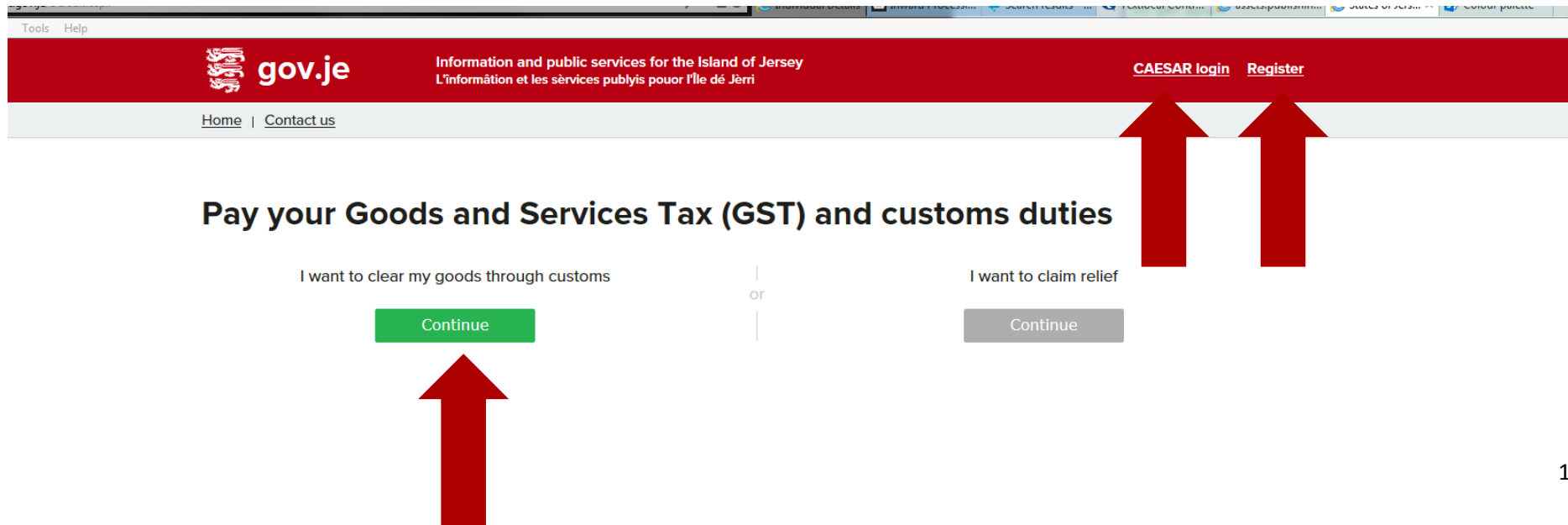


# A guide to declaring Third Country Imports

To declare third country imports visit [www.customs.gst.gov.je](http://www.customs.gst.gov.je)

1. Using your CLC reference number – select the **continue** button [as shown below] and proceed as shown on the next page.
2. If you prefer, you can create a **pre-arrival declaration** before the goods arrive – to do this, create an account on Caesar by selecting **Register** as shown below and enter your information
3. Once you have completed registration you are automatically logged in and taken to the statement of account page.



## Using your CLC number

Complete the following boxes, then continue

### Customs clearance

I am expecting a delivery of goods and I have a goods reference number

Reference number \*

BTP2947105

Email address \*

j.bloogs@vog.je

Phone number \*

07879759462

Continue

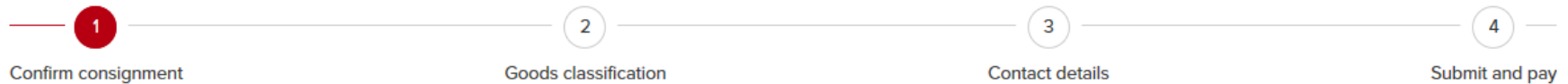
I have received or I am expecting goods, I don't have a reference number but I want to make a declaration to Customs

Continue

or



Read the following message and once you have the correct information continue with your declaration.



## Make a customs declaration

You will need the following:

- the value of your goods
- the cost of shipping unless it is included in the value of your goods
- detailed description of your goods as you will be asked to classify the goods
- your address
- payment methods: You can pay customs duties and GST online using a debit card. We do not accept credit cards. You can pay at our office by cheque, cash and debit card. We also accept bank transfers

Continue



Read the following message and enter the correct information then continue with your declaration. Remember to enter the currency value which is presented on your invoice, plus the Freight cost.

Fields marked with an asterisk \* are required

Goods and Services Tax is calculated on the cost of the goods and any charges incurred up until the time of import. This includes freight, duties and taxes (including VAT - Value Added Tax).

Value of goods \*

Goods value currency \*

Freight cost \*

Freight cost currency \*

Goods value and freight cost

(none)

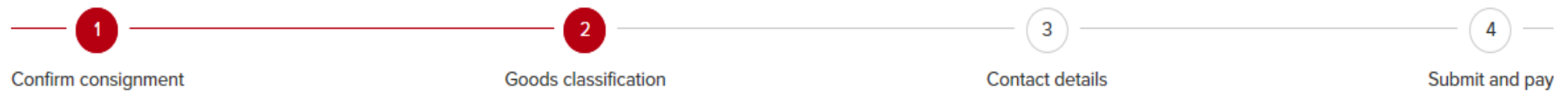
This is not my consignment

These details are correct



Select what you are declaring – Goods or a Vehicle?

Then select continue.



## What are you importing?

A vehicle which will be registered for use on Jersey roads

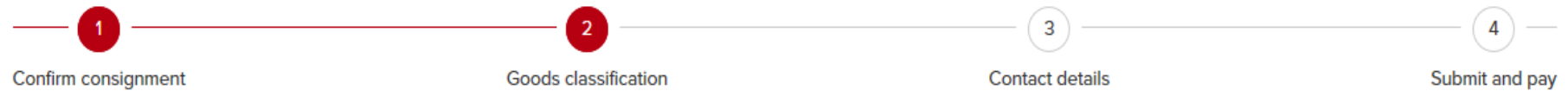
Goods

Back

Continue



Read the following message and select one category and continue.



## Goods classification

If your goods have been imported from outside of the Customs Territory customs duties may apply. Customs duties are calculated depending on the goods description and origin of the goods. In order to calculate the correct customs duties you will be asked to classify your goods. If you declare alcohol, tobacco or hydrocarbon fuel excise duty may apply.

Select one category (you can add more later). If you are unable to select an appropriate category select 'Other goods'.

- Alcohol
- Tobacco
- Hydrocarbon fuel
- Other goods

Back

Continue



You have selected 'other goods'

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](https://www.gov.uk/guidance/uk-trade-tariff) to help you classify the goods.

Check the number of items, value of goods and description being declared and amend if required.

Fields marked with an asterisk \* are required

A completed example is shown on the next page – once completed, select continue.

### Description

### Country of origin \*

### Commodity code \*

### Number of items

### Goods value \*

### Value currency \*

### 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 help you classify the goods.

Back

Continue



The next page will present you with the Measures



## What are Measures?

In the simplest terms, a measure allows the application of the customs tariff and legislation of goods imported and exported from a given country.

Fiscal Measures - Measures are applied to goods to regulate imports into the UK. These Tariffs can increase the overall cost of importing a certain good with the higher taxes levied by the government or reduce [or remove] the tax charges to allow domestic businesses access to goods at a cheaper rate allowing the economy to thrive.

Non-fiscal Measures - these are generally defined as policy measures rather than customs tariffs, to create trade barriers regulating import and export. These can take the form of import / export restrictions, sanctions and more.

Tariff Measures and Scenarios - There are multiple selectable options;

Please read the conditions carefully to make sure you are selecting the correct scenario. Additionally, please ensure you have the relevant documentation ready to upload to the declaration on Caesar, or email it to the Revenue and Goods control unit at [rgc@gov.je](mailto:rgc@gov.je)

Certificate of Origin - If items are declared as 'preferential origin' to gain a reduced, or zero rate of duty, this should be selected and the relevant documentation uploaded, or sent. This will require Officers approval before it can be authorised and the declaration finalised.

Completed **example** shown below.

## Tariff measures

Select the most appropriate scenario for the goods import

### Scenario 1 of 3

#### Measure

103 Third country duty (ERGA OMNES, 1011)

#### Duty Expression

0%

#### Duty

£0.00

Select this scenario \*

Once completed select proceed **or declare more** if you have more than one item.

# Contact details

Fields marked with an asterisk \* are required

First name \*

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

Country \*

Surname \*

Phone number \*

Email address \*



Enter your postcode first

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



## Submit and pay

Check your consignment details, goods classification and contact details prior to submitting them for processing and payment

**Declaration details** ► select the arrow for more information

Declaration number	Reference number	Cost Insurance and Freight (CIF)	Total payable amount
20190829-6	BTP2947105	£459.28	<b>£22.96</b>

You will then confirm your understanding that it is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration, before you submit and pay. If the consignment cannot be completed, it will flag up in **red writing** to contact Customs.