**Business Accounts** 

# Guide to pre-declaring imports from outside of the UK, Guernsey, Isle of Man



### Welcome

Please find enclosed a user Guide which will assist your Business when creating and submitting a pre-arrival declaration for Third Country Imports.



### **Contents of the Guide**

- Information required before you complete your pre-arrival declaration.
- Tariff and Classifications and why they are important.
- Classifying your goods for the first time and a link to Guidance on HMRC webpages.
- A scenario showing you how to find a commodity code and a link to the UK online Global Tariff.
- A scenario showing the search for a Boy's blazer and finding the commodity code to match the blazer.
- Identifying the Country of Origin and how the measure is applied.
- Understanding measures.
- Logging into your account on Caesar.
- How to create the declaration.
- The declaration process from start to finish.
- Where to find more information.

### To complete your pre-arrival declaration, here is a list of the information you will require.



- **1**. Date the goods will arrive in Jersey, or an estimated date of arrival.
- Shipping route are the goods in Transit through the UK, or another Third Country, or a Direct shipment from a Third Country (Post Brexit, the EU is now a Third Country).
- 3. The consignor of the goods (supplier details).
- 4. The consignee of the goods (you the importer).
- 5. Shipping agent (e.g. Condor / DPD / Jersey Post / Ferryspeed etc).
- 6. Suppliers pro-forma invoice, or completed invoice.
- 7. Terms of Trade, otherwise known as Incoterms that set the conditions of trade between the seller and buyer.
- 8. The Country of Origin of the goods, meaning where were they manufactured.
- 9. Tariff Code(s) also known as the (Commodity Code / Taric / Nomenclature / HS code)
- **10**. Ensuring you have the **correct classification** for your goods.
- **11**. Value, description and as much detail on the goods as possible.
- **12**. Measures Do the goods require a Licence, or Certificates of Origin to support the import.

#### Note:

Suppliers will normally add the **Tariff codes** and the **Country of Origin** to the invoice. If this information is available, it should be obtained from the supplier before you commence with the pre-arrival declaration.



### What is Tariff and Classification, why is it important?

- All goods that are traded international must be identified by a number.
- This number is known as the Commodity Code. It is also known as the tariff classification of goods, or the tariff number because it is found in the UK Global Tariff, found via this link <u>https://www.gov.uk/trade-tariff</u>
- The commodity code is one of the most crucial pieces of data in a customs declaration. It is absolutely essential to get it right.
- Being able to precisely identify the goods helps customs to determine what rates of duty are applicable and whether an specific controls apply to the goods. For instance, customs need to treat plastic draining boards differently to plastic explosives.
- The commodity coding system is based on an internationally recognised system known as the Harmonized system, that is maintained by the World Customs Organisation.

### Classifying your goods for the first time?

Each commodity code is made up of a number of different parts based on:

- 1. The type of product
- 2. The material used to make it
- 3. The production method

You must accurately describe your item, please use the search tool.

Guidance can be found at <u>https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports</u>

### Ask HMRC for help classifying your goods

- How to ask for advice
- You must send one email for each of the goods you're asking advice on we'll reject your request if you do not.
- Email the Tariff Classification Service: <u>classification.enquiries@hmrc.gov.uk</u> for non-legally binding advice on classifying your goods.
- HMRC aim to reply to your email within 5 working days. This could take longer if we have a high number of requests.



# **Rules of Origin**



Rules of Origin is the criteria to determine the economic nationality (as opposed to the geographical nationality) of a given good.

Once **the origin of a good is established**, the correct rate of duty or tariff can be applied to that good when it crosses a border (customs union/customs territory).

To obtain preferential treatment, proof of origin is required and the direct transport rule also needs to be fulfilled.

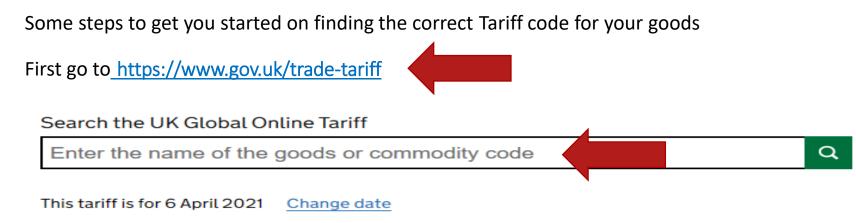
Direct transport is defined as a condition where the originating product must be transported **directly from the country of origin** to the destination country where the preferential origin is claimed without any interruption.

As a rule, if the goods have been cleared for free circulation in a third country enroute, the importer will **not obtain preferential treatment** for the goods when they arrive in the importing country, for example, UK-CD's Customs Union.

An exception is made when the goods concerned transit through a third country that is part of a cumulation zone that includes both the country of origin and the destination country or through a third country providing a single transport document covers the entire flow and includes transit under customs supervision through the third country.

To evidence compliance with the direct transport rule covering the passage of the goods through the country of transit, a document that proves this customs supervision may be required, for example, a "non-manipulation certificate". The only operation, other than loading/unloading, that are allowed in relation to the goods, is one that is designed to preserve their condition. Temporary storage is allowed, but only where it is for transport reasons.

Goods that travel through another country must not be entered into any customs procedures of that country.



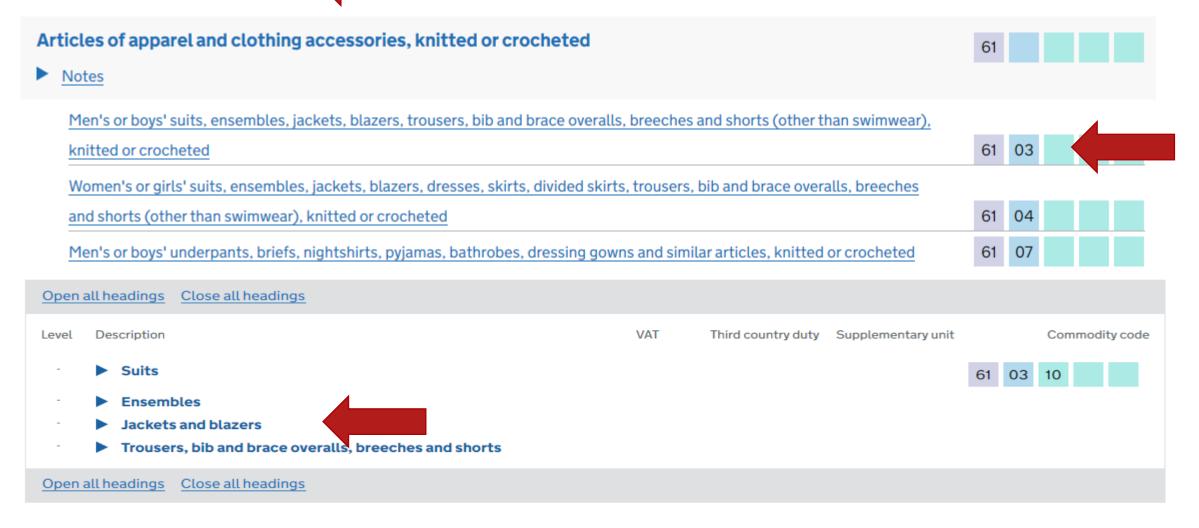
- 1. You will see the Search box, example above.
- 2. Enter the search term you want to use but remember an item may not be listed by name, it may come under what it's used for, or what its made from.
- 3. The tool will suggest a section, or number of sections, divided into chapters.
- 4. The headings in each chapter describe a product, only select a sub-heading if your item is accurately described.
- 5. If your item is not accurately described, check further down the list if none of the sub-headings match your item use the 'other' heading.



It shows further headers as listed below – we have selected **Men's or boys blazer 6103** – it then drills down to other headings, we select Jackets and blazers......(continued next page).

### **Results matching 'blazer'**

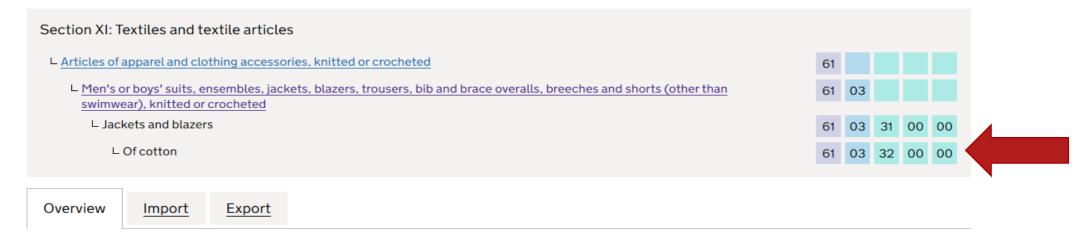




We have selected 'blazer' made of cotton – therefore the commodity code is 6103320000 for Import

If we were Exporting this item, the commodity code would be 61033200

This example shows the Third Country import duty is **12%** - however, if the **Blazer** was imported from **France** and **manufactured in France**, a preference rate of duty can be applied. As shown on next page.



#### Import

The commodity code for importing is **6103320000**.

Goods are subject to **Value added tax (0.00 %)** or **Value added tax (20.00 %)**, <u>Please see related guidance as to when zero VAT applies</u>.

Importing from outside the UK is subject to a thir country duty of **12.00** % unless subject to other measures.

Import measures and restrictions for specific countries can be found under the <u>import</u> tab.

#### Export

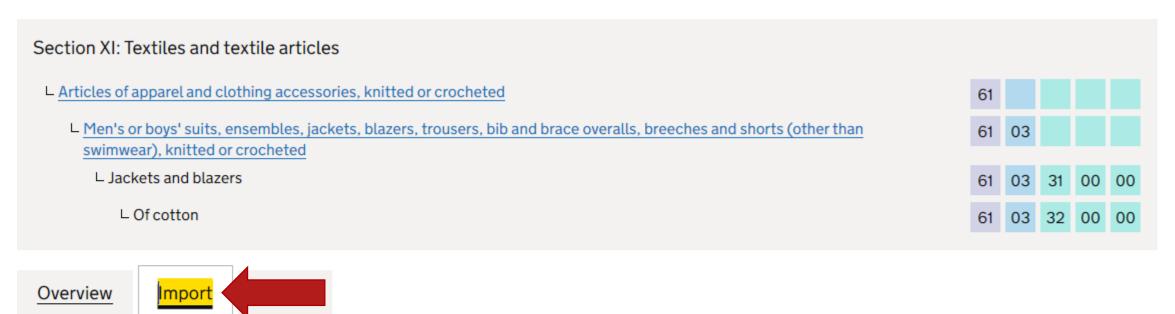
The commodity code for exporting and intrastat reporting is **61033200**.

Export measures and restrictions for specific countries can be found under the <u>export</u> tab.

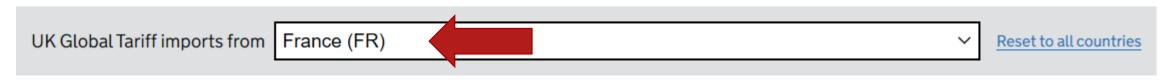


If you select **Import** and enter **France** as the Country of Origin (as the Blazer was made in France), the measures will flag up as shown on the next page.

Please note - if the same Blazer was shipped from France, but the Country of Origin was China, then Third Country should be selected. As shown on the next page.



### Measures and restrictions for importing into the UK under the UKGT



You will see from the list below it presents the Measures for France;



Third Country duty is **12%** - however, as there is a Trade Agreement with the EU – **EU produced / manufactured goods** can benefit from a preference rate of duty at 0.00%

Please also read the Footnotes, as this also contains information which may apply to your product.

#### Measures for France

Country	Measure	Value	Conditions that apply	Exclusions	Start date (End date)	Footnotes
<u>All countries (1011)</u>	Value added tax	20.00 %			01/09/2019	03020
All countries (1011)	Value added tax Additional code: <b>VATZ</b> VAT zero rate	0.00 %			01/09/2019	<u>03026</u>
All countries (1011)	Third country duty	12.00 %			01/01/2021	
All countries (1011)	Supplementary unit	p/st			01/01/2008	
European Union (1013)	Tariff preference	0.00 %			01/01/2021	
All countries (1011)	Suspension - goods for certain categories of ships, boats and other vessels and for drilling or production platforms	0.00 %	Conditions		01/01/2021	<u>Footnotes</u>
All countries (1011)	Animal Health Certificate		Conditions		01/01/2021	PR003
All countries (1011)	Import control on cat and dog fur		Conditions		01/01/2021	<u>CD568</u>

#### Footnotes

Code Description

### What are Tariff 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 **measure and scenario conditions** carefully to make sure you are selecting the correct scenario. Additionally, please have the relevant documentation ready to upload to the declaration on Caesar, or email it to the Revenue and Goods control unit at <u>rgc@gov.je</u> including the declaration number.

<u>Certificate of Origin</u> – If goods are shipped directly, or they are in transit through a Third Country, if a preferential rate of duty is available to gain a reduced, or zero rate of duty, this should be selected and the relevant Certificate of Origin uploaded to the declaration, or sent to the rgc@gov.je

Any preference rates applied against the import will require Officers intervention, before it can be authorised and the declaration finalised.

 $\times$ 

Login to your registered business account on Caesar, as shown below.



Enter login and password below

Login

J Bloggs

Password

•••••

Remember me

Login

Create an account

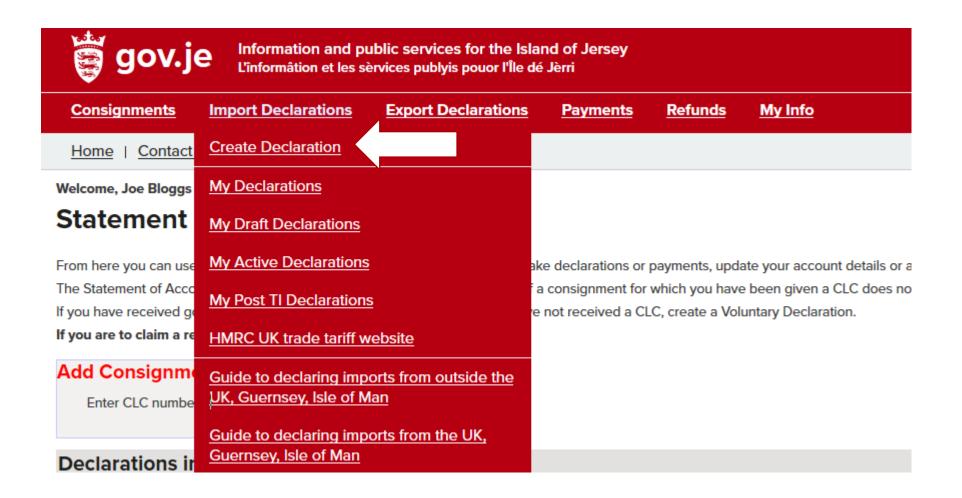
Forgotten your password?



When you successfully login to your CAESAR account, you will see a number of headings.

If you hover over these headings with your mouse pointer, you will see drop down menus appear.

Click on the Import Declarations – then select 'Create Declaration'. (As shown below)





Now select from the options below;

There are two options to select from – Vehicle Declaration and Goods Declaration

For this scenario we have selected Create Goods Declaration

### **Create Declaration**

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





Before you proceed with your 'pre-arrival declaration', please enter the intended Arrival date and the Consignor details (e.g. the Company sending the goods), from the drop down menu.



Accuracy with the information is paramount, as the Customs import system 'Caesar' will search for the information based on what information you have entered, if all the information is correct you pre-arrival declaration will be matched to the shippers manifest entry before the goods arrive in the Island.

### **Create Declaration**



Now create the **Declaration lines** on the screen. Please use the tab key and tab through each fields.

Leave the Tracking number empty – unless you have the tracking number.

Origin status – As the goods are from a Third Country – select from the drop down menu the Country of Origin

In this example – a the Blazer is made in FR – click on France and it will self populate France into the box.

Now **tab through** and select from the drop down menu for the **Description**, as shown on the next page.

### **Declaration Lines**

Goods that have been produced within the Customs territory (including the UK and the Channel Islands Jersey that are "in free circulation".

Goods imported from outside of the Customs territory on which no duty has been paid and no import fc

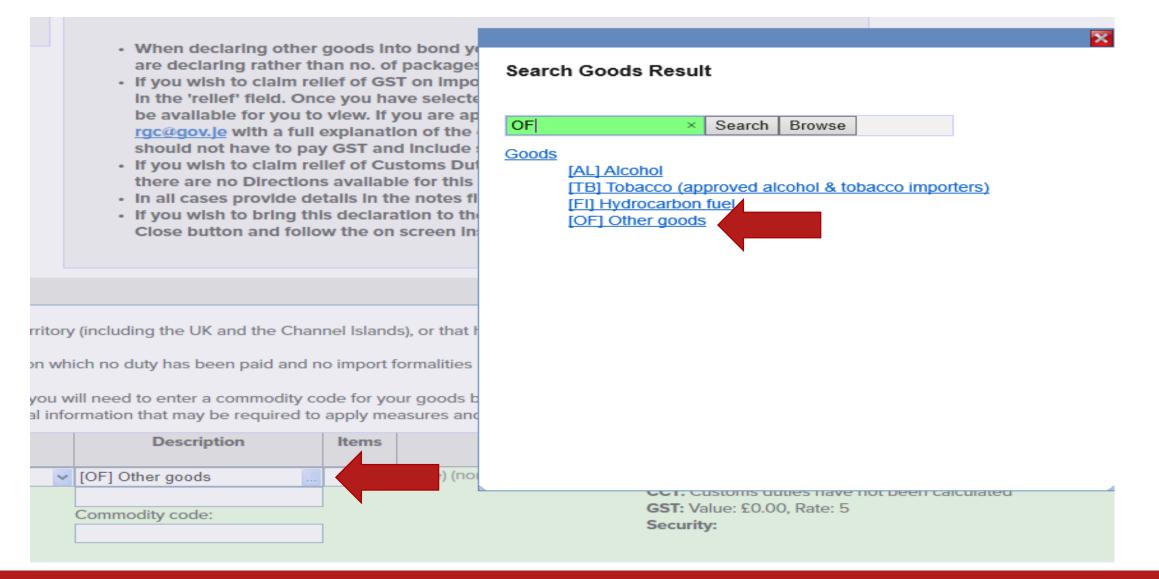
When declaring goods that are "not in free circulation" you will need to enter a commodity code for you You will need to click "Calculate duty" to enter additional information that may be required to apply mea

	Info	Tracking Number			Descrip	tion	Items	
S IIIQIII			[FR] France	~				
			Not in Free Circulation		Commodity code:			



Now select from the following options by clicking on the relevant boxes, if the Business is 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 tab through to the next box.



Once you select 'Other goods' – write what the goods are in the box below, and enter your commodity code, example as shown below for a Boy's Blazer.



Now tab through to Items and enter how many items, then tab through to the Value – remember to add the Freight Cost, as shown on the next page.

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

	Info	Tracking Number		Description	Items		Value		Duty
S C	l'		[FR] France	[OF] Other goods          Boy's Blazer          Commodity code:          6103320000		(no		Excise: Goods are not excisable CCT: Customs duties have not been calculated GST: Value: £0.00, Rate: 5 Security:	

# Line Freight Cost

#### LINE FREIGHT COST

Enclosed is 'Two examples' of the Line Freight Cost entered.

If the value of the Freight (shipping cost) is separate, this must be added to the declaration, if it is included in the value of the goods enter the word included.

#### **Examples**

1. The value is entered 1500.00 then Freight cost - £120.00

2. The value is entered1500.00 then Freight cost '**type in**' - included

	Description	Items	Value		
~	[OF] Other goods	1	£1,500.00 (none)	Excise: Goods are not excisable	
	Boy's Blazer		-		
	Commodity code:	, 		Value 1500.00	
	6103320000	]		Currency [GBP] Pound Sterling 💌	
				GBP Value <b>£1,500.00</b>	
				Line Freight Cost 120.00	
				Freight currency [GBP] Pound Sterling 👻	
				Freight cost in GBP (none)	
voi	an dutu ratan 👘 Importa a	nd owno	to Doving CCT and imp	orting gooda U Tradore importing goode	

Description	Items	Value				
F] Other goods	1	£1,500.00 Included	E	Excise: Goods are not e	excisable	
oy's Blazer						
mmodity code:				Value	1500.00	
03320000	]			Currency	[GBP] Pound Sterling 🔽	
				GBP Value	£1,500.00	
				Line Freight Cost	Included ×	
				Freight currency	[GBP] Pound Sterling 🔽	
				Freight cost in GBP	Included	
duty ratos Importe a	nd ovpo	te Daving CST and imp		rting goods   Tray	dors importing goods	

Now Tab through and click on 'Calculate Duty' – you will be presented with the Measures. (As shown on the next page)

There are two types of Measures – Fiscal Measures and Non Fiscal Measures

Therefore, please be aware that your goods may be liable to Customs duties and requires a Licence to import them, you will need to know what is required before the goods arrive in Jersey.

our goods below. You may use the online <u>UK Trade Tariff on gov.uk</u> to help you classify the goods. leasures and calculate Customs duty.

Value	Duty	Total	Notes
£1,500.00 Included	Excise: Goods are not excisable       (none)         CCT: Customs duties have not been calculated       (none)         GST: Value: £1,500.00, Rate: 5       £75.00         Security:       (none)		



You will see this screen with **3 of 3 Measure Scenarios**, enter the units, or weight as requested.

Now select the correct scenario – (as shown on the next page)

Please note - If goods have come from China and supplied by an EU supplier – then the Origin is China, not EU, therefore they would not be subject to EU preference and Third Country should be selected **as shown below**.

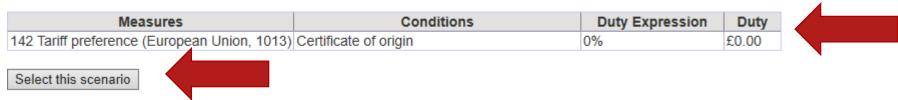
Only shipments which come Direct from the Country of Origin can claim preference rates of duty, if available.

		E
		-
Measurement units		
Number of items (p/st)		
Standard values		
109 Supplementary unit (ERGA OMNES, 1011) p/st		
Conditions for entry into free circula	ation	
Ensure the conditions for entry into free circulation ar	e met. You may be required to upload supporting documentation.	
350 Animal Health Certificate (ERGA OMNES, 1011) Footnotes: PR003	<ul> <li>Presentation of a certificate/licence/document</li> <li>Importation of animal pathogens Licence under the Importation of Animal pathogens Order 1980 (IAPO)</li> </ul>	
745 Import control on cat and dog fur (ERGA OMNES, 1011) Footnotes: <u>CD568</u>	<ul> <li>Presentation of a certificate/licence/document</li> <li>Other than cats and dogs fur as mentioned by Regulation (EC) No 1523/2007 (OJ L 343)</li> </ul>	
Tariff measures		
Select the most appropriate scenario for the goods im	port	
Scenario 1 of 3		
Measures 103 Third country duty (ERGA OMNES, 1011) (none)	Conditions         Duty Expression         Duty           12%         £180.00	
Select this scenario		
Scenario 2 of 3		





Scenario 3 of 3



If you have more than one item to declare, then click on the next line down and add another line, or by returning or enter on the key board.

Check your declaration is correct, then save & submit on completion.

#### **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 the UK with Customs duty paid, are "in free circulation" within the Customs territory. Customs duty is not payable on goods 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 the UK with Customs duty paid, are "in free circulation" within the Customs territory.

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

	Info	Tracking Number	Origin Customs Status	Description	Items	Value	Duty	Total	Notes
S C		[	FR] France 💊	[OF] Other goods	1	£1,500.00 Included	Excise: Goods are not excisable (none)		
		N	lot in Free Circulation	Boy's Blazer		-	CCT: Value: £1,500.00 £0.00 Calculate duty		
				Commodity code:			GST: Value: £1,500.00, Rate: 5 £75.00		
				6103320000			Security: (none)	L	
Save	Save & C	Close Save	e & Submit Close						

Now verify by entering your password and confirm to complete the declaration.

#### **Create Declaration**

Number	20210406-1	Declaration Tota	ls
Importer	(B6622) Creative Art	CIF	£1,500.00
Status Processed Authorised Pay in Monthly	No No	Excise Value for GST GST	£0.00 £0.00 £1,500.00 £75.00 £0.00
Statement	Des aminul Deslanation	10141	
Import details Expected Date of Arrival in Jersey			
Consignor	Pierre Cardin France		
Notes	(none)		

#### **Declaration Lines**

Info T	Fracking	Origin	Description	Items	Value	Freight cost	Duty		Total
N	Number	Customs Status							
(n	none)	FR	[OF] Other goods: Boy's	1 Items	£1,500.00	Included	Excise: Goods are not excisable	(none)	£75.00
		Not in Free Circulation	Blazer				CCT: Value: £1,500.00	£0.00	1
			Commodity code:				GST: Value: £1,500.00, Rate: 5	£75.00	1
			6103320000				Security:	(none)	

I, Shirley Brossman, 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 in untrue declaration. Verify using your password

Confirm Edit



When your declaration has been submitted, click back onto the 'declaration number' (shown below) to upload the paperwork to support the declaration.

Any **EU imports** over £1,000 will require a **Certificate of Origin**, or a **Declaration of Origin** printed on the suppliers invoice to obtain the EU preferential rate of duty.

### **Edit Declaration**

You may be required to upload supporting documentation:

- 9120 Importation of animal pathogens Licence under the Importation of Animal pathogens Order 1980 (IAPO)
- COO Certificate of origin
- Y922 Other than cats and dogs fur as mentioned by Regulation (EC) No 1523/2007 (OJ L 343)

This declaration (20210406-1) cannot be completed online due to the following reasons:

- Tariff measure litions should be reviewed by officer
- Proof of origin equired

The information you submitted has been saved. Contact Jersey Customs and Immigration Service on +44 (0) 1534 448088 for more information and assistance if required.



To upload the pro-forma invoice, or information to support the Country of Origin, please click on **Uploaded Documents** and **add documents**, then browse and find your saved document. **(As shown below).** 

Your pre-arrival declaration can then be authorised by an Officer before the goods arrive in Jersey.

Caesar will automatically match your pre-arrival declaration to the shippers entry when the goods arrive in Jersey, as long as the information entered on your declaration is the same description and value.

### **Pre-arrival Declaration Details**

Number 20210406-1 Importer (B6622) Creative Art

Status Pending Resolve -Officer Intervention Required - Environment Inspection Required

Processed No

Authorised No

Pay in Monthly No Statement

Type **Pre-arrival Declaration** Import details (none)

Expected Date of **30/04/2021** Arrival in Jersey

> Consignor Pierre Cardin France Notes (none)

aration Totals			Match with consignm Add Comment Uploaded Document
Uploaded Docum	ents		Confirm 2 ivery Amend to ety date Downloa eclaratio PDF
You will need to leave available.	the 'Type' field blank whe	re no appropriate documen	Email Demail Demail
Delete Type	Title	Document	
Add document			
Add document			



Options

Revert To Draft Print Declaration



### Further information on imports to Jersey can be found at gov.je

