**Import of Goods Notification Form – Non-Purchased Items**

Further information can be found in *Importing Goods – Customs Clearance into the UK* guidance

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| **Intended date of import:** |  |
| **Sender of the goods (name and address):** |  |
| **Reason for import – What will they be used for:** |  |
| **Customs Value**See step 1 of *Importing Goods – Customs Clearance Into the UK* guidance |  |
| **Commodity code/Harmonised Tariff Number:**The supplier should provide an 8 or 10 digit code for export purposes. The first 6 digits are the same globally. |  |
| **Description of goods:** |  |
| **Is the item to be re-exported subsequently?**If yes, please see step 3 of guidance | Yes / No |
| **Customs Procedure Code and Additional Procedure Codes:**See Below and Step 3 of guidance – If VAT and/or duty relief is being claimed, please also state which relief is relevant. |  |
| **Import Licence Required Y/N**See step 7 - Import licence applications should be made via the University Regulatory Compliance Officer |  |
| **Contacts (minimum 2) please instruct the supplier to clearly show these details on the documentation supplied to the delivery company.**  |
| **Name** | Contact 1 | Contact 2 |
| **Telephone number** |  |  |
| **School or department address** |  |  |
| **Email** |  |  |
| **N.B.** Contacts must be available at short notice in the event that goods clearance queries arise. |
| **Date:** |  |
| **Any additional comments:**  |  |
| **Standard Information Required for the Customs Declaration Service****University of Manchester Registration Numbers*** EORI: GB 849 7389 56 000
* VAT: GB 849 7389 56

Note: The University does not have a deferment account and does not use postponed import VAT accounting (PIVA). Payment of import taxes must be arranged via the delivery company by the School.**Customs Procedure Code/Additional Procedure Codes**4000 000 – This is to be used where no import duty or VAT reliefs apply. If relief is to be claimed and/or if temporarily moving goods into or out of the UK, please see step 3 of the guidance. **Customs Value**Based on the value of the goods plus delivery and insurance costs. Please request a valuation from the sender based on the **cost of production** or the **insured value** of the goods. If the insured value is used, please be aware that this could lead to a higher valuation, for example if labour costs are included in the cost of reconstructing the item.**Additional information**To provide if requested:* Valuation Method: Method 5 (Cost of Production)
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