

Business Accounts

Guide to declaring imports from the UK, Guernsey, Isle of Man





Registering on Caesar

If you already have a customs account, login and skip to page 6. If not, select Register and complete the fields.

The screenshot shows the gov.je website header with the logo and navigation links. The main content area features a blue banner with the heading "Changes to the de minimis" and a paragraph of text. A red arrow points to the "Register" link in the top right navigation bar.

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](#)

Changes to the de minimis

The Minister for Treasury and Resources has announced that the reduction in the “de minimis” level of GST from £240 to £135 will come into effect from **1st October 2020**. This means that any **private individual** ordering goods from outside Jersey will need to pay GST if their order costs more than £135. The full announcement made on gov.je can be read [here](#) along with a reminder of the changes which can be read [here](#).

Please note this “de minimis” level does not apply where goods are imported for business purposes.

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

I want to clear my goods through customs

Continue

or

I want to claim relief

Continue

Declaring goods imported from, or exported to, countries outside the EU ("third country" goods)

05/02/2020

Please see our [Step-by-Step guide - Imports](#) for guidance on how to complete your import declaration and [Step-by-Step guide - Exports](#) for guidance on how to complete your export declaration.

Select Business Account



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 relevant fields and select **Next**

Create account - business

You are required to provide the Service with the name of the principal person who has the authority to accept [terms and conditions](#) in respect of this application on behalf of the company. The person named will be contacted by the Service as part of the validation process. A principal person may be one of the following: Proprietor; Partner; Director or Company Secretary.

If you require further information visit our website <http://www.gov.je/gst>.

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

Business information

Business name *

Business phone number *

Principal person *

EORI number

Trading name (if differs)

Business fax

Role of principal person *

GST registration number

Business email *

Nature of business *

Business address

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

Country *

Back

Next





Complete the fields then select **Next**

Create account - business

Fields marked with an asterisk * are required

Authorised administrator

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

Phone number *

Position *

First name *

Mobile phone number

Surname *

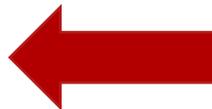
Email address

Password (must contain upper and lower case letters, and numbers; at least eight (8) characters required) *

Re-enter password *

Back

Next





Imports from the **UK** and imports from **outside of the UK**, will appear on your Business account for you to declare, as shown below.

To declare the goods, you can select multiple lines by ticking the boxes and clicking declare, or you can declare them separately by selecting the CLC number.

The below example shows **two imports** - one from the **UK** and one from **outside of the UK**

For this scenario, we are going to declare the goods from the UK by selecting CLC [QIH3533414](#).

Welcome, Joe Bloggs - account number **B12122**

Statement of Account

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.

Add Consignment to This Account

Enter CLC number

Manifest Consignments Awaiting Declaration

	CLC	Arrival Date	Due Date	Status	Detained or Released	Carrier	Consignor (Supplier)	Descriptions
<input type="checkbox"/>	QIH3533414	10/12/2020	14/12/2020	Awaiting Entry	Detained	(B0042) Test Shipping Line 2	Amazon	Coffee Machine
<input type="checkbox"/>	PDD9428905	09/12/2020	14/12/2020	Awaiting Entry	Detained	(B0042) Test Shipping Line 2	American coffee house	Coffee cups

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





You can declare your UK import by selecting declare.

Then select from the drop down menu – either [Goods declaration](#) or [Vehicle declaration](#).

Consignment 11548705

Manifest **20201209-S02**
Manifest Supplier **(B0042) Test Shipping Line 2**
Route **(S02) Portsmouth to St. Helier 00:00 Goodwill**

- To declare this consignment click the **Declare** link under Options, simple steps will guide you through the declaration process.
- If you wish to declare this consignment later and want to add others to your Statement of Account simply return to the Add Consignment to This Account tab.

Options

- [Declare](#)
- [Uploaded Documents](#)
- [Not for my business](#)



Status **Awaiting Entry**
Detained Status **Detained**
Type **Manifest Consignment**
Date **09/12/2020**
Declare due **14/12/2020**
Consignor **Amazon**
Matched Consignee **(B12122) Caffè Latte Ltd**

CLC **QIH3533141**
Line Identifier **202012091**
Container/Trailer **TR234**
Community Status **(none)**
MRN **(none)**
Outward Ref **(none)**
Number Of Units **1**
Number Of Items **1**
Description **Coffee Machine**
Country Of Origin **United Kingdom (UK)**
Gross Mass **100**
Net Mass **100**

Customs Status **Y N N**
Excisable **Not Excisable**
Premises Operator **(B0062) Shipping Line 1**

Notes **(none)**
Accompanying Documents **(none)**
Comment **(none)**

Related documents

- Declaration **(none)**
- Invoice **(none)**
- Payment **(none)**

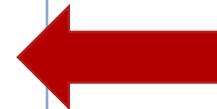
Number	Status
11548705	Awaiting Entry

Options

[Declare](#)

Declare

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





Line 1 contains information provided by the shipping agent, you will need to enter the shipping cost in this line.

	Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	Duty	Total	Notes	
			GB In Free Circulation	Coffee Machine	1 Units 1 Items	(none)	(none)	Excise: CCT: GST: Security:	£0.00 £0.00 £0.00 (none)	£0.00	
		(none)	(none) Not in Free Circulation	[OF] Other goods		(none)	£0.00	Excise: Goods are not excisable CCT: Customs duties have not been calculated GST: Value: £0.00, Rate: 5 Security:	(none) (none) £0.00 (none)	£0.00	
		(none)	(none)			(none)	(none)	Excise: CCT: GST: Security:	(none) (none) (none) (none)	(none)	

Add Consignment

you will need to click Calculate duty to enter additional information that may be required to apply measures and calculate Customs du

	Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost
S C		QIH3533141	GB In Free Circulation	Coffee Machine	1 1	(none)	(none)
		<input type="button" value="Change"/>					<input type="button" value="Change"/>

CLC [QIH3533141] 1 Coffe

Freight Cost 200.00

Freight Cost Currency [GBP] Pound Sterling

Freight Cost in GBP £200.00

Description Coffee Machine

Number Of Items 1

Country Of Origin GB



Select **Line 2** to declare your goods, as shown below.

Use the **edit** button and **tab** through the fields and enter the correct information.

For goods from the UK, select **GB** from the drop down or type GB.

Now **tab** to description and select from the drop down menu, as shown on the next page.

	Info	CLC	Origin Customs Status	Description	Units Items	Value
		QIH3533141	GB In Free Circulation	Coffee Machine	1 Units 1 Items	(none)
S C		(none)	im (UK)	Goods	1	£300.00
			GB United Kingdom (UK)			
			AA AA (user-assigned)			
			AD Andorra			
			AE UAE			
			AF Afghanistan			
			AG Antigua and Barbuda			
			AI Anguilla			
			AK Sark			
			AL Albania			
			AM Armenia			

In this scenario the goods are not **Alcohol, Tobacco or Fuel** – therefore **Other goods** have been selected. Click on **Other Goods** then tab.



Declaration Lines

Goods that have been produced within the Customs territory (including the UK and the Channel Islands), or that have been produced in 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 completed.

When declaring goods that are "not in free circulation" you will need to enter a commodity code for your goods by clicking on the "Goods" tab. [Check UK trade tariffs from 1 January 2021](#)
You will need to click "Calculate duty" to enter additional information that may be required to apply measures and rates.

	Info	CLC	Origin Customs Status	Description	Units Items	Value
		QIH3533141	GB In Free Circulation	Coffee Machine	1 Units 1 Items	(none)
		(none)	[GB] Un Free Circulation	[OF] Other goods		£0.00
		(none)	(none)			(none)

Search Goods Result

OF

Goods

- [\[AL\] Alcohol](#)
- [\[UT\] Tobacco](#)
- [\[FI\] Hydrocarbon fuel](#)
- [\[OF\] Other goods](#)



Enter in the **green box** what the item is and continue to **tab** through to enter the number of items and value of the goods then submit your declaration.

	Info	CLC	Origin Customs Status	Description	Units Items
		QIH3533141	GB In Free Circulation	Coffee Machine	1 Units 1 Items
S C		(none)	[GB] Un Free Circulation	[OF] Other goods Coffee Machine	
		(none)	(none)		



Once you submit the declaration, enter your password and confirm

Number **20201209-2**
 Importer **(B12122) Caffè Latte Ltd**
 Status **Draft**
 Processed **No**
 Authorised **No**
 Pay in Monthly Statement **No**
 Type **Consignment Declaration**
 Import details (none)
 Notes (none)

Declaration Totals
 CIF **£500.00**
 CCT **£0.00**
 Excise **£0.00**
 Value for GST **£500.00**
 GST **£25.00**
 Total **£25.00**

Declaration Lines

Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	Duty	Total	Notes	
	QIH3533141	GB In Free Circulation	Coffee Machine	1 Units 1 Items	(none)	£200.00	Excise: CCT: GST: Security:	£0.00 £0.00 £25.00 (none)	£25.00	
	(none)	GB In Free Circulation	[OF] Other goods: Coffee Machine	1 Items	£300.00	£200.00	Excise: Goods are not excisable CCT: In free circulation GST: Value: £500.00, Rate: 5 Security:	(none) (none) £25.00 (none)	£25.00	

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



Confirm Edit

Uploading documents



You can upload invoices, or paperwork to the declaration.

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

Declaration Details

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

Number **20201203-1**
Importer **(I12102) Joe Bloggs**
Status **Accepted**
Processed **No**
Authorised **Yes**
Pay in Monthly Statement **No**
Type **Pre-arrival Declaration**
Import details **(none)**
Expected Date of Arrival in Jersey **23/12/2020**
Consignor **Amazon**
Notes **(none)**

Declaration Totals

CIF **£420.00**
CCT **£0.00**
Excise **£0.00**
Value for GST **£420.00**
GST **£21.00**
Total **£21.00**

Options

- [Revert To Draft](#)
- [Print Declaration](#)
- [Uploaded Documents](#)
- [Confirm delivery](#)
- [Amend delivery date](#)
- [Download Declaration PDF](#)
- [Email Declaration PDF](#)



Uploaded Documents

You will need to leave the 'Type' field blank where no appropriate document type is available.

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





To speed up the customs clearance process you can create a **pre-arrival declaration**.

Go back to your home screen and from the drop down menu under **Import declaration** select **create declaration**.

(please do not use consignment declaration as this declaration type is for goods that have already arrived and have a CLC reference)

The screenshot shows the gov.je website header with the Jersey crest and the text "Information and public services for the Island of Jersey" and "L'information et les services publyis pour l'Île dé Jèrri". Below the header is a navigation bar with links for [Consignments](#), [Import Declarations](#), [Export Declarations](#), [Payments](#), [Refunds](#), and [My Info](#). A dropdown menu is open under "Import Declarations", listing several options: [Create Consignment Declaration](#), [Create Declaration](#) (highlighted with a white arrow), [My Declarations](#), [My Draft Declarations](#), [My Active Declarations](#), [My Post TI Declarations](#), and [HMRC UK trade tariff website](#). Below the dropdown is a search bar with the text "Enter CLC number" and a button labeled "Add Consignment". At the bottom of the page, it says "0 active documents found".

Further information on imports and exports can be found at gov.je