

Pre-arrival Declaration Guide

Applicable to goods being imported from the UNITED KINGDOM only

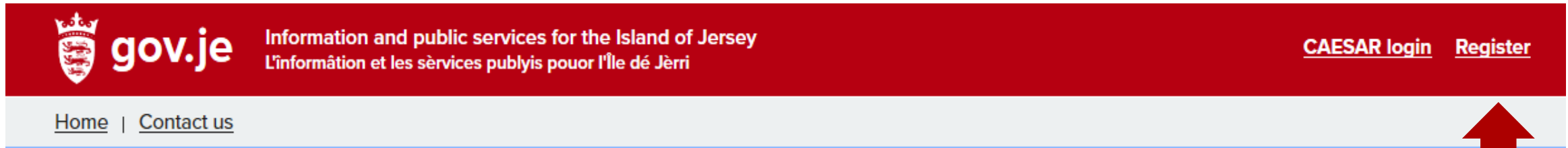
Individual importers [Not for Businesses]

A guide to declaring your imports from the UK



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

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



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 shows a web application interface. At the top is a dark red navigation bar with the following links: [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 has a dark red header with the text "Welcome, Joe Bloggs - account number 112102" and a large "Statement of Account" title. A red arrow points from the "Import Declarations" link in the navigation bar to the "Statement of Account" title. Below the title is a paragraph: "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 is a form titled "Add Consignment to This Account" with a text input field labeled "Enter CLC number" and an "Add" button. 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**

Back 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](#)

Create Declaration

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

Expected Date of Arrival in Jersey
Tracking Number
Consignor

If you have been given a tracking number or reference, provide this to help us match your declaration to your consignment when it arrives. Simple steps will guide you through the

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

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

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



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

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	United Kingdom (U ×	<p>that have been produced within the Customs territory (including the UK and the ve been Imported into the UK with Customs duty paid, are "In Customs territory. Customs duty is not payable on goods re "In free circulation".</p> <p>de of the Customs territory on which no duty has been paid and been complied with are "not in free circulation".</p> <hr/> <p>an untrue declaration.</p>
Customs Status	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	

Back Proceed

NB: It is an offence under the Customs Act 1967 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

Back

Proceed





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](https://www.gov.uk/guidance/uk-trade-tariff) 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	<input type="text"/>
Commodity code	<input type="text"/>
Number of items	<input type="text"/>
Goods Value	<input type="text"/>
Value currency	[GBP] Pound Sterling <input type="button" value="v"/>
Freight Cost*	<input type="text"/>
Freight Cost Currency	[GBP] Pound Sterling <input type="button" value="v"/>
Notes	<input type="text"/>

Description	Handbag
Commodity code	<input type="text"/>
Number of items	1
Goods Value	300.00
Value currency	[GBP] Pound Sterling <input type="button" value="v"/>
Freight Cost*	120.00
Freight Cost Currency	[GBP] Pound Sterling <input type="button" value="v"/>
Notes	<input type="text"/>

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 (112102) 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 23/12/2020
Consignor Amazon
Notes

Declaration Totals	
CIF	£420.00
CCT	£0.00
Excise	£0.00
Value for GST	£420.00
GST	£21.00
Total	£21.00

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

Declaration Lines

Info	Tracking Number	Origin Customs Status	Description	Items Origin	Value	Freight cost	Duty	Total	Notes
	ZE1555564789GB	GB In Free Circulation	[OF] Other goods: Handbag	1 Items	£300.00	£120.00	Excise: Goods are not excisable CCT: In free circulation GST: Value: £420.00, Rate: 5 Security: (none)	(none) (none) £21.00 (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 Totals
Importer (112102) Joe Bloggs	CIF £420.00
Status Draft	CCT £0.00
Processed No	Excise £0.00
Authorised No	Value for GST £420.00
Pay in Monthly Statement No	GST £21.00
Type Pre-arrival Declaration	Total £21.00
Import details (none)	
Expected Date of Arrival in Jersey 23/12/2020	
Consignor Amazon	
Notes	

Declaration Lines

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

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 **No**
Statement

Type **Pre-arrival Declaration**
Import details (none)
Expected Date of **23/12/2020**
Arrival in Jersey
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"/>



Now proceed to make **payment**



Declaration Details

LOCKED

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

Number	20201203-1
Importer	(112102) 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	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

- 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
	ZE1555564789GB	GB In Free Circulation	[OF] Other goods: Handbag	1 Items	£300.00	£120.00	Excise: Goods are not excisable CCT: In free circulation GST: Value: £420.00, Rate: 5 Security: (none)	(none) (none) £21.00 (none)

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



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](#)

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