitors, inheritances, those shortly to marry, to goods originating from EC countries, personal antiques (not for resale), etc. Specific details in these cases must be obtained by Customer directly from Embassy/Consulate