

## **CUSTOMS FORM C3 COMPLETION INSTRUCTIONS**

### **Page 1**

Complete your personal details and date of arrival in the UK or EC. The “REQUEST TO CLEAR” section should be left blank, this will be completed for you.

**Page 2-** You will need to complete EITHER section 1 OR section 2

### **SECTION 1 TRANSFERRING YOUR HOME TO THE EC**

If you have been living outside the EC for 6 months or more and are now moving or returning to the EC, answer questions A, B, C, D and E. Proceed to part A.

Note: If the shipment arrival into the EC exceeds 2 years from your own date of arrival in the country, please enclose an additional letter explaining the reason for the delay importing your effects. The information will be required by customs in order to assess if relief from duty and taxes can be applied.

### **SECTION 2-ENTERING AS A TEMPORARY VISITOR TO THE EC**

If you have lived abroad and intend to reside in the EC for less than 6 months, answer questions F, G and H. Proceed to part A.

Note: We would also ask that you please supply a letter detailing the reasons for your temporary visit to the EC along with confirmation that you intend to export your personal effects within six months. If your stay in the EC exceeds six months customs will view this as a *Transfer of Residence* and you must complete section 1 instead.

**If you are still unsure how to proceed with completion of the form OR perhaps are importing the goods due to inheritance, furnishing / giving up secondary home, please contact us for advice and further documentation.**

### **Page 3-Part A**

Any goods stated must be declared among with their value-if you do not have anything to declare please write NONE in the first column. Note: all wines, spirits, perfumes etc are liable for customs duty and VAT.

### **Page 4-Part B**

Any newly owned or unused items should be listed on this page along with any other goods that you feel may be dutiable. Goods declared in this section *may* be privy to duty and taxes-if you have nothing to declare please write “NONE”.

We also suggest that you write a brief declaration confirming the contents of your shipment on this page such as “These are my household effects which have been in my possession for more than six months and have been used by me. My shipment consists of general household items such as kitchenware, ornamental objects, personal papers and used furniture” **WE WOULD STRESS THAT THIS IS AN EXAMPLE DECLARATION ONLY, PLEASE USE TRUE GOODS KNOWN TO BE IN THE SHIPMENT.**



## Bringing your personal belongings to the United Kingdom from outside the European Community

This form is for you to declare your belongings to Customs and to claim any duty and tax free reliefs that may apply when you return to or transfer your normal home to the EC. The reliefs are explained in Customs Notice 3 - 'Bringing your belongings and private motor vehicle into the United Kingdom from outside the European Community'. If you are a temporary visitor, you may also need to read our Notices 200 'Temporary importations' and 308 'Temporary Importations - means of transport' and complete Form C 108 instead of this form.

If you want a copy of these notices or more information, ask our National Advice Service (Tel: 0845 010 9000).

Please note that you will also need to complete the following forms if you are bringing in:

- private motor vehicles: Form C 104A (if imported on transfer of residence) or C 179B (if previously exported from the EC) or C 108 (if temporarily imported);
- pets: Form C 5 (if permanently imported) or C 108 (if temporarily imported); or
- furnishings for a secondary home in the EC: Form C 33.

This form, the others mentioned and Notices 3, 200 and 308 are also available on our Internet website:  
<http://www.hmce.gov.uk>

Please complete these details:

<b>Personal details</b>	Please use BLOCK LETTERS		
	Surname	Forename(s)	Date of your arrival in the UK day            month            year

<b>Packing details</b>	* Packages include cases, cartons, tea chests and the like.	Total number of packages containing your belongings.
	* <b>You must attach a complete detailed packing list to this form;</b> and number and sign each page of the list.	
<b>Please answer questions on page 2 and complete Parts A and B on pages 3 and 4. →</b>		

<b>Request to clear</b>  When your belongings arrive in the UK you, or your agent, should complete this part.	Ship's name or aircraft flight number		Bill of lading or airway bill number	
	Place of loading abroad		Container number(s)	
	Place of import	Date of import	Place for examination	
	I request clearance of the goods mentioned above.			
	Signature ..... (importer or agent)            Date .....			

**For official use**

## Duty and tax relief

### *Meaning of words in italics*

If you are:

- \* returning to or transferring your **normal home** to the **EC**, please complete the following
- \* coming to the **EC** as a *temporary visitor*, please see our Notice 200

Please  tick correct box and answer all questions unless directed otherwise.

### Returning to, or transferring your **normal home** to, the **EC**.

**At the time of coming to the *UK*:**

- a. Have you had your **normal home** outside the **EC** for a continuous period of 12 months?  
 (Note: your 'normal home' is not necessarily the country in which you were born or hold citizenship - see the definition on the right of this page)
- No  go to b  
 Yes  \* in which country?  
 .....  
 \* how long have you lived there?  
 .....  
 \* what is the date of moving?  
 .....  
 \* how many persons are moving?  
 .....  
 \* how many are under age 17?  
 .....
- b. Are you returning to the **EC** after a temporary visit outside?
- No  go to c  
 Yes  how long was your visit?  
 .....  
 \* list in Part B all goods purchased or obtained during the visit, including any obtained in a duty free shop on the way out from the EC and brought back, and go to Part A
- c. Are you moving your **normal home** to the **EC** on marriage?
- No  go to d  
 Yes  please give date of marriage and go to Part A  
 .....  
 (if your marriage has already taken place, please attach a copy of the marriage certificate)
- d. If you are moving your **normal home** from outside the **EC**, do your **belongings** include any goods which you have possessed and used for less than 6 months?
- No  go to e  
 Yes  list these goods in Part B and go to e
- e. Do your **belongings** include any goods obtained under a tax-free scheme and on which duty and/or tax remain unpaid?
- No  go to Part A  
 Yes  list these goods in Part B and answer the following:  
 when you took delivery of the goods, were you:
- i) a diplomat? No  Yes   
 ii) a member of an officially recognised international organisation? No  Yes   
 iii) a member of NATO forces or civilian component? No  Yes   
 and are you able to provide evidence of this? No  Yes
- Now go to Part A

**Relief** is freedom from paying duty and tax when you meet the relevant conditions explained in Customs Notice 3.

Your **normal home** is where you usually live - that means where you spend 185 days or more in a period of 12 months because of your work and personal connections. But if you have no work connections or your work and personal connections are in different countries, then you usually live where your personal connections are. (However if you are a UK citizen and you are working outside the EC, your normal home can be where you are working so long as you have lived there for 185 days or more in a period of 12 months). As an example, if you are a UK citizen returning with your family after working in the USA for 5 years, your normal home is the USA.

The **UK** is England, Scotland, Wales, Northern Ireland (but not the Channel Islands).

The **EC** is the European Community: Austria, Belgium, Denmark, Finland, France, Germany, Greece, the Irish Republic, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, the UK. Although they have close links with the EC, the following are regarded as outside the EC for tax purposes: the Åland Islands, Andorra, the Canary Islands, the Channel Islands, French Guiana, Guadeloupe, Martinique, Mount Athos, Reunion, San Marino and Turkey.

Your **belongings** are the goods kept by you or your immediate family for household or personal use.

A **diplomat** includes anyone who works in UK or foreign Embassies, Consuls or High Commissions, or in association with these. Also Foreign and Commonwealth Office staff, or staff working in their support.

A **temporary visitor** is a person who usually lives outside the EC (or a UK citizen who is working outside the EC for 185 days or more in a period of 12 months) who has no intention of moving his normal home to the EC. If you are a student in the EC for full-time study, you will be treated as a temporary visitor if you do not intend to make the EC your permanent home.

**Part A You must list the following goods below, even if they are already specified on a packing list:**

Type of goods	Description of goods	Quantity eg Number of bottles	Country where obtained and if duty/tax free	Price paid	Present or value	How long have you had these?	Marks or description of packages in which packed
<b>Tobacco products</b> Cigarettes, cigarillos, cigars, other tobacco	If none, write "NONE".						
<b>Spirits</b> <i>(including liqueurs)</i> Put - brand name - strength - bottle size - quantity remaining	If none, write "NONE".						
<b>Wine</b> Put - type - bottle size - quantity remaining	If none, write "NONE".						
<b>Perfume/ Toilet Water</b> Put - type - bottle size - quantity remaining	If none, write "NONE".						
<b>Tools of trade</b>	If none, write "NONE".						
<b>Goods for commercial use</b> <i>(including goods intended for sale in the UK)</i>	If none, write "NONE".						
<b>Prohibited and restricted goods</b> See the list below before completing.	If none, write "NONE".						

If you have used all the space, add continuation sheet(s). Please number and sign each sheet.

**Prohibited and restricted goods include:**

- Controlled drugs such as opium, heroin, cocaine, MDMA (Ecstasy), morphine, cannabis, amphetamines and lysergide (LSD).
- Firearms (*including gas pistols, electric shock batons, stun guns and similar weapons*), ammunition and explosives (*including flares incorporating a barrel*).
- Indecent or obscene material featuring children.
- Pornographic material that cannot be freely purchased in the UK.
- Flick knives, butterfly knives and certain other offensive weapons and some martial arts weapons.
- Counterfeit currency.
- Radio transmitters (*walkie-talkies, Citizen Band Radios, cordless telephones etc.*) not approved for use in the UK.
- Meat and poultry; many other animal products.
- Plants and plant produce including trees and shrubs, potatoes and certain other vegetables, fruit, bulbs and seeds.
- Animals, birds and fish, whether alive or dead (*eg stuffed*), parts and articles derived from protected species including furskins, ivory, reptile leather, stony corals and goods made from them.

**Part B Other goods which may be liable to import charges and not already listed in Part A.**

Description of goods If you have no goods to list, please write 'NONE'	Quantity	Country where obtained and if duty/tax free	Date obtained	Price paid	Present or value	Period of use	Marks or description of packages in which packed

If you have used all the space, add continuation sheet(s). Please number and sign each sheet.

<b>Warning</b>	<b>Imports are examined by Customs and there are heavy penalties for making false declarations including possible forfeiture of goods.</b>
<p><b>Declaration</b></p> <p><b>This must be signed by the importer of the goods and NOT by an agent.</b></p>	<p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li>* I have read the notes on this form.</li> <li>* All the answers given on this form, the packing list and on the continuation sheet(s) numbered ..... are true and complete.</li> <li>* I am personally aware of what is contained in the packages totalled on the first page, and as specified on the attached packing list.</li> </ul> <p>Signature ..... Date .....</p> <p>Address in the UK .....</p> <p>.....</p> <p>Telephone number .....</p>
<b>What to do next</b>	<p>When you have completed this form, send it with any continuation sheet(s), packing list, relevant invoices and the keys for any locked packages to the <b>agent, airline or shipping company</b> that is clearing your belongings through UK Customs. Faxed copies will be acceptable for Customs purposes if it is difficult to get the originals to your agent.</p>