CHANGES TO THE UK CUSTOMS CLEARANCE PROCESS

From the **1st January 2017** the process of importing personal and household effects into the United Kingdom changed with the long standing C3 Customs Declaration form being replaced by an online application.

If you are shipping goods to the UK and are seeking a Duty Free importation you will need to go online to apply for a Transfer of Residence (TOR). An approval will allow you to import your personal and household effects goods into the UK with relief from import duties and charges.

The application needs to be made prior to you shipping your goods and should be completed a minimum of 14 days (and certainly no later than the uplift date) prior to packing and uplift date. Airfreight shipments it is important you apply no later than 14 days prior to uplift.

Once you apply on line and approval is granted, you will be given a Unique Reference Number (URN) which will need to be passed onto us. The current C3 Form and C104A Forms will become obsolete on 31st March 2017 and cannot be used for customs clearance after this date. Even if it is possible your shipment will arrive before that date it is strongly recommended you apply through the on line procedure as outlined above and not rely on lodgement of the C3 or C104A forms.
Please open the application form and complete. Once the form has been completed, it needs to be printed, signed and emailed to the below address (please include your full name in the subject line of your email) with the requested enclosures attached (these will depend on what you declare on the application). These enclosures include:

1. A copy of your passport, including your visa if necessary
2. Proof of registration, this document should show you've taken up residence in the UK or another country of theEuropean Union (EU), and the date on which you did so. You may also send some other, comparable documentwhich provides reasonable evidence for this purpose.
3. Two signed lists of goods (we have attached our inventory for this purpose as your intended list you wish toimport)
4. Enclose copies of any documents which show you're going to living in the EU, for example:
   a) your employment contract
   b) your employer's statement
   c) your work permit
   d) your tenancy or purchase agreement for the home you plan to live in

HM Revenue and Customs National Clearance Hub,
Ralli Quays 3 Stanley Street,
SALFORD M60 9LA United Kingdom
Email: nch.tor@hmrc.gsi.gov.uk
Details of the Unique Reference Number (URN) will be outlined in the approval email you receive back from HM Revenue and Customs (HMRC). **It is most important you apply at the earliest possible**

opportunity and forward us details of the URN as soon as you receive it and it is most important this information is with our UK associates well prior to the arrival date of your consignment into port to avoid possible wharf and bond storage charges.

Some of the requested information on the online form may be uncertain to you, for instance if you do not have an address in the UK yet you may need to nominate your planned 1st night place of stay on your arrival in the UK. The list of goods intended to be shipped you will need to forward with the application, you may like to use the copy of the surveyed inventory that we have provided to you, listing the goods you indicated to us you plan to ship. It is suggested care is taken when completing the online form to ensure all fields are entered otherwise the form will not allow you to proceed to the next question.

You should follow the instructions outlined under the online link, this system is still in its teething stages in the UK and the suggestions and comments outlined above are the best information we have to date but we do not warrant them as being the accepted approach, we have just outlined them to give you what information we have based on the early stages of the system.

So in summary, complete the online form, once completed print it out, sign it then scan it and the other requested documents and email it to the email address outlined at HMRC. At this stage we would not advise you to try and post it to HMRC as the process may take much longer.