

If you do not have an account with Customs ->Enter your CLC code into the green box and press **Declare**. If you have an account you can use the Account Holders area in the usual manner.

CLC Reference No

If you are declaring a vehicle which is being imported for the purpose of being registered onto J Plates please select Vehicle Declaration.

For all other goods please select Goods Declaration.

Check the details on the screen to ensure this is your consignment. If this is not your consignment press **Not my consignment**. If it is your consignment see the below:
Confirm Goods Value – confirm what you paid for the goods (**entering the amount only, no £ sign is necessary e.g. 1000.00**). GBP is the default, if you paid in a different currency you can change it using the arrow at the right hand side of the box.

Confirm Goods Value*

Goods Value Currency [GBP] Pound Sterling

Freight Cost - confirm any freight cost (**without a £ sign**). If there were no additional freight costs and it was included in the above figure, please write the word inclusive here and the press **proceed**.

Freight Cost*

Tick the box for the type of goods you are declaring and press **proceed**.

- Alcohol
- Tobacco
- Hydrocarbon Fuel
- Vehicles
- Other Goods

In the following 3 pages, you can amend any details if incorrect and add supporting notes, press **Proceed**.

- Add all of your contact details and press **proceed**.
- Check the details, if correct press **submit**.
- If the details are accurate, press **confirm** (if you have an account you may be asked to re-confirm your password at this stage)

Nothing to pay: If you have no status with Customs and the total liability for this consignment is below £12 you may not have any duty to pay. If this is the case there will be a red message displayed. Your goods will be automatically released from Customs control and will be delivered by your carrier in the usual manner. If you would like to make alternative arrangements for collection / delivery, that is a matter between yourself and the carrier.

Duty to pay: If there is a liability due and you would like to pay by debit card (**credit cards are not accepted**) press **Pay**. If you would like to pay by cheque or cash please see the alternative payment options on the screen. If you are in the Customs public office, proceed to the counter with your CLC reference or invoice number. As soon as your payment has been processed, our system has an automatic link with the carrier's and your goods will be released from Customs control and will be delivered by your carrier in the usual manner. If you would like to make alternative arrangements for collection / delivery, that is a matter between yourself and the carrier.

Declaration Lines					
Info	Description	Items Origin	Value	Freight cost	Duty
	[OF] Other Goods: Television	1 Items GB	£1 000.00	INCLUSIVE	Excise: Goods are not excisable CCT: In free circulation GST: Value: £1 000.00, Rate: 5