



By Appointment to  
Her Majesty The Queen  
Removal & Storage Contractor Abols

**ABELS**<sup>TM</sup>  
THE ART OF MOVING

## NOTES ON THE COMPLETION OF THE UK CUSTOMS FORM C3

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For consignments arriving from outside the European Community, the following notes are to assist you in completion of the attached C3 form. Careful completion of the C3 will expedite clearance. Please note that the form will be rejected by HM Customs and Excise if it is incorrectly or inadequately completed.

### Page 1

**Personal Details/Packing Details** – Please remember to complete your name and your date of arrival in the UK. If you do not know the number of items in your consignment, please leave blank and our office will complete the information.

Request to clear. – Please leave this section blank as we will complete the details for you.

### Page 2.

Please read carefully all definitions on the right hand side of this page before answering the questions. If you are instructed to ‘go to’ another number, you should do so and not answer questions in between.

Normal Home: is where you have lived or will live for more than six months in a twelve month period for work or personal reasons.

Second Home: is another home other than your normal home as defined above.

### Page 3. PART A

- ◆ Tobacco products, spirits, wine and perfume are not regarded as personal effects and this section must be completed in detail. Remember to list all the details as per the form e.g. number and size of bottles, brand name, strength, number of cigarettes, weight of tobacco etc.
- ◆ Tools of Trade are professional tools and not normal household tools.
- ◆ Goods of Commercial Use – this section is mainly for goods intended for sale in the UK.
- ◆ Prohibited and Restricted Goods – if your shipment contains any items listed under this heading, please telephone our office immediately.

Remember that if you have nothing to declare under any category, you must write ‘NONE’ Customs will not accept the form if any section is blank.

### Page 4. PART B

Goods should only be declared if you have owned and used any of your effects for *LESS* than 6 months. Duty and VAT will be payable on goods declared. (If you are furnishing a secondary home, there are different regulations and we would suggest that you contact our office.)

**NB: if your consignment is part of an inheritance, please contact our office immediately as different forms will apply.**

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**JEM/11.00/imports.**