

# How to complete the H.M Revenue and Customs Form C3

The H.M Revenue and customs form C3 is a formal declaration that must be completed and submitted to customs to obtain clearance of the consignment.

This form should be completed by persons importing UNACCOMPANIED PERSONAL EFFECTS for use in their NORMAL HOME.

**This form cannot be used for the importation of Commercial consignments. Please contact our office for further assistance if you are importing commercial effects.**

## **PAGE 1**

Complete your personal details and date of arrival in the EC. Leave the 'REQUEST TO CLEAR' section and turn over the page.

## **PAGE 2**

### **SECTION 1 - TRANSFERRING YOUR NORMAL HOME TO THE EC.**

If you have had your NORMAL HOME outside of the EC for 6 months or more and are now moving or returning to the EC, please answer questions A,B,C,D and E and proceed to part A. If you are not transferring your normal home to the EC, then customs tax and duty may apply.

### **SECTION 2 - ENTERING AS A TEMPORARY VISITOR TO THE EC**

If you live abroad and intend to reside in the EC for 6 months or less, you are classed as a TEMPORARY VISITOR. Answer questions in F, G and H and proceed to part A. We would request that you also supply a letter detailing the reasons for your visit and confirmation that you intend to export the goods within 6 months. NOTE customs duty, V.A.T. and excise may apply. If you are going to be in the UK for 6 months or more this would be classed as a transfer of residence and Section 1 should be completed.

**If you are still unsure which section to complete or if you are importing the goods due to an inheritance or a secondary home, please contact us for further advice.**

## **PAGE 3- Part A**

**Any of the goods stated must be declared. If you have nothing to declare, you must write the Word NONE. All WINES, SPIRITS, PERFUMES, etc are liable to CUSTOMS DUTY & V.A.T.**

## **PAGE 4- Part B**

If you have any newly purchased or unused effects they should be detailed on this page along with any other goods that you feel may be liable for duty charges. We would advise that any goods declared in this section of the form may incur duty charges. Should you have nothing to declare please write NONE. We would also suggest that you write a brief declaration to the effect of "These are my household effects which have been in my possession for more than 6 months, and have been used by me. My shipment consists of used household goods only, such as kitchenware, ornaments, personal papers, used furniture ..." etc.

If you have any further queries regarding the completion of the C3 form. Please do not hesitate to contact us.