

Declaration Guide for Exports to a Third Country

Following Britain's exit from the EU there is now a Transition period until the end of 2020

On completion of the transition period Export requirements on goods being shipped to the EU from Jersey will commence, as the EU will be classed as a Third Country.

Direct & Indirect Exports to a Third Country



Where goods are exported **directly** from the Channel Islands to a place outside of the Customs territory, a digital export declaration will need to be submitted by the exporter or a clearance agent on CAESAR in advance of the corresponding export manifest. It will be necessary to attach the export declarations to the manifest.

To create an '**Export Declaration**' the exporter should visit www.customs.gst.gov.je and create an account by registering.

To Register - select the register option and proceed through the fields.

If you have an account already - Login and follow the guide.

The screenshot shows the gov.je website header with the Jersey coat of arms and the text 'Information and public services for the Island of Jersey' and 'L'information et les services publyis pour l'Île dé Jèrri'. The navigation menu includes 'Home' and 'Contact us'. The main content area features the heading 'Pay your Goods and Services Tax (GST) and customs duties' and two options: 'I want to clear my goods through customs' with a green 'Continue' button, and 'I want to claim relief' with a grey 'Continue' button. Two red arrows point to the 'CAESAR login' and 'Register' links in the top right corner of the header.

gov.je Information and public services for the Island of Jersey
L'information et les services publyis pour l'Île dé Jèrri

[CAESAR login](#) [Register](#)

[Home](#) | [Contact us](#)

Pay your Goods and Services Tax (GST) and customs duties

I want to clear my goods through customs or I want to claim relief

[Continue](#) [Continue](#)

If you have a login and password - access the account by entering your user name and password, as shown below, then login.



Login

Enter login and password below

Login



Password



Remember me

Login



[Create an account](#)

[Forgotten your password?](#)

Once you have access to your account – there is a red bar at the top of the screen [as shown below] – click on the heading **Export Declarations** – click on this and a drop down menu will appear, then select **Create Declaration**.



The screenshot shows a user account interface with a red navigation bar at the top. The navigation bar contains the following tabs: [Manifests](#), [Consignments](#), [Import Declarations](#), [Export Declarations](#), [Clearance Agent](#), [Small Commercial Carrier](#), [Payments](#), [Refunds](#), and [My Info](#). A white arrow points to the **Export Declarations** tab. Below the navigation bar, a dropdown menu is open, listing the following options: [Create Declaration](#), [My Declarations](#), [Search Declared Items](#), [Add Export Duty Notification to This Account](#), [Add Export Declaration as Carrier](#), [Search Export Declaration as Carrier](#), [Detained Export Items](#), and [Upload My Export Declaration](#). A white arrow points to the **Create Declaration** option. The main content area on the left shows a welcome message for Shirley Brossman (account number B6622) and a **Statement of Account** section. Below this, there is a section titled **Add Consignment to This Account** with a text input field for the CLC number. On the right side, there is an **Options** section with a link for [Apply for Approved Status](#).

Export Declaration - Following fields to be completed:



1. EORI [Economic Operator number] - if you have an EORI number complete this field, or leave it blank.
2. The seal number can be left blank, agents to be advised.
3. Reference box - create your own reference number [Line ID] – this number should be retained and made available for the carrier / shipper.
4. The reference number and any supporting paperwork should be retained and presented to Customs upon request.
5. Once complete, proceed to declare the item[s], if more than **one type** of item - a separate line should be declared for each item.
6. If you have created a 'Customer list' you can enter the **EORI** number, or the **Name** by selecting 'Find Customer'- shown below.

Create Export Declaration

Declare Header

Declarant (B6622) Creative Art	Reference <input type="text" value="2020010-M14"/>
Departure date <input type="text" value="20/01/2020"/>	Office of exit <input type="text" value="[JER] Jersey"/>
Shipper/Courier <input type="text" value="[B6622] Creative Art"/>	Payment method of shipping/freight costs <input type="text" value="payment by credit card"/>
Notes <input type="text"/>	Seal number <input type="text"/>
Number (none)	Identity of transport <input type="text" value="BA3456"/>
	Nationality of transport <input type="text" value="United Kingdom (UK)"/>
Consignor EORI number <input type="text" value="GB00000001564"/>	Find Customer
Consignor name <input type="text" value="Creative Art"/>	Consignee EORI number <input type="text"/>
Address line 1 <input type="text" value="10 Artist Way"/>	Consignee name <input type="text" value="Joe Bloggs"/>
Address line 2 <input type="text" value="Palette Road"/>	Address line 1 <input type="text" value="Orchid Bay"/>
Postcode <input type="text" value="JE3 1SB"/>	Address line 2 <input type="text" value="West Palm"/>
Country of export <input type="text" value="[JE] Jersey"/>	Postcode <input type="text" value="2456"/>
	Country of final destination <input type="text" value="[US] USA"/>
No countries of routing Add country of routing	
<input type="button" value="Declare item"/> <input type="button" value="Save"/> <input type="button" value="Close"/>	

Find Customer

Find Customer

Find Customer

Search Results

Name	Address	EORI Number
Joe Bloggs	<input type="text" value="Orchid Bay West Palm"/>	(none)

Creating a 'Customer List' – this will speed up the process and populate the information for both the consignee or consignor when the EORI or Name is entered into the declaration field.



Go back to your home page and select - **My Info** - from the drop down menu select **My Customers**, complete the **details** then select **Category** [consignee or consignor] then **add**, then complete the following fields, save and close. [Add another by following the same process].

Payments **Refunds** **My Info**

- [My Details](#)
- [Change My Password](#)
- [Apply for Approved Status](#)
- [Apply to Terminate Status](#)
- [Request Change Details](#)
- [My Approved Status](#)
- [Guides, Directives and Links](#)
- [My Customers](#)**

Search Customer

Type Details

Category

Show Records

Options

[Add](#)

Create Customer

EORI number

Name

Address line 1

Address line 2

Post code

Country

Category

Now complete the empty fields - if you have more than one type of item [e.g. – **Tiles / Wood / Carpet** - declare them separately and add the commodity code for the item/s being Exported to a Third Country.



Finding the Commodity code – All exported goods to a Third Country must be declared with a **Commodity Code**. There is a link to the [UK Trade Tariff](#) where you will find the code.

There is a classification email address on the webpage if you require further assistance in classifying your goods classification.enquiries@hmrc.gsi.gov.uk - Once the Commodity code is found, enter it into the box provided and then select view measures.

Declare Item

Item No. 1	Goods description <input type="text"/>
Packages <input type="text"/>	Commodity code <input type="text"/>
Package type <input type="text" value="v"/>	Value <input type="text"/>
Gross mass <input type="text"/>	Currency <input type="text" value="v"/>
Net mass <input type="text"/>	<input type="button" value="View Measures"/>
UNDG code <input type="text"/>	Export duty (none)

Previous documents <input type="text"/>
Additional information <input type="text"/>

You may use the online [UK Trade Tariff on gov.uk](#) to help you classify the goods.

Tariff Measures - please read the conditions carefully.

Additionally, ensure that you have the relevant documentation ready to upload to the declaration, or provide it to the shipping agent.



Examples of Export Measures

Health / CITES / Controls on Fish exports / Luxury Goods / Waste / Cat or Dog fur / Dangerous chemicals / Dual Use / Mercury / Ozone-depleting substances / Cultural Goods

Expected documents – Licence / Transit documentation / Certificate of Origin / Health Cert / Sanitary Doc / Carnet / Preference Certificates / Export licences / CITES

Restrictions on technologies to listed countries.

Declare Item



Item No. 1	
Packages	1
Package type	packed or unpackaged
Gross mass	50
Net mass	50
UNDG code	Dangerous goods code

Goods description	Shampoo
Commodity code	3305100000
Value	15000.00
Currency	[GBP] Pound Sterling
<input type="button" value="View Measures"/>	
Export duty £0.00	

Previous documents

Additional information

You may use the online UK Trade Tariff on gov.uk to help you classify the goods.





Below are two examples of Measurers and Conditions for Export

1. No Measures
2. Export controls on Luxury goods being Exported to North Korea

Measures

There are no measures for commodity 3305100000, country USA on date 20/01/2020.

OK

Conditions for entry into free circulation

Ensure the conditions for entry into free circulation are met. You may be required to upload supporting documentation.

718 Export control on luxury goods (North Korea (Democratic People's Republic of Korea), KP) Footnotes: CD223 , TM684	Other conditions <ul style="list-style-type: none">• Goods necessary for the official purposes of diplomatic or consular missions of Member States in the DPRK or international organisations enjoying immunities in accordance with international law, or to the personal effects of their staff (Art 10.3 of Regulation (EU) 2017/1509)
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OK


Before the declaration is submitted – check all the information and Lines are correct before continuing.



You can Edit the Header, or lines if a mistake has been made. Once satisfied, enter your password and confirm.

Declared Header

Number JE20191231-5 Declarant (B6622) Creative Art Manifest (none) Departure date 20/01/2020 Detained status Detained Shipper/Courier (B6622) Creative Art Export CLC (none) Notes Export date may change	Reference 20191231M45 Office of exit JER Payment method of shipping/freight costs B Seal number 154897892334G Identity of transport J45454 Nationality of transport Jersey Country of routing United Kingdom (UK) France
Consignor EORI (none) number Consignor name Creative Art Address 10 Artist Way Palette Road JE3 1SB Country of export Jersey	Consignee EORI (none) number Consignor name Joe Bloggs Address Westwater Way Bridge End G5678 Country of final destination Germany


[Edit Header](#) 

Declared Items

	No	Declared item number	Goods description Commodity code UNDG code	Packages	Gross mass Net mass	Price Export duty
Edit	1	00189	Painting Frames 4414009000 1454	1, Crate	50 50	£1,500.00 £0.00
Edit	2	00190	Picture Frames 4414001000 1454	1, Box	100 100	£1,400.00 £0.00

[\[Export to Excel\]](#)

I, Shirley Brossman, declare that the details entered here are accurate to the best of my knowledge. I understand it is an offence under Article 79 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

Verify using your password 

[Confirm](#)

Information on Customs procedures for Import & Export can be found on gov.je