



Please use this form header when you need to provide documents for **import** and **export** entry clearance. Please send the information by email to [nch@hmrc.gov.uk](mailto:nch@hmrc.gov.uk)

Please use a separate form header for each entry number. Clearance will be delayed if the header is not used. For more details about the process, go to [www.gov.uk/national-clearance-hub-for-goods-entering-leaving-or-transiting-the-uk](https://www.gov.uk/national-clearance-hub-for-goods-entering-leaving-or-transiting-the-uk)

<p><b>1 Enquiry type</b> Enter 'X' in one box only</p> <p>Import <input type="checkbox"/> Export <input type="checkbox"/></p> <p><b>2 Entry number and date</b> DD MM YYYY</p> <p>Complete the full entry number (including the Entry Processing Unit (EPU)) and the date (these must be the same details you supplied for CHIEF). If you do not have an entry number, please answer question 3 instead.</p> <p>EPU <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Date <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><b>3 Master Unique Consignment Reference (MUCR)</b> Only answer question 3 if you are exporting goods and have left question 2 blank.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>4 For imports only - Freight option</b> Enter 'X' in one box only</p> <p>Maritime <input type="checkbox"/> Air <input type="checkbox"/> Road/RoRo/Rail <input type="checkbox"/></p> <p><b>5 Request type</b> <b>If you answered 'Import' at question 1, please tell us why you are making this submission.</b> Enter 'X' in one box only</p> <p>New <input type="checkbox"/> Query response <input type="checkbox"/> Cancellations <input type="checkbox"/></p> <p>Hold <input type="checkbox"/> Additional information <input type="checkbox"/></p> <p><b>If you answered 'Export' at question 1, please tell us why you are making this submission.</b> Enter 'X' in one box only</p> <p>New <input type="checkbox"/> Query response <input type="checkbox"/> Cancellations <input type="checkbox"/></p> <p>Hold <input type="checkbox"/> Additional information <input type="checkbox"/></p> <p>C1601 <input type="checkbox"/> C1602 <input type="checkbox"/> C1603 <input type="checkbox"/></p> <p>Withdrawal/Return of goods <input type="checkbox"/></p>	<p><b>6 Route</b> Enter 'X' in one box only</p> <p>This is the route described on form E2.</p> <p>Route 1 <input type="checkbox"/> Route 1 CAP <input type="checkbox"/> Route 2 <input type="checkbox"/></p> <p>Route 3 <input type="checkbox"/> Route 6 <input type="checkbox"/> Hold <input type="checkbox"/></p> <p>For maritime imports only - if you answered 'Hold' to question 5, please answer questions 7 to 9.</p> <p>Complete as much detail as possible to enable accurate monitoring of the submission. Please note that it is preferable to submit your entry when it is 'live'.</p> <p><b>7 Vessel name</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p><b>8 Vessel estimated date of arrival</b> DD MM YYYY</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><b>9 Vessel estimated time of arrival</b> Please enter the time using the 24-hour clock</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><b>Answer question 10 in all cases.</b></p> <p><b>10 Priority</b> <b>Wherever possible we will prioritise certain types of consignments. To help us prioritise your submission please enter 'X' in one box only.</b> Please note that selecting from this list does not guarantee a quicker clearance, but it will allow us to identify certain types of work that need to be closely monitored.</p> <p>Live animals/human remains <input type="checkbox"/></p> <p>Explosives/Fireworks <input type="checkbox"/></p> <p>High value art <input type="checkbox"/></p> <p>Class A drugs <input type="checkbox"/></p> <p>None of the above <input type="checkbox"/></p>
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