



Across The Street • Across The World

## UK CUSTOMS REGULATION

Used household and personal effects are allowed into UK free of duty and Value Added Tax (VAT) providing they have been in the owner's possession and used abroad for at least 6 months. In addition, the effects must be for the sole use of the owner in the UK and must be retained by the owner for at least 12 months after importation. When moving from outside the EU, the owner must not have lived within the EU in the previous 12 months.

- The shipment must arrive within 6 months before or within 12 months after the owner's arrival into the UK.
- All items and items less than 6 months old (including gifts) wine, spirits, tobacco and perfume 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. Please do not pack these in the shipment.

### How To Complete Your C3 Customs Forms

#### Important Notes :

- PLEASE do not rush through the form, as incorrectly completed C3 can delay clearance and delivery of your effects by up to 2 weeks.
- 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 (i.e sea and airfreight), you must complete a C3 for each shipment.

#### **Page One (1)**

- PLEASE just complete the Personal Details section.
- The Request to Clear section will be completed by Destination Mover/Forwarder.

#### **Page Two (2)**

- After referring to the detailed instruction given, please answer these questions carefully. It is vital that you follow the instructions. If you are directed to proceed from one response to another (thereby passing over certain interviewing questions) then do so. Otherwise, Customs may reject the form and new C3 would have to be complete.

Please note : Once you have completed Section One you do not have to Complete Section Two or vice versa.

Please read the questions and explanation carefully. Section One is for people intending to stay in the UK for less than 6 months or moving to the UK to study.



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### Page Three (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", "NIL" or drawing a line ect. will result in Customs rejecting the form.
- All alcohol, tobacco, perfume and aftershave is dutiable if included in your shipment. These items must be declared on your C3. Failure to provide detailed information on these items also increases the charges of inspection by Customs & Excise.

### Page Four (4)

- New items and items less than 6 months old (including gifts) must be declared on this page. In most cases, duties and taxes will than be assessed on any such items.
- If you do not have any 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 permanent residence, please list your hotel/temporary accommodation address, work address).