

READ THESE NOTES CAREFULLY BEFORE COMPLETION OF C3 DECLARATION

Please contact this office if the items you are declaring are:

- * *A Legacy*
- * *Imported under marriage*
- * *A Gift*
- * *Prohibited Item(s)*
- * *Antiques*
- * *To furnish a secondary home*
- * *Arriving more than 12 months after your own arrival in the EC*

Completing C3

The enclosed C3 form often refers to bringing effects into the UK when it should in fact read the EC (European Community) . The EC includes the following the countries- Austria, Belgium, Denmark, Finland, France, Germany, Greece, The Irish Republic, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden and the UK (but not the Channel Islands). If you wish to import effects into any of the above countries you must complete this form, substituting EC where it reads UK.

You must attach to the customs form a packing list which briefly describes the items you are importing

- Page 1* Please state surnames / forenames and your date of arrival to the EC. We will complete the ‘request to clear’ boxes.
- Page 2* If you are returning to *or* transferring your normal home to the EC please complete SECTION 1. If you are coming to the EC as a temporary visitor complete SECTION 2.
- Page 3* ALL BOXES must be completed in part A of this form. If you do not have items to declare then ‘none’ must be written in each box of each section.
- Page 4* Part B - ***Goods should only be listed if owned for less than 6 months or if unused.*** If you do not have items to declare the word ‘none’ must be written in the ‘description of goods’ column. Duty and Vat charges are payable on all declared items.

NB: If you are uncertain or require further information, please call us first as unnecessary errors may cause delay in processing and possible storage charges.