

Clearance Instruction for Personal Items into the United Kingdom

This clearance instruction form is for you to authorise Cosmotrans International Ltd, Unit 9 Felthambrook Industrial Estate, Feltham, Middlesex, TW13 7DU to clear your consignment through HM Customs by providing us information regarding your situation and circumstances when travelling into the United Kingdom.

You will need to provide the following:

- Completed Clearance Instruction, signed, addressed and dated.
- A signed detailed packing list (including value and how long you have owned the items).
- A clear copy of Passport/s for all persons travelling in to the UK.

Please complete the below details:

Personal Details	Surname:	Forename/s:	Date of your arrival: Day Month Year / /
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Packing Details	Packages include suitcases, cartons, tea chests, etc. You must attach a complete detailed packing list to this form numbered and sign each page of the list.	Total Number of Pieces:
	<input type="text"/>	<input type="text"/>

Shipment Information	Aircraft flight number or Ship's name:	Airway bill number or Bill of lading:
	<input type="text"/>	<input type="text"/>
	Place of loading abroad:	Place of Import:
	<input type="text"/>	<input type="text"/>
	Date of import:	
	<input type="text"/>	

I request Cosmotrans International Ltd to commit my clearance through customs based on my information provided on pages 2-4 and the information provided is accurate to the best of my knowledge.

Signature.....(Importer) Date.....

Transfer of Residence – (ToR)

If you are moving your permanent residence from outside the EC (European Community) to the United Kingdom, then please complete the Transfer of Residence Authorisation (ToR) online application. Once you receive your ToR Reference number or have received it already please insert it here..... and continue with the completion of this instruction form. The link to this application process is available via HM Customs portal for application of the Transfer of Residence (ToR) shown below:

<https://www.gov.uk/government/publications/application-for-transfer-of-residence-tor-relief-tor01>

Returning to the United Kingdom after a temporary visit, coming to study in the UK or a temporary visitor?

a) Are you a European passport holder and have you lived outside the UK for longer than 185 days or more, in a period of 12 months because of work or personal connections?

- No Go to b
 Yes Complete the online Transfer of Residence application above

b) Are you returning resident of the United Kingdom after a temporary visit?

- No Go to c
 Yes How long was your visit and passport number?

Number of days:.....Passport Number:.....

Go to Part A all goods purchased or obtained during the visit, including any obtained in a duty free shop.

c) Are you in the United Kingdom as a temporary visitor?

- No Go to d
 Yes How long is your visit?

.....
 Go to Part A – complete accordingly.

d) Are you in the United Kingdom as a student?

- No Go to Part A – complete accordingly.
 Yes Name and address of Institution where studies will commence?

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Part A

You must list the following goods below, even if they are already specified on your packing list:

Type of Goods	Description of Goods	Quantity	Country where obtained	Price/Value	How long have you had these?	Marks or description of package
Tobacco Products	If none, write "NONE"					
Spirits or Alcohol	If none, write "NONE"					
Wine	If none, write "NONE"					
Perfume/Toilet Water	If none, write "NONE"					
Tools of Trade	If none, write "NONE"					
Commercial Goods	If none, write "NONE"					
Prohibited and Restricted Goods	If none, write "NONE"					

Part B

You must list goods which you have possessed and used for less than 6 months?

Description of Goods	Quantity	Country where obtained	Date obtained	Price/Value	How long have you had these?	Marks or description of package
If none, write "NONE"						

Declaration:

I declare that all the answers given on this form, the packing list and copy passport are true and complete.

I am personally aware of what is contained in the package/s totalled on the first page and as specified on the attached packing list.

Signature.....

Date.....

Address in the UK.....

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Contact telephone numbers.....