

# Business Accounts

Guide to declaring imports from outside  
of 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 top navigation bar of the gov.je website. On the left is the gov.je logo and the text "Information and public services for the Island of Jersey" and "L'information et les services publyis pour l'Île dé Jèrri". On the right are the links "CAESAR login" and "Register". Below the navigation bar is 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 navigation bar.

## 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 **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 below, or you can declare them separately by selecting the CLC number.

For this scenario, we are going to declare the goods from the United States of America by selecting CLC **PDD9428905**.

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"/>	<a href="#">QIH3533141</a>	09/12/2020	14/12/2020	Awaiting Entry	Detained	(B0042) Test Shipping Line 2	Amazon	Coffee Machine
<input type="checkbox"/>	<a href="#">PDD9428905</a>		14/12/2020	Awaiting Entry	Detained	(B0042) Test Shipping Line 2	American coffee house	Coffee cups

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





You can declare your goods by selecting declare.

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

## Consignment 11548706

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 **American coffee house**  
Matched Consignee **(B12122) Caffe Latte Ltd**

CLC **PDD9428905**  
Line Identifier **202012092**  
Container/Trailer **tr345**  
Community Status **(none)**  
MRN **(none)**  
Outward Ref **(none)**  
Number Of Units **1**  
Number Of Items **1**  
Description **Coffee cups**  
Country Of Origin **USA**  
Gross Mass **100**  
Net Mass **100**

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

Notes **Cups are ceramic**  
Accompanying Documents **(none)**  
Comment **Consignee has been contacted to make a declaration**

**Related documents**  
Declaration **(none)**  
Invoice **(none)**  
Payment **(none)**

Number	Status
<a href="#">11548706</a>	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.

OK Cancel

**Goods Declaration**  
**Vehicle Declaration**



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

### Declaration Lines

Goods that have been produced within the Customs territory (including the UK and the Channel Islands), or that have been imported into the UK with Customs duty paid, are "in free circulation" within the Customs territory. Customs duty is not payable on goods imported into 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 complied with are "not in free circulation".

When declaring goods that are "not in free circulation" you will need to enter a commodity code for your goods below. You may use the online [UK Trade Tariff on gov.uk](https://www.gov.uk/uk-trade-tariff) to help you classify the goods.

[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 calculate Customs duty.

	Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	Duty	Total	Notes	
			US Not in Free Circulation	Coffee cups	1 Units 1 Items	(none)	(none)	Excise: CCT: GST: Security:	£0.00 £0.00 £0.00 (none)	£0.00	Cups are ceramic
		(none)	(none) Not in Free Circulation	(none)		(none)	£0.00	Excise: Goods category not selected CCT: Goods category not selected GST: Security:	(none) (none) £0.00 (none)	£0.00	

You will need to click "Calculate duty" to enter additional information that may be required to apply measures and calculate Customs duty.

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

CLC [QIH3533141] 1 Coffee Machine

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.

Select the correct **Country code** from the drop down or type **USA**.

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	Freight cost	Duty	Total	Notes	
		<a href="#">PDD9428905</a>	US Not in Free Circulation	Coffee cups	1 Units 1 Items	(none)	(none)	<b>Excise:</b> <b>CCT:</b> <b>GST:</b> <b>Security:</b>	£0.00 £0.00 £0.00 (none)	£0.00	Cups are ceramic
<b>S</b> <b>C</b>	(none)		[US] US US USA Circulation	Commodity code:		£0.00	0.00	<b>Excise:</b> Goods category not selected <input type="button" value="Calculate duty"/> <b>CCT:</b> Goods category not selected <b>GST:</b> <b>Security:</b>	(none) (none) £0.00 (none)	£0.00	

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



• If you wish to claim relief of Customs Duty (CCT) or Excise Duty, select 'Other'. Note, there are no Directions available for this option.


• In all cases provide details in the notes field

### Search Goods Result

OF

Goods

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



Origin	Description	Units	Value
	Coffee cups	1 Units 1 Items	(none)
SA	[OF] Other goods		£0.00
	Commodity code:		
			(none)

GST:  
Security:



Now enter in the **green box** what the item is and continue to **tab** through and enter the commodity code, the number of items and the value of the goods and submit your declaration.

You can find a commodity code by clicking on the [Trade Tariff link](#)

Goods that have been produced within the Customs territory (including the UK and the Channel Islands), or that have been imported into the UK with Customs duty paid, are "in free circulation" within the Customs territory. Customs duty is not payable on goods imported into 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 complied with are "not in free circulation".

When declaring goods that are "not in free circulation" you will need to enter a commodity code for your goods below. You may use the online [UK Trade Tariff on gov.uk](#) to help you classify the goods.

[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 calculate Customs duty.

	Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	Duty	Total	Notes	
		<a href="#">PDD9428905</a>	US Not in Free Circulation	Coffee cups	1 Units 1 Items	(none)	(none)	<b>Excise:</b> <b>CCT:</b> <b>GST:</b> <b>Security:</b>	£0.00 £0.00 £0.00 (none)	£0.00	Cups are ceramic
		(none)	[S] USA in Free Circulation	[OF] Other goods		£0.00		<b>Excise:</b> Goods are not excisable <input type="button" value="Calculate duty"/> <b>CCT:</b> Customs duties have not been calculated <b>GST:</b> Value: £0.00, Rate: 5 <b>Security:</b>	(none) (none) £0.00 (none)	£0.00	
		(none)	(none)			(none)	(none)	<b>Excise:</b> <b>CCT:</b> <b>GST:</b>	(none) (none) (none)	(none)	





After you have entered your **Commodity code** – click on **calculate duty** and select the correct option.

In this scenario Third Country goods has been selected.

	Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	Duty	Total	Notes	
		<a href="#">PDD9428905</a>	US Not in Free Circulation	Coffee cups	1 Units 1 Items	(none)	(none)	Excise: CCT: GST: Security:	£0.00 £0.00 £0.00 (none)	£0.00	Cups are ceramic
		(none)	[US] US in Free Circulation	[OF] Other goods Coffee Cups Commodity code: 3924100019	1	£500.00		Excise: Goods are not applicable Calculate duty CCT: Customs duties have not been calculated GST: Value: £500.00, Rate: 5 Security:	(none) (none) £25.00 (none)	£25.00	

### Tariff measures

Select the most appropriate scenario for the goods import

Scenario 1 of 2

Measures	Conditions	Duty Expression	Duty
103 Third country duty (ERGA OMNES, 1011)	(none)	6.5%	£45.50
305 Value added tax (ERGA OMNES, 1011)	(none)	20%	£140.00

Footnotes: [03020](#)

Select this scenario



Once you submit the declaration, you can upload any documentation, then enter your password and confirm

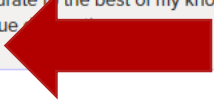
Number	20201210-1
Importer	(B12122) Caffè Latte Ltd
Status	Draft
Processed	No
Authorised	No
Pay in Monthly Statement	No
Type	Consignment Declaration
Import details	(none)
Notes	(none)

<b>Declaration Totals</b>	
CIF	£700.00
CCT	£185.50
Excise	£0.00
Value for GST	£885.50
GST	£44.28
<b>Total</b>	<b>£229.78</b>

### Declaration Lines

Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	Duty	Total	Notes
	<a href="#">PDD9428905</a>	US Not in Free Circulation	Coffee cups	1 Units 1 Items	(none)	£200.00	<b>Excise:</b> <b>CCT:</b> £0.00 <b>GST:</b> £185.50 <b>Security:</b> £44.28 (none)	£229.78	Cups are ceramic
	(none)	US Not in Free Circulation	[OF] Other goods: Coffee Cups Commodity code: 3924100020	1 Items	£500.00	£200.00	<b>Excise:</b> Goods are not excisable <b>CCT:</b> Value: £700.00 <b>GST:</b> Value: £885.50, Rate: 5 <b>Security:</b> (none)	£229.78	

, 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 statement or omission.  
 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 Lines

Info	CLC	Origin Customs Status	Description	Units Items	Value	Freight cost	
	<a href="#">PDD9428905</a>	US Not in Free Circulation	Coffee cups	1 Units 1 Items	(none)	£200.00	<b>Excise:</b> <b>CCT:</b> <b>GST:</b> <b>Security:</b>
	(none)	US Not in Free Circulation	[OF] Other goods: Coffee Cups Commodity code: 3924100020	1 Items	£500.00	£200.00	<b>Excise:</b> Goods are not excisable <b>CCT:</b> Value: £700.00 <b>GST:</b> Value: £885.50, Rate: 5 <b>Security:</b>

### 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 Government logo and the text "Information and public services for the Island of Jersey" and "L'informâtion 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**, **HMRC UK trade tariff website**, and **Step-by-step guide to declaring third country imports**. A red arrow points to the "Home" link in the top left navigation area. Below the navigation bar, there is a search bar with the text "Enter CLC number" and a button labeled "Add Consignment".

**Further information on imports and exports can be found at [gov.je](http://gov.je)**