

Pre-arrival Declaration Guide

A guide to declaring imports from outside the UK, Guernsey, Isle of Man.

These types of goods are also known as **Third Country** goods.

For individual importers [Not for Businesses]





To declare imports before your goods arrive in Jersey, please visit www.customs.gst.gov.je

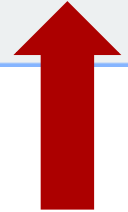
1. Create an individual account on **CAESAR** – not a Business account
2. Click on **REGISTER** and complete the fields



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](#)



Create account

If you are running a business as a sole trader or otherwise and import goods into Jersey, select 'Business'.

If you import goods into the Island solely for your own personal use, select 'Individual'.

For more information, or to read our terms and conditions, see the links on the footer.

Business

|
or

Individual





Complete the fields shown and enter all your information – the **red Asterix** fields are mandatory, then submit.

Create account - individual

Data protection statement

The Jersey Customs & Immigration Service is collecting your personal information for the purposes of law enforcement under relevant Jersey Customs and Immigration legislation. We will use your information purely for these purposes within the Service and will not disclose it to any person outside the organisation without your prior consent, unless we have a legal obligation to do so.

Fields marked with an asterisk * are required

User personal information

Login (at least six (6) characters required) *

First name *

Surname *

Phone number

Mobile phone number *

Email address

Date of birth *

Address

Enter any part of the address and click the lens icon *

Country *

St Helier



When you successfully register your new account, there are a number of headings at the top of the screen which you can select. If you hover over these headings you will see the drop down menus appear.



Click on the **import declarations** and a drop down menu will appear – then select ‘Create Declaration’ – [do not select **consignment declaration**].

The screenshot displays a web application interface. At the top is a dark red navigation bar with the following menu items: [Consignments](#), [Import Declarations](#), [Export Declarations](#), [Payments](#), [Refunds](#), and [My Info](#). Below this is a light grey bar with [Home](#) and [Contact us](#). The main content area starts with a welcome message: "Welcome, Joe Bloggs - account number 112102". Below this is the heading "Statement of Account". A red arrow points from the "Import Declarations" menu item to the "Statement of Account" heading. The text below the heading reads: "From here you can use the tabs above to look at your consignment history, make declarations or payments, update your account details or apply for approved status. The Statement of Account shown here lists all of your current consignments. If a consignment for which you have been given a CLC does not appear in this list, use the **Add Consignment to This Account** field below to add it to your Statement of Account. If you have received goods which do not appear in the list below, and you have not received a CLC, create a Voluntary Declaration. **If you are to claim a relief, declare just one consignment at a time.**" Below this text is a form titled "Add Consignment to This Account" with a label "Enter CLC number" and an input field. An "Add" button is located below the input field. At the bottom of the form area, it says "No active documents found".

Now select from the options below – if you are declaring an import for your Business you can login to your Business account from this page, or create a Business account.



There are **two options** to select – **Vehicle Declaration** and **Goods Declaration** – for this scenario we will select **Goods Declaration**.

Welcome, Joe Bloggs - account number **112102**

Create Declaration

Note that business Imports must be declared on a Business account.

Login to Business account

Register Business account

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

Create Vehicle Declaration

For all other goods select Goods Declaration.

Create Goods Declaration



Reliefs

Before **you proceed** with your declaration - if you intend on submitting an application for a **specific relief**, please read the information and select the correct options before you proceed.

In support of any relief applications, please upload the documentation to your declaration.

If you are not making a relief application – **now proceed** to create the declaration, by selecting **proceed**.



Create Declaration

1. Relief applications 2. Date of arrival / Customs Status 3. Goods classification 4. Submit and pay

- To continue with your declaration without claiming a relief select **Proceed**



Relief

- If you are applying for relief of GST or duty, send an email to rgc@gov.je with a full explanation of the circumstances of why you believe you should not have to pay GST/duty and include supporting paperwork.
- If you wish to claim relief of GST on imported goods, click on the appropriate category below and select **Proceed**.
- For further information on each type of relief, click on '[more details](#)' to review the appropriate Direction
- To claim relief of Customs Duty (CCT) or Excise Duty, select 'Other' below. Note, there are no Directions available for this option.

Relief of GST on Imported Goods

[more details](#)

- Temporary Import - Horse
- Temporary Import - Other
- Outward processing relief
- Returned goods relief
- Transfer of personal belongings / change of residence
- Goods imported on the occasion of marriage
- Personal property acquired by inheritance

Relief of GST on appliances used by people with disabilities

[more details](#)

- Vehicles and parts, stair lifts, bed hoists and similar appliances*

*Please note, you will be required to provide evidence of your certificate of eligibility issued by the Comptroller of Income Tax

Other (CCT or Excise)

- Other*

*Please note, you will be required to add notes during the declaration process to explain the reason for your claim and whether you are applying for CCT or Excise relief



Create Declaration

Enter the date of arrival and import details - tracking number [if known] and consignor - the sender of the goods, then [Proceed](#)

Create Declaration

1. Relief applications 2. Date of arrival / Customs Status 3. Goods classification 4. Submit and pay

If your goods have already arrived, enter the date of arrival in Jersey:

Date of Arrival in
Jersey

Import details

[Back](#) [Proceed](#)

NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

Create Declaration

1. Relief applications 2. Additional information 3. Goods classification 4. Submit and pay

Expected Date of Arrival in Jersey

Tracking Number

Consignor

[Back](#) [Proceed](#)

NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.



If your goods are imported from a Third Country, click on the blue arrow and select the Country from the drop down menu and then [proceed](#).

In this scenario the goods are from United States [USA]

Create Declaration

1. Relief applications **2. Additional information** 3. Goods classification 4. Submit and pay

Specify if the goods you are to declare are "in free circulation" or not:

Country of origin	<input type="text" value="[US] USA"/>
Customs Status	Not in Free Circulation

that have been produced within the Customs territory (including the UK and the Channel Islands), or that have been imported into the UK with Customs duty paid, are "In free circulation" within the Customs territory. Customs duty is not payable on goods imported into Jersey that are "In free circulation".

Goods imported from outside of the Customs territory on which no duty has been paid and no import formalities have been complied with are "not in free circulation".

NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.



Now select from the following options by clicking on the relevant box, then [proceed](#).

If you are importing Alcohol, Tobacco, or Fuel select the correct option and complete the fields.

If none of the above, then select 'other goods' - complete the fields and then select [proceed](#).

Create Declaration

1. Relief applications **2. Additional information** **3. Goods classification** 4. Submit and pay

You now need to select a Goods category and select 'proceed'.

Select the type of goods that you are declaring from the list below.

- Alcohol
- Tobacco
- Hydrocarbon fuel
- Other goods





Complete the active fields and [proceed](#).

You will need to classify your goods, click on the [link](#) to the [UK Trade Tariff](#) to search for the commodity code.

Create Declaration

1. Relief applications **2. Additional information** **3. Goods classification** 4. Submit and pay

If more than one product type has been ordered, each product type will need to be declared with appropriate commodity code and value. You will be able to declare more products on the following steps.

You may use the online [UK Trade Tariff on gov.uk](#) to help you classify the goods. Specify the number of items and confirm or amend the value of the goods being declared:
OTHER GOODS

Description	FISHING ROD
Commodity code	9507100000
Number of items	1
Goods Value	500.00
Value currency	[USD] US Dollar
Freight Cost*	120.00
Freight Cost Currency	[USD] US Dollar
Notes	

In order to continue with your declaration you will need to enter a commodity code for your goods. You may use the online [UK Trade Tariff on gov.uk](#) to classify the goods.

[Back](#) [Skip](#) [Proceed](#)

NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.



Select the correct scenario and proceed

Create Declaration

1. Relief applications 2. Additional information 3. Goods classification 4. Submit and pay

Select the most appropriate scenario for the goods import

Scenario 1 of 2

Measures	Conditions	Duty Expression	Duty
103 Third country duty (ERGA OMNES, 1011) (none)		3.7%	£17.24

Select this scenario

Scenario 2 of 2

Measures	Conditions	Duty Expression	Duty
117 Suspension - goods for certain categories of ships, boats and other vessels and for drilling or production platforms (ERGA OMNES, 1011) Footnotes: EU003 , TM510	Presentation of a certificate/licence/document - C990 End use authorisation ships and platforms (Column 8c, Annex A of Delegated Regulation (EU) 2015/2446)	0%	£0.00

Select this scenario

Back

Proceed

NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

If you have more items to declare then select [declare more](#).

Check your declaration is correct, then enter [Submit](#) on completion.



Create Declaration

[1. Relief applications](#) [2. Additional information](#) [3. Goods classification](#) [4. Submit and pay](#)

Number (none)
Importer (I1111154) Joe Bloggs
Status Draft
Processed No
Authorised No
Pay in Monthly Statement No
Type Pre-arrival Declaration
Import details (none)
Expected Date of Arrival in Jersey 18/12/2020
Consignor US
Notes

Declaration Totals	
CIF	£466.07
CCT	£17.24
Excise	£0.00
Value for GST	£483.31
GST	£24.17
Total	£41.41

If all details are correct select Submit.

Declaration Lines

Info	Tracking Number	Origin Customs Status	Description	Items Origin	Value	Freight cost	Duty	Total	Notes
	(none)	US Not in Free Circulation	[OF] Other goods: FISHING ROD Commodity code: 9507100000	1 Items	500.00 USD = £375.86	120.00 USD = £90.21	Excise: Goods are not excisable CCT: Value: £466.07 View tariff measures GST: Value: £483.31, Rate: 5 Security: (none)	(none) £41.41 £17.24 £24.17 (none)	(none)

[Declare more](#)
[Back](#) [Cancel](#) [Save](#) [Submit](#)

Not an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

Enter your **password** and then **confirm**, you have now created a legal declaration.



Create Declaration

1. Relief applications 2. Additional information 3. Goods classification 4. Submit and pay

Number **20201208-539**
Importer **(H111154) Joe Bloggs**

Status **Draft**
Processed **No**
Authorised **No**
Pay in Monthly Statement **No**

Type **Pre-arrival Declaration**
Import details *(none)*
Expected Date of Arrival in Jersey **18/12/2020**
Consignor **US**
Notes

Declaration Totals	
CIF	£466.07
CCT	£17.24
Excise	£0.00
Value for GST	£483.31
GST	£24.17
Total	£41.41

Declaration Lines

Info	Tracking Number	Origin Customs Status	Description	Items Origin	Value	Freight cost	Duty	Total	Notes
	(none)	US Not in Free Circulation	[OF] Other goods: FISHING ROD Commodity code: 9507100000	1 Items	500.00 USD = £375.86	120.00 USD = £90.21	Excise: Goods are not excisable CCT: Value: £466.07 View tariff measures GST: Value: £483.31, Rate: 5 Security: (none)	(none) £41.41 £17.24 £24.17 (none)	(none)

I, **Joe Bloggs**, declare that the details entered here are accurate to the best of my knowledge. I understand it is an offence under **Article 59 of the Customs & Excise (Jersey) Law 1999** to make an untrue declaration.

Verify using your password

NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

Uploading documents



You can upload invoices, or paperwork to the declaration under options on the right of the screen.

Save your documents in a file and add them to your declaration this will speed up Customs clearance.

The screenshot shows a window titled "Uploaded Documents" with a close button in the top right corner. Below the title, there is a note: "You will need to leave the 'Type' field blank where no appropriate document type is available." Below this note is a table with three columns: "Delete Type", "Title", and "Document". The "Delete Type" column has a checkbox. The "Title" column has a dropdown menu. The "Document" column has a file selection button (three dots). Below the table are three buttons: "Add document", "Save", and "Cancel". A red arrow points to the file selection button in the "Document" column.

Delete Type	Title	Document
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

-
- The screenshot shows a menu titled "Options" with a red arrow pointing to the "Uploaded Documents" option. The menu items are:
- [Revert To Draft](#)
 - [Print Declaration](#)
 - [Uploaded Documents](#)
 - [Confirm delivery](#)
 - [Amend delivery date](#)
 - [Download Declaration PDF](#)
 - [Email Declaration PDF](#)



Now proceed to make **payment**

Declaration Details

- 1. Relief applications
- 2. Additional information
- 3. Goods classification
- 4. Submit and pay

Number **20201208-539**
 Importer **(I111154) Joe Bloggs**
 Status **Accepted**
 Processed **No**
 Authorised **No**
 Pay in Monthly Statement **No**
 Type **Pre-arrival Declaration**
 Import details (none)
 Expected Date of Arrival in Jersey **18/12/2020**
 Consignor **US**
 Notes (none)

Declaration Totals
 CIF **£466.07**
 CCT **£17.24**
 Excise **£0.00**
 Value for GST **£483.31**
 GST **£24.17**
 Total **£41.41**

- To pay for your consignment(s) click the **PAY** button **ONCE**, this can take a couple of minutes to appear and it will generate your online invoice
- Click the **Close** button if you wish to save this declaration and pay at a later date

Declaration Lines

Info	Tracking Number	Origin Customs Status	Description	Items Origin	Value	Freight cost	Duty	Total	Notes
	(none)	US Not in Free Circulation	[OF] Other goods: FISHING ROD Commodity code: 9507100000	1 Items	500.00 USD = £375.86	120.00 USD = £90.21	Excise: Goods are not excisable CCT: Value: £466.07 View tariff measures GST: Value: £483.31, Rate: 5 Security: (none)	(none) £41.41 £17.24 £24.17 (none)	(none)



Now you have registered on CAESAR, you can continue to access your account by entering your user name and password, as shown below.



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L'information et les services publyis pour l'île dé Jèrri

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

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Login

Enter login and password below

Login

Password

Remember me

Login

[Create an account](#)

[Forgotten your password?](#)



Further information on import and export can be found at gov.je