

'APPROVED HOUSEHOLD REMOVAL OPERATOR'

Goods imported by businesses which are Approved Household Removal Operators will be released from Customs control at the earliest opportunity. In order to benefit from this fast-track clearance, such Approved Traders must abide by the following **TERMS AND CONDITIONS:**

1. To abide by the terms of Agent's Directives No's 3 and 4.
2. To maintain accurate account details on CAESAR at all times (e.g. change of trading address, change of status concerning GST registration, etc); this in order to ensure that goods shipped by the applicant are correctly identified by CAESAR as being consigned to an 'Approved Household Removal Operator'.
3. To agree to the disclosure of Approved Household Removal Operator's name and address within a list of Approved Traders, to be circulated to relevant parties (e.g. shipping companies).
4. To maintain, at all times, access to Approved Premises in Jersey in order to secure any detained goods; these may be the applicant's own premises, if Approved, or other Approved Premises to which the Approved Household Removal Operator has lawful access.
5. To ensure, when importing household removals / personal effects belonging to third parties, that in each case, the owner of the goods has completed and signed the appropriate Jersey Customs Declaration Form.
6. To retain the original Customs Declaration form, signed by the owner of the goods and other relevant trader records; this for audit purposes by Customs. These records must be kept securely in accordance with Agent's Directive No. 3. Any records held in relation to GST must be kept securely for 6 years.
7. If the owner indicates on the Customs Declaration Form that his / her household removal goods / personal effects contain any goods liable to duty or are restricted, to be responsible as follows:
 - To notify the shipper of the goods as to the presence of dutiable and or restricted goods within a household removal, in order for these goods be entered as a separate consignment line on the Manifest Report.
 - To take all reasonable steps to secure these goods throughout their shipment to Jersey
 - To separate these goods from the rest of the household removal and secure them in Approved Premises as soon as practicable
 - To make detained goods available for Customs inspection on request
 - To detain these goods securely until authority is received from Customs to the effect that they may be released
 - To pay on demand all duties due on detained goods which have been released by the Approved Household Removal Operator without proper authority
8. To advise clients promptly if any goods require an Import Declaration to be made and provide them with the relevant Consignment Line Code (CLC).
9. To ensure that staff responsible for receiving goods into Approved Premises are made aware of the relevant terms of this undertaking and other relevant legislation.

10. To notify Customs immediately in the event of any imported goods which are:
 - found to be prohibited or restricted, or suspected to be so, or
 - found to be at variance with the declaration made by the owner of the goods
11. In the event of dutiable goods being released to the consignee without proper authority; to pay the outstanding duty charge as calculated by the Agent of the Impôts.
12. Not to export from the Island any goods subject to restriction on export, or suspected to be so restricted, without the proper authority, and to seek advice from Customs in every instance in matters of doubt (e.g. firearms, cultural goods, etc).
13. To ensure when shipping goods that are new (e.g. when a sofa or bed has been picked up from a retail store for a client) that the Approved Household Removal Operator is listed by the shipper as the Consignor and the client's details are provided as Consignee.
14. To ensure when shipping goods on behalf of more than one consignor and / or consignee as a composite load, that in addition to the requirements of this Undertaking, groupage rules as set out in Agent's Directive No 3 are also adhered to. This will necessitate separate application as a Groupage Operator.
15. To acknowledge that the Agent of the Impôts can revoke or amend this Undertaking at any time.
16. To acknowledge that in the event of failure to abide by the terms of this undertaking without reasonable excuse, the status of 'Approved Household Removal Operator' may be suspended or revoked as the Agent of the Impôts sees fit.
17. To acknowledge that, notwithstanding any other penalties that may be applicable under the Law, Article 25 (6) of the Customs and Excise (Jersey) Law 1999 ('Entry of goods on importation') states: "If the proprietor..... fails to comply with any of the provisions of this Article, the proprietor shall be liable to a fine not exceeding level 4 on the standard scale". (£5,000)

UNDERTAKING:

I have proper authority to make this application and I hereby declare, on behalf of the principal person, to abide by the above terms and conditions.

SUBMIT APPLICATION