

### **HOW TO COMPLETE YOUR C3 CUSTOMS FORM**

Please read the following guidelines to assist you with the correct completion of your C3 customs declaration. It is imperative that you complete the declaration correctly and fully. These notes are not exhaustive; therefore if you require further assistance in this regard, please do not hesitate to contact our inbound department.

#### **PAGE 1**

- **PERSONAL DETAILS** - Please complete your surname, forenames and your arrival date into the United Kingdom.
- **PACKING DETAILS** - Please leave this section blank. Crown Worldwide Movers will complete this on your behalf.
- **REQUEST TO CLEAR** - Please leave this section blank. Crown Worldwide Movers will complete this on your behalf.

#### **PAGE 2**

- **SECTION 1**

Complete this section if you are returning to, or transferring your normal home to the EC.

Complete questions a, b, c, d & e as instructed if this section refers to you.

- **SECTION 2**

Complete this section if you are coming to the EC as a temporary visitor for less than 185 days.

Complete questions f, g & h as instructed if this section refers to you.

#### **PAGE 3**

- **PART A**

All goods to be declared under this category must be noted at this point.

Complete all details fully as instructed. If you do not have items to declare, write NONE in the description as instructed.

#### **PAGE 4**

- **PART B**

All other goods to be declared that are not listed in Part A, must be completed in Part B. Such items would include, but would not be limited to wedding presents and any goods not owned and used for at least 6 months prior to the packing date for shipment.

- **WARNING**

Please read fully

- **DECLARATION**

Complete this declaration fully including your signature, the date you completed the form, and your permanent address in the United Kingdom.

- **WHAT TO DO NEXT**

Return the completed form to Crown Worldwide Movers to ensure submission to the UK Customs department.

- **PLEASE NOTE**

Incomplete customs forms will be rejected by UK Customs and Excise. Please ensure all relevant questions have been completed fully. Rejection of a customs declaration may delay the clearance and delivery of your goods, and result in bonded storage charges being incurred. Crown Worldwide Movers are not permitted to add or change any details on your declaration, other than those specifically mentioned above.

#### **ADDITIONAL INFORMATION**

Please contact Crown Worldwide Movers immediately if your goods are:

1. A legacy or inherited goods
2. To furnish a secondary (such as holiday) home
3. Gifts
4. If you arrive in the United Kingdom 6 months before your effects
5. If you arrive in the United Kingdom 6 months after your effects
6. If your intended stay in the EC will be less than 6 months, but your goods will remain in the EC after this period.

#### **DUTIES/TAXES**

All tobacco, wines, spirits and perfumes are liable for Duties and Value Added Tax when shipped as part of an unaccompanied consignment. No concessions apply.