

NOTES TO ASSIST YOU IN COMPLETING THE UK CUSTOMS FORM C3

The following notes have been prepared to offer assistance in the completion of the attached 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 and the period of delay whilst obtaining a new form will normally result in additional expense to you.

Customs will only accept an **ORIGINAL** form. They will **NOT** accept photocopies or forms sent by fax.

PAGE 1:

PERSONAL DETAILS: Enter your name and date of your arrival in the UK.

PACKING DETAILS: Enter the number of items in your shipment or, if you do not have this information, leave it blank for us to complete.

REQUEST TO CLEAR: Leave this section blank for us to complete.

PAGE 2:

DUTY AND TAX RELIEF: Please read carefully all the definitions in the right-hand column before answering any questions. 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.

PAGE 3:

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 each column. In particular:-

- * Tobacco Products, Spirits, Wine, Perfume/Toilet Water: Provide details of number and size of bottles, brand name, strength, number of Cigarettes, weight of Tobacco etc.
- * Tools of Trade: Declare only tools for professional use.
- * You do not need to declare normal household tools.
- * Goods for Commercial Use: Declare only goods intended for sale in the UK.
- * Prohibited and Restricted Goods: If your shipment contains any of the items listed, please contact us immediately.

PAGE 4:

PART B. 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.