

## INSTRUCTIONS FOR COMPLETING THE UK CUSTOMS FORM C3

Customs will only accept an ORIGINAL form. They will NOT accept photocopies or forms sent by fax.

To avoid unnecessary delays in the Customs clearance of your shipment, it is essential that your C3 form be completed correctly. Customs will reject any form where appropriate questions have not been answered and the period of delay while obtaining a new form will normally result in an additional expense to you.

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#### PERSONAL DETAILS

Enter your name and the date of your arrival in the UK

#### PACKING DETAILS

Enter the number of items in your shipment or, if you do not have this information, leave it blank for us to complete.

#### REQUEST TO CLEAR

Leave this section blank for us to complete.

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#### DUTY AND TAX RELIEF

Please read carefully all the definitions in the right hand column before answering any questions. Indicate your answer by checking the appropriate box. If a subsidiary question is asked, it must be answered and any "go to" instructions must be followed.

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#### PART A

An entry must be made in each category. If you do not have any goods to declare in a category, enter "NONE" in the description column – DO NOT LEAVE IT BLANK. If you do have goods to declare, enter the details requested in each column. In particular:

- Tobacco products, spirits, wine, perfume/toilet water. Provide details of number and size of bottles, brand name, strength, number of cigarettes, weight of tobacco, etc.
- Tools of Trade: Declare only tools for professional use. You do not need to declare normal household tools.
- Goods for Commercial Use: Declare only goods intended for sale in the UK
- Prohibited and Restricted Goods: If your shipment contains any of the items listed, please contact us immediately.

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#### PART B

#### OTHER GOODS

You should only declare items in Part B if you have been instructed to do so by any of the questions on Page 2. If you have not been so instructed, do not declare any items but enter "NONE."

#### DECLARATION

Sign and date the form and enter your UK address.

#### UK FORCES

Complete if applicable.