



Thank you for choosing to use our shipping services to the United Kingdom and Northern Ireland

Please carefully read and indicate by your signature that you understand the information in this guideline provided.

All shipments by air and sea are subject to final weight and or cubic volume measurements at the export depot in NZ. The final price of your shipment is subject to re-weigh and volumetric weight calculations. Should your estimated size or weight differ than your estimated weight we will either charge or credit your shipments invoice. Door to door sea shipments are via Groupage shared ocean container services. Departures for these services from NZ are subject to filling of the container and vessel space for booking general cargo containers. Due to these reasons NZ departure dates and delivery dates in the UK are estimates. No guarantees can be made for delivery dates.

Attached is the UK Customs form for you to fill out prior to the export of your items from New Zealand.

Shipping your items to UK involves an entry process by the UK Customs and Revenue. It is important that you understand your responsibilities in importing items into UK.

Door-to-Door shipments either by Air or Sea Customs

Normally personal effects items are not subject to duty or VAT for individuals relocating or returning to UK. However items less than 1 year old or gifts are subject to VAT or duty or both.

- If you are shipping items that belong to another individual who is living in UK we recommend that the shipment be set up so that person is the shipper and receiver of the items. If not then the person you are shipping to can end up paying duty or taxes because it appears to the Customs service that they are importing items into UK from you rather than bringing in their own items.
- If customs requires an inspection of the items shipped they will schedule an inspection time at their discretion. This can be the next day, 15 days or more. It totally depends on their schedule. Storage charges can occur for sea or air shipments but generally not through courier services.
- If customs determines any items are subject to VAT or duty. The person receiving the items in UK will be required to pay for these items before the items can be released for delivery. Customs may require proof of arrival into UK such as a copy of your arrival stamp in your passport for UK passport holders or copies of UK visas for non-UK passport holders. They may also require an original customs entry form filled out with original signatures rather than the photocopy forms we have provided that travels with your shipments documents.

Shipment to airport or seaport depot for self-clearance.

For customers shipping their items to UK and processing the entry of their goods themselves.

- Please bring your airwaybill for air shipments, bill of lading for sea shipments, passport and UK Customs form and packing list to the import depot to present to the two departments. Generally there is no charge for customs entry application (entry application does not pay for inspection charges). can require an inspection fee.
- Generally you have three business days free storage after your goods have arrived to complete the entry requirements and pickup your goods. For airport shipments there is an airline release fee. For seaport shipments there is a port service charge, delivery order and import service fee. Either paid directly to the arrival port agent.
- There is a requirement that shipments arriving at London's Heathrow for personal collection have to be customs cleared by a customs agent.
- Our services to depot do not include arrival sea or port charges, customs entry, storage, entry or inspection charges, possible fumigation or delivery. Because of the inspection processes we cannot advise a particular delivery or release date for your shipment. All wooden packaging not ISPS compliant may require fumigation.

I have read this information and understand my responsibilities provided in this guideline in shipping my items to UK.

Your Signature: _____ Date: _____



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

This form is for you to declare your belongings to Customs and to claim any duty and tax free reliefs that may apply when you return to or transfer your normal home to the EC. 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 are a temporary visitor, you may also need to read our Notices 200 'Temporary importations' and 308 'Temporary Importations - means of transport' and complete Form C 108 instead of this form.

If you want a copy of these notices or more information, ask our National Advice Service (Tel: 0845 010 9000).

Please note that you will also need to complete the following forms if you are bringing in:

- private motor vehicles: Form C 104A (if imported on transfer of residence) or C 179B (if previously exported from the EC) or C 108 (if temporarily imported);
- pets: Form C 5 (if permanently imported) or C 108 (if temporarily imported); or
- furnishings for a secondary home in the EC: Form C 33.

This form, the others mentioned and Notices 3, 200 and 308 are also available on our Internet website: <http://www.hmce.gov.uk>

Please complete these details:

Personal details	Please use BLOCK LETTERS		
	Surname	Forename(s)	Date of your arrival in the UK day month year

Packing details	* Packages include cases, cartons, tea chests and the like. * You must attach a complete detailed packing list to this form; and number and sign each page of the list.	Total number of packages containing your belongings.
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Please answer questions on page 2 and complete Parts A and B on pages 3 and 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**, please complete the following
- * coming to the **EC** as a temporary visitor, please see our Notice 200

Please tick correct box and answer all questions unless directed otherwise.

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 **EC** for a continuous period of 12 months?
 (Note: your 'normal home' is not necessarily the country in which you were born or hold citizenship - see the definition on the right of this page)
- 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, including any obtained in a duty free shop on the way out from the EC and brought back, and go to Part A
- c. Are you moving your **normal home** to the **EC** on marriage?
- 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?
- 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 and answer the following:
 when you took delivery of the goods, were you:
- i) a diplomat? No Yes
 ii) a member of an officially recognised international organisation? No Yes
 iii) a member of NATO forces or civilian component? No Yes
 and are you able to provide evidence of this? No Yes
- Now go to Part A

Meaning of words in italics

Relief is freedom from paying duty and tax when you meet the relevant conditions explained in Customs Notice 3.

Your **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. (However 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). As an example, if you are a UK citizen returning with your family after working in the USA for 5 years, your normal home is the USA.

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

The **EC** is the European Community: Austria, Belgium, Denmark, Finland, France, Germany, Greece, the Irish Republic, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, the UK. Although they have close links with the EC, the following are regarded as outside the EC for tax purposes: the Åland Islands, Andorra, the Canary Islands, the Channel Islands, French Guiana, Guadeloupe, Martinique, Mount Athos, Reunion, San Marino and Turkey.

Your **belongings** are the goods kept by you or your immediate family for household or personal use.

A **diplomat** includes anyone who works in UK or foreign Embassies, Consuls or High Commissions, or in association with these. Also Foreign and Commonwealth Office staff, or staff working in their support.

A **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. If you are a student in the EC for full-time study, you will be treated as a temporary visitor if you do not intend to make the EC your permanent 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 (including liqueurs) 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 (including goods intended for sale in the UK)	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, MDMA (Ecstasy), morphine, cannabis, amphetamines and lysergide (LSD).
- Firearms (including gas pistols, electric shock batons, stun guns and similar weapons), ammunition and explosives (including flares incorporating a barrel).
- Indecent or obscene material featuring children.
- Pornographic material that cannot be freely purchased in the UK.
- 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, birds and fish, whether alive or dead (eg stuffed), parts and articles derived from protected species including furskins, ivory, reptile leather, stony corals and goods made from them.

Complete this Part if required by Section 1 or 2 on page 2.

Part B Other goods which may be liable to import charges and not already 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.

This must be signed by the importer of the goods and NOT by an agent.

Signature Date

Address in the UK

Telephone number

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. Faxed copies will be acceptable for Customs purposes if it is difficult to get the originals to your agent.