

## **UK Customs Form C3 Explanation Sheet**

**PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE C3 FORM.**

**PLEASE ANSWER EVERY QUESTION ON THE C3 INCLUDING YOUR PERSONAL DETAILS BUT DO NOT COMPLETE THE SECTION “REQUEST TO CLEAR”, OUR OFFICE WILL COMPLETE THIS.**

- 1) It is not necessary for the owner of the goods to be present at the time of Customs clearance. Careful completion of the C3 will expedite matters.
- 2) Please read carefully and complete sections one or two.
- 3) Please complete part A on page three, which is self-explanatory. Please ensure you state bottle size, brand names, type, origin and price paid etc.
- 4) Part B on page four, all items should be declared if unused or if owned for less than six months. If you have lived outside the EC for less than twelve months, all goods purchased abroad must be listed on part B. If none write NONE.
- 5) All tobacco, wines, spirits, perfumes, etc. imported as unaccompanied baggage are liable to duty and value added tax charges. Concessions for these only apply to goods carried by the person at the time of importation i.e. when entering the UK.

### **WARNING**

Charges on wines, spirits and tobaccos are high and will often exceed the purchase price and dutiable goods, which are not properly declared, are subject to forfeiture. All prohibited items will be seized by HM Customs and Excise have the right to examine any shipment without due reference.

**THESE NOTES ARE NOT EXHAUSTIVE AND SHOULD PROVE A SUFFICIENT GUIDE IN MOST CASES. IF FURTHER INFORMATION IS REQUIRED PLEASE CONTACT THE TEAM RELOCATIONS OFFICE.**