

## **COMPLETION OF HM CUSTOMS C3 FORM**

### **Please read before completing**

This form must be completed by the owner of the goods for all shipments destined for the EC (United Kingdom, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, and Sweden):

**PAGE 1** Enter your full name and date of arrival in the EC (goods cannot be cleared prior to your arrival in the EC). Also enter the total number of packages containing your belongings. Leave blank the section 'Request to clear' which will be completed by Allfreight International Removals on your behalf.

**PAGE 2** Either complete Section 1 if you have lived outside the EC for more than 6 months in the last 12 months and are transferring your normal home to the EC or if you are an EC residence returning after a temporary visit abroad (answer all questions) OR complete Section 2 if you are coming to the EC as a temporary visitor ie you live outside the EC no intention of moving to the EC (answer all question).

**PAGE 3** You must declare any of the listed items included in your shipment and complete the full information requested at the top of the page. Failure to provide this information can delay Customs clearance. If any of the listed items are not included in your shipment then write 'NONE' against 'Description of goods'. It is insufficient to leave the box blank or strike a line through it.

**PAGE 4** You must declare any goods which have not been in your possession and use abroad for more than six months. Complete the full information requested at the top of the page. If you have no items to declare then write 'NONE' beneath 'description of goods'. You may also add the following declaration 'Used personal and household effects as per attached list, all of which have been in my use and possession abroad for more than six months'. The sign, date, enter your EC address and return the form to Allfreight International removals, Import Department.

If you have any question in connection with the suitability of this declaration to your shipment please contact Allfreight International Removals before completing the form; in particular where you have goods to declare, or are moving to or from a secondary home, or you have inherited the goods, or relocating due to recent marriage as an alternative declaration may apply.

**INCORRECT COMPLETION WILL INEVITABLY DELAY CLEARANCE OF YOUR SHIPMENT.**



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

(If you are :

- \* bringing in private motor vehicles, use Form C104A (if permanently imported on transfer of your home to the EC) or C104F (if temporarily imported) or C179B (if previously exported from the EC); or
- \* bringing in pets, use Form C5; or
- \* furnishing a secondary home, use Form C33

**Note** A secondary home is a home which you own or rent and use only occasionally, ie. it is **not** where you usually live.)

This form is for you to declare your belongings to Customs and to claim any duty and tax free reliefs that may apply. 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 want a copy of this notice or more information, ask your local Excise and Inland Customs Advice Centre (look in your phone book under 'Customs and Excise', but not our VAT Offices). If you are phoning from abroad, we have an 'international' Advice Centre based in London which you can contact, tel. no. 00 44 171 202 4227.

This form and Notice 3 are also available on the Customs Internet website: <http://www.hmce.gov.uk> Look under "information for the public-information".

Please complete these details:

Please use BLOCK LETTERS

### Personal details

Surname	Forename(s)	Date of your arrival in the UK day      month      year
---------	-------------	--

### Packing details

- \* Packages include cases, cartons, tea chests and the like.
- \* **You must attach a complete detailed packing list to this form; &**
- \* number and sign each page of the list.

Total number of packages containing your belongings.
--

Please answer questions on page 2 and complete parts A and B on pages 3 & 4. ➔

### Request to clear

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

If you are :

- \* returning to or transferring your **normal home** to the **EC**, complete **section 1**
- \* coming to the **EC** as a temporary visitor, complete **section 2**

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

### Section 1 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** ?  
 (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.
- c. Are you moving your **normal home** to the **EC** on marriage ?  
 (If you have lived outside the **EC** for less than 12 months, all goods eg purchases or gifts, obtained outside the **EC** must be listed in part B).
- 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 ?  
 (If you have lived outside the **EC** for less than 12 months all goods eg purchases or gifts obtained outside the **EC** must be listed in part B).
- 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

### Section 2 Coming to the **EC** as a temporary visitor.

- g. In which country is your **normal home** ?  
 .....
- h. Are you coming to the **EC** as a **student** ?  
 (if you have any goods which are not for use in your studies or for furnishing your accommodation you must list them in part B)
- No  go to j  
 Yes  please attach a copy of the letter of acceptance.
- j. Do you intend to keep your **belongings** in the **EC** for more than 6 months in a 12 month period ?
- No  go to part A  
 Yes  list these goods in part B and go to part A

### Meaning of words in italics

**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.

A **student** is a person accepted to attend a school or college or university in the EC for full-time study. Your normal home must be outside the EC and you must not intend to make the EC your normal 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, 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 video cassettes, films, books, magazines and other articles.
- Horror comics.
- 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 and birds, whether alive or dead *(e.g. stuffed)*, parts and articles derived from protected species including furskins, ivory, reptile leather 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>	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.



# Importation of a private motor vehicle into the United Kingdom c 104A on transfer of residence from outside the European Community (EC)

This completed form should be presented to H M Customs and Excise together with the documents (e.g. foreign licensing or insurance documents), which prove that you have possessed and used the vehicle outside the EC for the qualifying period.

Particulars of motor vehicle			Particulars of any caravan, trailer, small craft etc. attached
Make and model (e.g. Ford Mondeo 1.8 XL.)	Left or right hand drive	Colour	
Previous UK registration No. (if appropriate)	Engine number	Chassis number (VIN)	
Foreign registration number	Year of manufacture	Date of 1st registration when new	Optional extras (e.g. ABS, automatic transmission etc.)

### Particulars of importer

		YES	NO			YES	NO
1. Have you <span style="float: right;"><i>Tick appropriate box</i> ✓</span>							
a) lived outside the EC for a continuous period of twelve (12) months, and				5.a) Have you spent any time in the EC during the past six (6) months?			
b) possessed and used the vehicle in the country of your normal home (see note below) for at least six (6) months?				b) Has the vehicle been brought into the EC during that time?			
2. Was the vehicle supplied tax free when new? If yes, when you took delivery of the vehicle were you one of the following:				6. From what date have you possessed and used the vehicle outside the EC? .....			
a) a diplomat;				7. On what date did the vehicle arrive in the EC? .....			
b) a member of an officially recognised international organisation;				8. On what date did your stay in the EC start? .....			
c) a member of NATO forces or civilian component; and are you able to provide evidence of this?				9. On what date did the vehicle arrive in the United Kingdom? .....			
3. Have all customs duties, VAT etc been paid on the vehicle either in the country of origin or in the country from which it is now being imported?				10. How long do you expect your stay in the EC to last? .....			
4. Have these taxes been refunded or will they be refunded?				11. Which EC country will be your home? .....			

**Note:** Your normal home is regarded as the place where you usually live for at least one hundred and eighty-five (185) days in a period of twelve (12) months because of your personal and occupational ties. But if you have no occupational ties, or your occupational and personal ties are in different countries, then your normal home is where your personal ties are. (However if you are a UK citizen 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 countries of the EC are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Irish Republic, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden and the United Kingdom. Although they have close links with the EC the following are regarded as outside the EC for VAT purposes: the Åland Islands, Andorra, the Canary Islands, the Channel Islands, French Guiana, Guadeloupe, Martinique, Mount Athos, Reunion, San Marino and Turkey.

### Declaration by Importer

I .....  
(full name in BLOCK LETTERS)

declare that the particulars given above are true and complete, and that I am transferring my normal home to the EC. I claim delivery of the motor vehicle detailed above without payment of customs duty and value added tax, upon the condition that within a period of one year from the date on which relief is granted, the vehicle will be retained by me for my own personal use and will not be lent, hired-out, given as security or transferred without the prior authority of H M Customs and Excise.

I understand that if there is a breach of the above conditions the motor vehicle described above will be liable to forfeiture.

Signature of importer ..... Date ..... United Kingdom telephone number .....

Address in the United Kingdom (including flat number, if applicable) .....

**Warning: There are heavy penalties for making false declarations including possible forfeiture of the vehicle**

**Note: Officers must ensure that the reverse of the form is completed**



