



With the end of the transition period fast approaching we wanted to provide some information and suggestions on how you and your business can prepare. The most important thing to be aware of is that goods **MUST** be cleared before they arrive at port. Goods will no longer pass through without clearance.

To ensure that there are no delays at port the following must be completed before arrival.

- **Commercial Documents provided a minimum of 48 hours before arrival.** This time frame is imperative to ensure that there is time for clearance, payment of duties & taxes and to deal with any issues (Route Holds, Licenses, Missing Information).
- **Payment of duties & Taxes to be paid prior to arrival at the port.** We highly recommend that as a company you investigate getting a deferment account, if you do not already have one, this will mean that duties and taxes will be paid instantaneously, hugely reducing the risk of delay.

To apply for a deferment account please follow the below link:

[Apply for an account to defer duty payments when you import or release goods into Great Britain - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-an-account-to-defer-duty-payments-when-you-import-or-release-goods-into-great-britain)

If you have a deferment account or plan on getting one, we require you to complete a standing authority form, allowing us to use your deferment account for your clearances.

[C1207N - Standing authority for agent/freight forwarder\(s\) to request deferment of duty payment against importer's deferment approval number \(DAN\)](#)

If a deferment account is not feasible there are other options, but payment must be made same day.

- Our deferment account with an admin fee of 3% (total duty & VAT), minimum dependent on 2022 rates.
- FAS payment – for us to raise the IEPN (Import Entry Payment Notification) there is a fee of £25 due to a CHIEF connection being required. To raise the IEPN, complete the application, and send to the FAS Accounting team the fee is £50.
- **All clearance information provided accurately and timely.** The best method to provide this information is by completing a Customs Import Clearance Form per entry. Or if you are happy to confirm that the information on the commercial invoice from the exporter is accurate, we can use this for clearance with a signed direct representation letter (only needed to be signed once).
- **Required information for clearance.**
  - Full **10-digit** commodity code
  - Country of Manufacture of the goods (Also known as country of origin)
  - Full commercial value, zero value is not permitted for customs.
  - Pallet Count – must be accurate, any alternations after first receipt, will occur an additional entry fee.
  - Gross/ Net Weight - must be accurate, any alternations after first receipt, will occur an additional entry fee.
  - Incoterm, plus transport charges if the term is a collect term (EXW, FCA, FOB, FAS)