

## UK Customs Form - C3

### IMPORTANT INFORMATION

**Please Read Before Completion of the UK Customs Form C3**

*This form can only be completed by the owner of the shipment.*

#### Page 1

*Personal details* : You should enter your full name and date of your arrival in the UK/EC.

*Packing details* : Enter the total number of packages containing your belongings.

*Request to Clear* : PLEASE LEAVE BLANK - TO BE COMPLETED BY US.

#### Page 2

Please read the definitions in the right hand margin to determine if you should complete either *Section 1* or *Section 2*.

*Section 1* : *Returning to, or transferring your normal home to the UK/EC*

Answer each of the questions (a) to (e).

Note if you have completed this part of the form you do not have to complete *Section 2*.

*Section 2* : *Coming to the EC as a temporary visitor (staying less than six months).*

This part of the form only applies if you have not completed *Section 1*.

Answer each of the question (f) to (h).

#### Page 3

*Part A* : You must declare if there are any of the items listed included in your shipment. If you have any goods to declare you must enter on the form (or on a separate sheet of paper), the full information required by Customs as detailed at the top of the page. Failure to provide this information can delay the clearance of the shipment.

If you do not have any of the items listed in your shipment, you should write '*none*' against each category.

Please note it is not sufficient to leave these boxes blank or to draw a *line*.

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*Part B* : You should list or declare any goods which have not been in your possession and use for more than six months. You again include the full information required by Customs as detailed at the top of the page.

If there are no items to declare you should write '*none*' under the description of goods.

*Declaration* : Sign, date and return the form to us.

If you have any questions in connection with the suitability of this form to your shipment, please contact us before completing and returning the form. In particular this should apply if you have goods to declare, or are moving to or from a secondary home, or you have inherited the goods, or receiving gifts/presents, or moving because of marriage.