

HOW TO COMPLETE YOUR C3 UK CUSTOMS FORM

➤ THE C3 FORM

IS THE DOCUMENT THAT IS PRESENTED ON YOUR BEHALF TO HM CUSTOMS & EXCISE AT PORT/AIRPORT OF ARRIVAL FOR YOUR IMPORTED HOUSEHOLD & PERSONAL EFFECTS TO THE UK

➤ IMPORTANT NOTES

PLEASE DO NOT RUSH THROUGH THE FORM. INCORRECTLY COMPLETED C'S CAN DELAY CLEARANCE & DELIVERY AND RESULT IN ADDITIONAL PORT CHARGES AS A RESULT.

CUSTOMS WILL ONLY ACCEPT AN ORIGINAL C3, FAXED/PHOTOCOPIES OF THE C3 WILL NOT DE ACCEPTED.

SHOULD YOU HAVE MORE THAN ONE SHIPMENT (IE SEA & AIR) A C3 MUST BE COMPLETED FOR EACH SHIPMENT.

PAGE 1

- COMPLETE THE PERSONAL DETAILS SECTION
- LEAVE PACKING DETAILS & REQUEST TO CLEAR BLANK

PAGE 2

- PLEASE READ THE NOTES PRINTED ON THE RIGHT HANDSIDE BEFORE COMPLETING PAGE 2
- COMPLETE SECTION 1 OR SECTION 2 DEPENDANT ON YOUR STATUS UPON ARRIVAL IN THE UK.
- PLEASE ANSWER EACH QUESTION CAREFULLY. IF ASKED TO GO DIRECTLY FROM ONE RESPONSE TO ANOTHER, THEREBY PASSING OVER CERTAIN INTERVENING QUESTIONS PLEASE DO SO.

PAGE 3

- PLEASE ANSWER EACH QUESTION. IF YOU HAVE NO GOODS TO DECLARE YOU MUST WRITE "NONE" IN EACH OF THE BOXES.
- ALL ALCOHOL & TOBACCO, IS SUBJECT TO DUTY, EXCISE & VAT. THESE MUST BE DECLARED ON THE C3 AND THE QUESTIONS ANSWERED. IT IS IMPORTANT THAT YOU ARE AWARE FROM THE INVENTORY WHAT CARTON(S) SUCH GOODS ARE PACKED IN AS THIS ALSO NEEDS TO BE STATED ON THE C3

PAGE 4

- ITEMS LESS THAN 6 MONTH OLD MUST BE DECLARED ON THIS PAGE.
IN MOST CASES DUTY & VAT WILL BE ASSESSED BY HM CUSTOMS
- IF YOU HAVE NO ITEMS UNDER 6 MONTHS YOU MUST STATE NONE
- PLEASE SIGN, DATE AND SHOW YOUR FULL HOME ADDRESS & TELEPHONE #. IF YOU DO NOT HAVE A PERMANENT RESIDENCE PLEASE
DETAIL YOUR TEMPORARY ADDRESS AND TELEPHONE NUMBER.