

CUSTOMS CLEARANCE AUTHORISATION



TO COMPLETE AN IMPORT AND/OR EXPORT DECLARATION UNDER UCC RULINGS THE FOLLOWING INFORMATION IS REQUIRED FOR CDS. PLEASE COMPLETE AND RETURN TO GERLACH CUSTOMS SERVICES UK TO DECLARE YOUR CONSIGNMENTS TO HMRC AS YOUR DIRECT REPRESENTATIVE.

SECTION 1: Parties involved in the transactions

1.1 Exporter Name

Exporter EORI

Exporter Address

SAD BOX 2
Data Element (DE) 3/1 & 3/2

Seller Name

Seller EORI

Seller Address

New Information for CDS
DE 3/24 & 3/25

1.2 Importer Name

Importer EORI

Importer Address

SAD BOX 8
DE 3/15 & 3/16

Buyer Name

Buyer EORI

Buyer Address

New Information for CDS
DE 3/26 & 3/27

Section 2: Valuation and Procedure

2.1 Delivery Terms – INCOTERM code

(SAD BOX 20 – DE 4/1)

Location up to which the INCOTERMs applies

2.3 Additions and Deductions (SAD BOX 45 – DE 4/9)

Is there anything that affects the customs value of the goods and is not specified on the commercial invoice? YES NO

If YES provide details and/or codes found in the relevant table in the Guidance Notes.

2.2 Valuation Indicators (SAD BOX 45 – DE 4/13)

QUESTION	YES	NO
Is there a price influence as a result of a party relationship between the buyer and seller?	<input type="checkbox"/>	<input type="checkbox"/>
Are there restrictions as to the disposal or use of the goods by the buyer in accordance with Article 70(3)(a) of the Code?	<input type="checkbox"/>	<input type="checkbox"/>
Is the sale or price subject to some condition or consideration in accordance with Article 70(3)(b) of the Code?	<input type="checkbox"/>	<input type="checkbox"/>
Is the sale subject to an arrangement under which part of the proceeds of any subsequent resale, disposal or use accrues directly or indirectly to the seller?	<input type="checkbox"/>	<input type="checkbox"/>

2.4 Nature of Transaction (SAD BOX 24 – DE 8/5)

Please provide the 2 digit code(s) for the type of transaction(s) applicable to your business e.g. Outright Purchase / Sale – 11

2.5 Currency of Goods

2.6 Customs Procedure Code (SAD BOX 37 – DE 1/10)

Please provide the full customs procedure code (CPC) *Note this will come in 2 parts.



SECTION 3: Commodity Code(s)

3.1 Commodity Code(s) (SAD BOX 33 – DE 6/14)

Please confirm below the commodity codes of the goods you are importing

3.2 Licence

Do your goods require a licence?

YES NO

3.3 Preference (SAD BOX 44 – DE 2/3)

Are the goods liable to preference?

YES NO

If YES please provide licence and/or preference details and goods description below

If the goods are liable to preference please state REX (Registered Exporter System) or Authorisation number on the commercial invoice.

SECTION 4: Deferment and CCG (If Applicable)

4.1 Deferment Account Number

Please confirm below DAN (deferment Account Number)

4.3 Country of Destination (SAD BOX 17a – DE 5/8)

4.2 Customs Comprehensive Guarantee (CCG)

Number (SAD BOX 52 – DE 8/3)

Type (SAD BOX 52 – DE 8/2)

4.4 Postponed VAT Accounting (PVA)

Are you using PVA (Postponed VAT Accounting)? If not state VAT will be charged to deferment

YES NO

SECTION 5: HMRC Supervising Office

Please state (if applicable) below the HMRC Supervising Office:

SECTION 6: Additional Information

Please advise any further information:

SECTION 7: Contact and Authorisation

Name:

Date:

Company Position:

Company Stamp:

Address:

I hereby declare the information provided is complete, true and correct to the best of my knowledge. Any changes to the above must be advised to Gerlach Customs Services UK Limited

Telephone Number:

Signature:

Email Address:



GUIDANCE SHEET



PLEASE REFER TO THIS GUIDANCE SHEET WHEN COMPLETING THE GERLACH CUSTOMS UK POWER OF ATTORNEY/CLEARANCE INSTRUCTION FORM YOU HAVE BEEN PROVIDED. IF YOU HAVE ANY FURTHER QUERIES CONTACT GERLACH TODAY.

SECTION 1: Parties involved in the transactions

1.1 / 1.2 Please provide the **full name, address and EORI number** of the importer and exporter.

An EORI number – Economic Operator Registration and Identification Number – is a unique ID code used to track and register customs information in the EU. Ensure the EORI number is registered to the relevant party.

Does your company ship with multiple suppliers with different incoterms? we would accept "As per Commercial Invoice"

Section 2: Valuation and Procedure

2.1 Delivery Terms – INCOTERM code and location

Incoterms are a commercial agreement between the buyer and seller as to whom pays incurring import/export charges. The location is the point where the INCOTERMS stop. Please see link below for further information

Does your company ship with multiple suppliers with different incoterms? we would accept "As per Commercial Invoice"

[KNOW YOUR INCOTERMS](#) 

2.2 Valuation Indicators

To ensure we are declaring the correct value of the goods we require to know any potential indications that the value has been applicable to a variation of influences.

2.3 Additions and Deductions

Any further charges which accumulate into the value of the goods which are not stated on the commercial invoice. As an example being cost of shipping.

2.4 Nature of Transaction

What is the reason for the import or export of the goods? This can have a direct impact on the customs procedure (CPC)(Section 2, Part 2.6)

2.5 Currency of Goods

What is the currency of the goods? Ensuring the correct currency is declared can save you over or under paying taxes.

Does your company ship with multiple suppliers with different incoterms? we would accept "As per Commercial Invoice"

2.6 Customs Procedure Code

How are the goods being import or exported? We require you to advise of the CPC enabling us to declare the correct procedure to import or export the goods. Please see link below for further information

[HMRC PROCEDURE CODES](#) 

SECTION 3: Commodity Code(s)

3.1 Commodity Code(s)

A commodity code determines the customs duties and other charges levied on the goods, the preferential treatments that may be applicable. Please see link below for further information

Does your company ship with multiple suppliers with different incoterms? we would accept "As per Commercial Invoice" OR you can provide an excel file of Commodities

[HMRC TRADE TARIFF](#) 

3.2 Licence

Do the goods you are importing or exporting require a licence? Certain commodities require a licence such as medication, steel and food stuffs (IPAFFS/PEACH). Please see link below for further information

[HMRC IPAFFS](#) 

3.3 Preference

Preference (preferential origin) is applied to goods from particular countries which have fulfilled certain criteria. The correct authorisation statement and REX (Registered Export System) number need to be stated on the commercial invoice. Only applicable to Imports



SECTION 4: Deferment

4.1 Deferment Account Number (if applicable)

Do you have a deferment account number (DAN)? This is an account which allows you to make one payment a month via direct debit instead of paying for individual consignments. Your deferment account number should be associated with your EORI number.

Only applicable to Imports

4.2 Customs Comprehensive Guarantee

For the launch of CDS you are now required to apply and obtain your customs comprehensive guarantee (CCG). Please ensure you have applied for one via the below link.

Only applicable to Imports

[HMRC CCG NUMBER](#) 

4.3 Country of Destination

What is the final country the goods you are importing or exporting destined for?

4.4 Postponed VAT Accounting

Are you applicable for postponed VAT account(PVA)? Please state yes or no to ensure it is applied to the declaration.

Only applicable to Imports

[HMRC PVA](#) 

SECTION 5: HMRC Supervising Office

Importing or exporting certain goods and/or under specific procedures requires a HMRC supervising office to be declared. The nominated supervising office is responsible for monitoring compliance with the conditions and requirements of the special procedure after the authorisation has been issued.

SECTION 6: Additional Information

This section is your opportunity to state any additional requirements you wish to be declared on your consignment. Please see below some possible further information we would require:

- Is there a specific party you wish to be used against different routing
- Do you require references to appear on the declaration
- Clarification on how to deal with discounts/uplifts shown on commercial invoice
- Contact information direct to your Import/Export team

Providing the above or any other information does not impact the declaration. Additional information is to aid us completing your declaration to your standard.

SECTION 7: Contact and Authorisation

Once you completed the above sections the best to your knowledge, we require your full contact details along with a signature. Please note once this form is completed, any further changes post completion will need to be advised to Gerlach Customs Services UK Limited. If you do not advise us of further changes we are obliged to use the information provided on this form.

Contact

Gerlach – Dover
3rd Floor, Charlton House
Dour Street, Dover
CT16 1AT

Tel No: +44 (0) 248 0892

Email: Sales@uk.gerlachcs.com
Customer.Service@uk.gerlachcs.com

Gerlach – Southampton
7 Contender House, Meridians Cross
Ocean Way, Southampton
SO14 3T

Tel No: +44 (0) 2380205820

Gerlach – Lichfield
Wood End Lane, Fradley Park
Lichfield
WS13 8NG

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