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Personal Detail

Surname:	Enter the last name of the family member holding a UK work permit. (As shown on the passport)
Forename(s):	Enter the first name of work permit holder and any middle name(s). (As shown on the passport)
Date Of Arrival:	Enter the date of work permit holder's UK arrival. (Must be no more than six months prior to shipment arrival or twelve months after shipment arrival)

Packing Details

To be completed by our UK partners

Request to Clear

To be completed by our UK partners

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Section One (1): Returning to, or transferring your *normal home* to, the EC?

This section applies to any person (including British Subjects) intending to make the UK their normal place of residence for more than six months and importing personal goods.

Question (a): **Have you had your normal home outside the EC?**

Answer: Yes

In which country?

Enter the county in which you lived prior to moving or returning to the UK (e.g. New Zealand)

How long have you lived there?

Enter the number of consecutive years you have resided in the country entered above.

What is the date of moving?

Enter the date your belongings were packed for export.

How many persons are moving?

Enter the total number of family members (including yourself) moving to the UK.

How many are under age seventeen?

Enter the total number of family members moving to the UK that are under the age of seventeen.

Question (b): **Are you returning to the EC after a temporary visit outside?**

Answer: No

(Note: Answer: Yes, if you have lived outside the EC for less than six months. Also consult Allied Movers for further information)

Question (c): **Are you moving your normal home to the EC on marriage?**

Answer: No, if you have been married for more than six months prior to moving to the UK.

Answer: Yes, if you have been recently married or intend to marry after your arrival in the UK. Also consult Allied Movers on how to apply for duty and tax relief on wedding gifts included in your shipment.

Question (d): **Do your belongings include any goods, which you have possessed and used for less than six months?**

Answer: No, if all goods in your shipment have been owned and used for more than six months.

Answer: Yes, if your shipment contains items that have been purchased within six months prior to moving to the UK. Also it is required that these items be listed on Page Four, Part B and will be subject to import duties and tax.

Question (e): **Do your belongings include any goods purchased under a duty or tax-free scheme?**

(Note: This would normally pertain to diplomatic passport holders, members of the NATO forces or recognized organizations.)

Answer: No

Section Two (2): Coming to the EC as a temporary visitor:

This section applies to persons importing goods but not intending to make their normal home. This section does NOT apply to anyone moving to the UK for more than six months and intending to make his or her normal home in the UK. If you are unsure of your status, please consult Allied Movers for assistance.

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Part A: Dutiable, prohibited and restricted goods.

Dutiable items such as tobacco products and alcoholic drink should be listed as outlined on the form, if included in the shipment.

Customs does not require that "reasonable" amounts of perfume or toilet water be listed provided it is from personal stock and for personal use.

Tools of trade is defined as items being imported to conduct or start a commercial business. Items relating to the business function that you have obtained a UK work permit for, do not need to be listed (e.g. personal computer, printed matter relating to your business function, etc.) provided, they are for personal use have been owned and used for more than six months.

Goods for commercial use is similar to tools of trade. Items included in the shipment for sale in the UK must be listed.

The items listed on the C3 form as prohibited or restricted should never be included in your shipment, unless absolutely necessary.

Note: The most common prohibited or restricted items included in household goods shipments are cordless telephones and C.B. radios or radio transmitters. Almost all makes and models of these items manufactured outside the EC are not approved for use in the UK.

If there is any question regarding an item in your household being prohibited and restricted, please alert Allied Movers prior to packing.

When there are no dutiable, prohibited or restricted items included in your shipment, you must write the word "none" next to each category shown.

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Part B: Other goods which may be liable to import charges

All goods that may be subject to duty and tax must be listed in this section. All items that have been owned and used for less than six (6) months prior to shipment must be declared in this section. You must give a description of the item, country where it was obtained, date of purchase and price paid, per item. Duty and VAT (value added tax) will be charged at the current rate.

Duty and VAT is calculated based on the value of the item, plus the applicable duty rate. VAT is then applied to the total.

Example: JVC stereo receiver, purchase price £300

£300 x 4% duty =	£12.00
£312 x 17.5 % VAT	= £54.60
Total Charges due	= £66.00

Declaration

You must sign, date and show an address in the UK.

Signature: Work permit holder to sign here

Date: Enter the date in which you completed the form. (You are not required to be in the UK when making the import declaration)

Address: Enter your UK residence address. If this is unavailable, enter the address of your company in the UK or your temporary accommodation

Approximate Duty Percentages for Most Common Items

Wine / Spirits / Perfumes:

Expect to pay double the amount of the purchase price plus 17.5% VAT

Domestic Electrical Appliances:

Between 4% and 6% plus 17.5% VAT

Cars / Motor Bikes / Caravans:

10% of purchase price plus 17.5% VAT

Furniture:

2.2% plus 17.5% VAT

Lamps and Light Fittings:

6.2% plus 17.5% VAT

Videos / Televisions / Stereos:

3% to 4% plus 17.5% VAT