



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

(If you are :

- * bringing in private motor vehicles, use Form C104A;
- * 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 at one of our local advice centres (look in your phone book under 'Customs and Excise' but not our VAT Offices).

Please use BLOCK LETTERS

Personal details

Surname

Forename(s)

Date of your arrival in the UK		
day	month	year
		19

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 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 **European Community** ?
- 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 abroad 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, complete the next question and go to part A. If YES, when you took delivery of the goods, were you one of the following :-
- | | | |
|--|-----------------------------|------------------------------|
| a) a diplomat | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| b) a member of an officially recognised organisation | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| c) a member of NATO forces or civilian component | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| and are you able to provide evidence of this | NO <input type="checkbox"/> | YES <input type="checkbox"/> |

Section 2 Coming to the EC as a temporary visitor.

- f. In which country is your normal home ?
- g. 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 h
Yes please attach a copy of the letter of acceptance.
- h. Do you intend to keep your belongings in the UK 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 so long as you fulfil a set of rules (these are explained in Customs Notice 3).

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. (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.)

UK is England, Scotland, Wales, Northern Ireland (but not the Channel Islands).

EC is the European Community : Austria, Belgium, Denmark, Finland, France, Germany, Greece, the Irish Republic, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, the UK (but not the Channel Islands).

Belongings are the goods kept by you or your immediate family for household or personal use.

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
Tobacco products Cigarettes, cigarillos, cigars, other tobacco	If none, write "NONE".						
Spirits <i>(including liqueurs)</i> Put - brand name - strength - bottle size - quantity remaining	If none, write "NONE".						
Wine Put - type - bottle size - quantity remaining	If none, write "NONE".						
Perfume / Toilet Water Put - type - bottle size - quantity remaining	If none, write "NONE".						
Tools of trade	If none, write "NONE".						
Goods for commercial use <i>(including goods intended for sale in the UK)</i>	If none, write "NONE".						
Prohibited and restricted goods 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 and similar weapons)*, ammunition and explosives *(including fireworks)*.
- 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 (not 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.

Warning

Imports are examined by Customs and there are heavy penalties for making false declarations including possible forfeiture of goods.

Declaration

I declare that :-

- * I have read the notes on this form.
- * All the answers given on this form, the packing list and on the continuation sheet(s) numbered are true and complete.
- * I am personally aware of what is contained in the packages totalled on the first page, and as specified on the attached packing list.

Signature Date 19

Address in the UK

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What to do next

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 **agent, airline or shipping company** that is clearing your belongings through UK Customs.