

# **Pre-arrival Declaration Guide**

Applicable to goods being imported from the UNITED KINGDOM only

Individual importers [Not for Businesses]



# A guide to declaring your imports from the UK

To declare imports before your goods arrive in Jersey from the UK visit <u>www.customs.gst.gov.je</u>

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



Home | Contact us

Information and public services for the Island of Jersey L'informâtion et les sèrvices publyis pouor l'Île dé Jèrri

# 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.



or



CAESAR login

Register



### 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) *	Phone number	Date of birth *	
First name *	Mobile phone number *		
Surname *	Email address		
Address			St Helier
Enter any part of the address and click the lens icon *	Country *	Back	Submit

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 <u>'Create Declaration'</u> – [do not select consignment declaration].

Consignments	Import Declarations	Export Declarations	<u>Payments</u>	<u>Refunds</u>	<u>My Info</u>
Home   Contact	us				
Welcome, Joe Bloggs	- account n r l12102				
Statement	of Account				
From here you can use	e the tabs above to look at yo	ur consignment history, make	e declarations or	payments, upda	ate your account details or apply for approved status.
The Statement of Acco	ount shown here lists all of yo	ur current consignments. If a	consignment for	which you have	e 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 g	oods which do not appear in	the list below, and you have i	not received a Cl	C, create a Vol	untary Declaration.
If you are to claim a re	elief, declare just one consig	nment at a time.			
Add Consignm	ent to This Account				
Enter CLC numbe	r				

No active documents found

Add

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



### <u>Reliefs</u>

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 <u>are not</u> 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

 Back
 Proceed

 Relief
 Image: Control of the select Proceed

- 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. Additional information 3. Goods classification 4. Submit and pay 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: Expected Date of 23/12/2020 If you have been given a tracking number or reference, provide this to help us match your Arrival in Jersey declaration to your consignment when it arrives. Simple steps will guide you through the Date of Arrival in Tracking Number ZE1555564789GB Jersey Consignor Amazon Import details Proceed Back Back Proceed NB: It is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration. NB: I\* ce under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

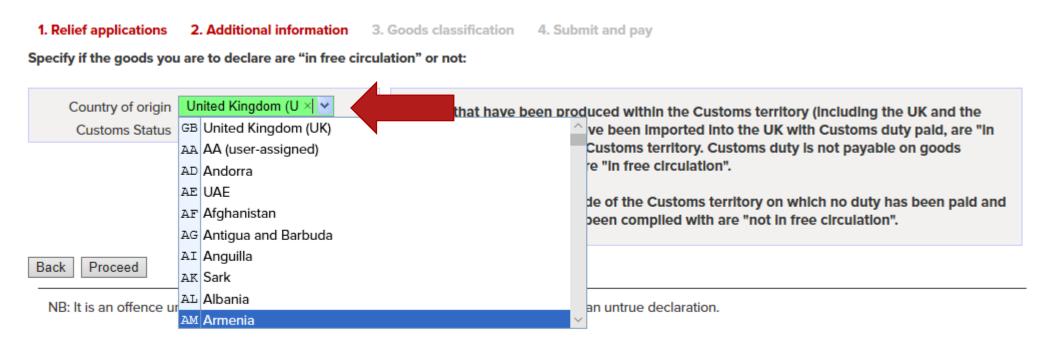
# **Create Declaration**



# Goods from the United Kingdom, enter GB and click on UK from the drop down menu and then proceed



### **Create Declaration**

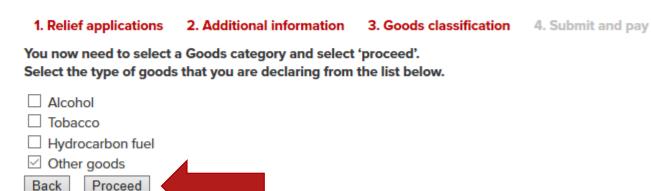


Now select from the following options by clicking on the relevant box, then proceed

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**





### Complete the active fields and proceed



**Note;** The commodity code field will not be available for completion. For this scenario we are declaring goods imported from the UK, you will not need to classify your goods, or look up a commodity code on the UK Trade Tariff website.

### **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		Description	Handbag	
Freight Cost*	[GBP] Pound Sterling ✓ [GBP] Pound Sterling ✓	Freight Cost*	300.00 [GBP] Pound Sterling V	
Back Skip Procee	ed	Back Skip Procee	ed	

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)		Declaration Tota	als
Importer	(I12102) Joe Bloggs		CIF	£420.00
Status Processed Authorised Pay in Monthly Statement	No No		Excise Value for GST GST	£0.00 £0.00 £420.00 £21.00 £21.00
Туре	Pre-arrival Declaration			
Import details	(none)			
Expected Date of Arrival in Jersey	23/12/2020			
Consignor	Amazon			
Notes				

#### If all details are correct select Submit.

#### **Declaration Lines**

Info	Tracking Number	Origin	Description	Items	Value	Freight cost	Duty	Total	Notes
		Customs Status		Origin					
	ZE1555564789GB	GB	[OF] Other goods: Handbag	1 Items	£300.00	£120.00	Excise: Goods are not excisable (none)	£21.00	(none)
		In Free Circulation					CCT: In free circulation (none)		
							GST: Value: £420.00, Rate: 5 £21.00		
							Security: (none) (none)		
Declare more Back Cancel Save Submit									

NB: It is 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	20201203-1		Declaration Tota	als
Importer	(I12102) Joe Bloggs		CIF	£420.00
Status Processed Authorised Pay in Monthly Statement	No No No		Excise Value for GST GST	£0.00 £0.00 £420.00 £21.00 £21.00
Туре	Pre-arrival Declaration			
Import details	(none)			
Expected Date of Arrival in Jersey				
Consignor	Amazon			
Notes				

#### **Declaration Lines**

Info	Tracking Number	Origin	Description	Items	Value	Freight cost	Duty	Total	Notes
		<b>Customs Status</b>		Origin					
	ZE1555564789GB	GB	[OF] Other goods: Handbag	1 Items	£300.00	£120.00	Excise: Goods are not excisable (none)	£21.00	(none)
		In Free Circulation					CCT: In free circulation (none)		
							GST: Value: £420.00, Rate: 5 £21.00		
							Security: (none) (none)		

I, Joe Bloggs, declare that the details enter Article 59 of the Customs & Excise (Jersey)	d here are accurate to the best of my knowledge. I understand it is an offence under .aw 1999 to matrix an untrue declaration.
Verify using your password	
Back Confirm	

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

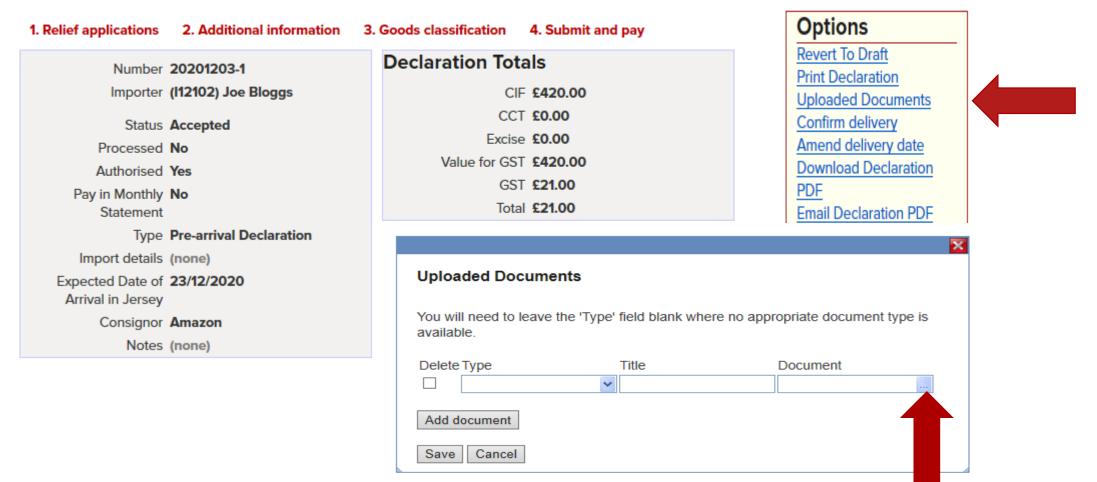


### Uploading documents

You can upload invoices, or paperwork to the declaration.

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

# **Declaration Details**





### Now proceed to make payment



#### **Declaration Details**

#### LOCKED

1. Relief applications	2. Additional information	3. Goods classification	4. Submit and pay
Number	20201203-1	Declaration Tota	als
Importer	(I12102) Joe Bloggs	CIF	£420.00
Status Processed Authorised Pay in Monthly Statement	No	Excise Value for GST GST	£0.00 £0.00 £420.00 £21.00 £21.00
Import details Expected Date of Arrival in Jersey Consignor	23/12/2020		

• 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

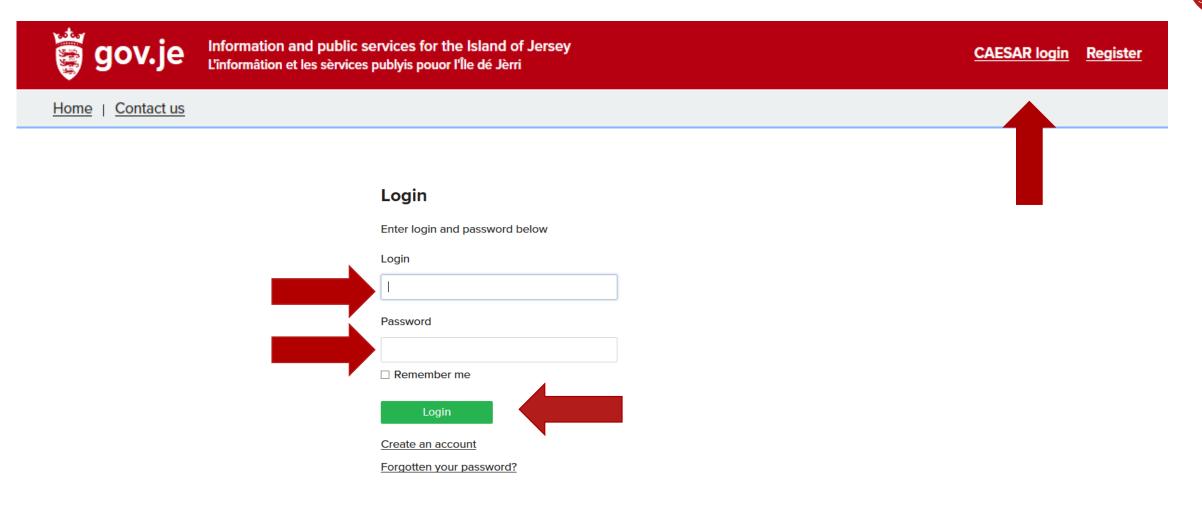
#### **Declaration Lines**

Info	Tracking Number	Origin	Description	Items	Value	Freight cost	Duty	Total
		Customs Status		Origin				
	ZE1555564789GB	GB	[OF] Other goods: Handbag	1 Items	£300.00	£120.00	Excise: Goods are not excisable (none)	e) £21.00
		In Free Circulation					CCT: In free circulation (none)	)
							<b>GST:</b> Value: £420.00, Rate: 5 £21.00	)
							Security: (none) (none)	

PAY Close

Now you have registered on CAESAR,

you can access your account by entering your user name and password, as shown below.





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

