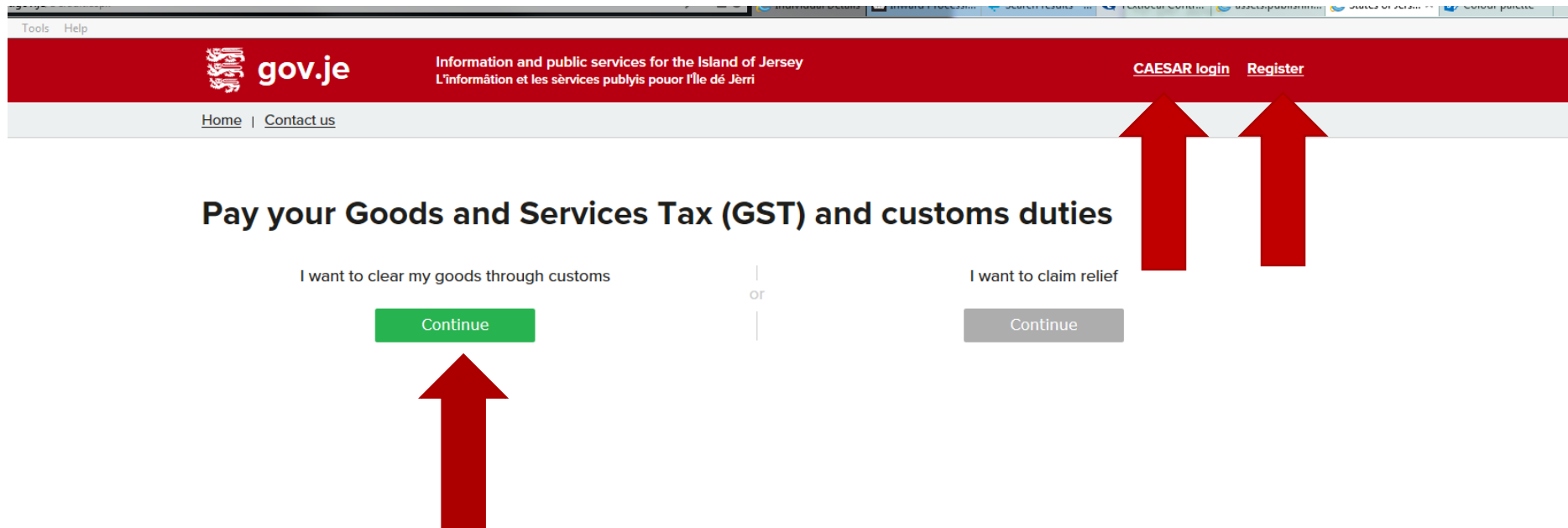


A guide to declaring imported goods from Great Britain [GB]  
& Europe [Pre-Brexit]

To declare your 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 even arrive in Jersey – 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 reference** number given to you by the shipper, or handling agent, select the green Continue button and follow the instructions.

Using your **CLC number** enter it into the reference box and complete the other boxes shown below, then continue

### Customs clearance

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

Reference number \*



Email address \*



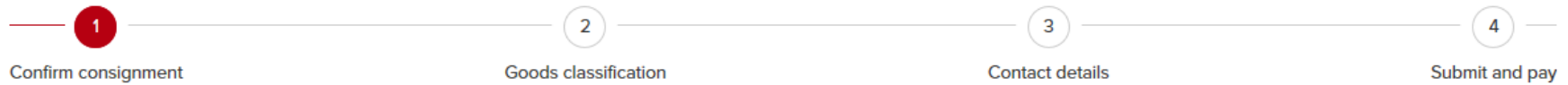
Phone number \*



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

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 [GBP or Euro] by clicking on the drop down arrow [as shown below] enter the value presented on your invoice, plus the Freight cost. Then select 'these details are correct'

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 \*

500.00

Goods value currency \*

[GBP] Pound Sterling

- EUR Euro
- USD US Dollar
- GBP Pound Sterling
- AED Dirham
- ALL Lek
- AMD Dram
- ZMW Kwacha

Freight cost \*

50.00

Goods value and freight cost

£550.00

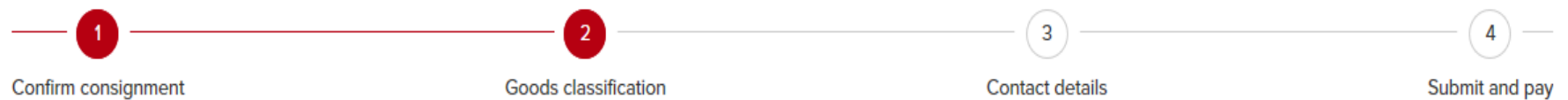
This is not my consignment

These details are correct

Select what you are declaring – Goods or a Vehicle?

Select by clicking on the small box and continue [as shown below]

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



### 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.

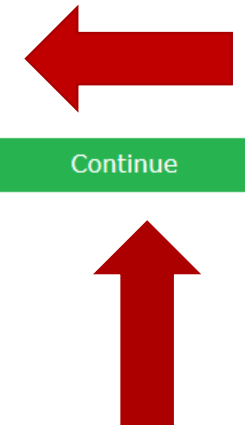
Select one category (you can add more later). If you are unable to select an appropriate category select 'Other goods'.

Alcohol

Tobacco

Hydrocarbon fuel

Other goods



If you have selected 'other goods' - In the description box enter the description of the goods.

If the goods are purchased from [GB] United Kingdom - Enter the Country of Origin box as [GB].

If the goods are from a country in Europe, also select the correct Country code by clicking on the drop down arrow [shown below]. Then **tab through** to the next box.


**Description**

**Country of origin \***

**Commodity code \***

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



- AA AA (user-assigned)
- AD Andorra
- AE UAE
- AF Afghanistan
- AG Antigua and Barbuda
- AI Anguilla
- AW Aruba

**Notes**



Once you have tabbed through the fields – and if you have selected **GB** you will note the Country of Origin is now entered as **[GB]** – now enter the number of items, so if you have 1 cotton dress enter **1** in the number of items box. If you have more items to declare – then select **declare more**. Once complete, select **continue** [as shown below].

Fields marked with an asterisk are required

Description

Country of origin \*

Number of items

Goods value \*

Value currency \*

Notes

If you have more goods to declare select 'Declare more'


Once the following boxes have been completed **select continue**.

## 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 \*

Back

Continue



If you have entered the wrong value amounts at the start of the declaration you can edit the CIF - [Cost insurance & Freight] value by clicking on this box [shown below]. Then save.

## 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
20190917-2	HDKLFLYWEFR	£550.00	£27.50

Goods description	Held by
2 clothes	CREATIVE ART



Then proceed to acknowledge that it is an offence to provide an untrue declaration by ticking the box and then submit and pay.

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.

I agree



If all details are correct select 'Submit and pay' to pay online with a debit card. If you've not completed your declaration you can select 'Save' and return to it later. If you want to pay in person at the Customer and Local Services Centre in La Motte Street select 'Save'. For more information on how to pay, select the below link 'Individuals importing goods'.

Cancel

Save

Submit and pay

