

**IMPORT CLEARANCE INSTRUCTION**

HMRC strictly expect traders to provide (and customs agents to receive) clearance instructions in writing.

We, the below named company, authorise Chambers & Cook Freight Ltd, Perrywell Road, Witton Birmingham, B6 7AT

(Tel) 0121 – 356 – 1441 / EORI GB555054253000 / VAT 555054253 to complete Import Customs Formalities on our behalf as indicated below. If any of the below is on your paperwork already, please place ‘as per invoice’ in the corresponding box.

|  |  |  |  |
| --- | --- | --- | --- |
| **IMPORTERS REFERENCE** | **COMPANY NAME** | **AUTHORISED BY (NAME)** | **DATED** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INFORMATION REQUESTED** | | **RESPONSE…** |
| 1 | Importer EORI Number |  | |
| 2 | Description of Goods |  | |
| 3 | Commodity Codes |  | |
| 4 | Commercial Value |  | |
| 5 | County of Origin of Goods |  | |
| 6 | CPC Code (if not free circulation/ home use, evidence must be provided for other CPC codes) |  | |
| 7 | Licenses/ GSP (if applicable) |  | |
| 8 | Incoterms |  | |
| 9 | Deferment Account Number |  | |
| 10 | If no Deferment, please advise how you are paying for Duty & Taxes. FAS, C&C Deferment. |  | |
| 11 | Are you deferring your VAT or paying now? |  | |
| 12 | Does your Exporter have a REX number? |  | |
| 13 | Port of Arrival |  | |
| 14 | Pallet Count, Gross & Net Weight |  | |

**SIGNED (AS PER “AUTHORISED” ABOVE”** … …………………………………………………………………………………………..