



May 2021

Dear [Customer]

We've been writing to you regularly to advise on the changes to buying goods from and selling goods to countries in the European Union (EU). The main differences since the Brexit transition period ended on 31 December are that customs declarations are now required for all imports and exports. Also, you may have to pay customs duty and continue to pay other taxes like import VAT.

Our last letter explained that you could delay your import declarations in many cases. In this letter we want to set out the process for making these delayed declarations and what you need to do now. At the end of this letter we explain where you can get help and advice.

How to delay your import declarations

For imports of most goods from the EU made during 2021 you have two choices when it comes to making import declarations. You can either make a full declaration at the time the goods arrive into Great Britain or you can choose to delay your declarations. If you do delay your declarations this will mean that you will also delay paying any customs duty and import VAT (unless you're VAT registered). You can find more information about delaying your declarations at www.gov.uk/hmrc/delay-import-declarations

You can't delay declarations for controlled goods, such as alcohol or tobacco. You can find out if the goods you import are classed as 'controlled' at

www.gov.uk/guidance/list-of-goods-imported-into-great-britain-from-the-eu-that-are-controlled

Before your goods are imported, make sure that you agree with the person responsible for moving your goods whether they will be declared using delayed declarations or making a full declaration at the time the goods arrive.

If you decide to delay your declarations, it's important that you:

- **keep an accurate record of what you're importing every time your goods arrive in Great Britain**
 - this is a legal requirement, the kind of information you will need to record includes the date and time of the import, a written description of the goods and the associated commodity code
 - for a complete list of what you need to record go to www.gov.uk/guidance/making-an-import-declaration-in-your-records-without-authorisation
- **send HMRC a supplementary declaration within 175 days of the date your goods arrived in Great Britain**
 - for example, if you imported goods on 1 January 2021, you will need to make your supplementary declarations by 25 June 2021
 - although the introduction of full import controls has been delayed until 1 January 2022 the requirement to submit supplementary declarations within 175 days of the goods arriving has not

We know that it is challenging getting used to new rules and we want to do everything we can to help and support you to get things right. It's really important you take time to read the guidance and understand how this applies to your business. If we find that you have deliberately missed the deadline for submitting your supplementary declaration you may have to pay a penalty of up to £2,500 and also lose the option of delaying future declarations.

Get ready to make supplementary declarations

If you have already imported goods using delayed declarations, please get ready now to have everything in place to make your supplementary declaration on time. You need to decide if you will make your own declarations or get a customs intermediary to do it for you.

You should only try to complete declarations yourself if you have the following in place:

1. An EORI number that starts with GB – if you do not already have one you can apply at www.gov.uk/eori (you will still need your own EORI number if you're using a customs intermediary).
2. A duty deferment account (DDA) to pay any customs duty you owe. This could take up to six weeks to set up.
3. Authorisation to use simplified declaration procedures, this can take up to 60 days.
4. Access to one of HMRC's customs processing systems – CHIEF or CDS.
5. Software specifically for simplified declarations that works with HMRC's customs processing systems. You will need to make sure you know how to use it and you may need to get training.

For each import you make from the EU, if you're using the delayed declarations process, you have 175 calendar days from the date of import to make the supplementary declaration.

You need to apply for a DDA and authorisation to use simplified declaration procedures now, if you have not already. For more information, go to www.gov.uk/guidance/prepare-to-make-supplementary-declarations

Appointing a customs intermediary

You can find more information about how to get someone to deal with customs paperwork for you at www.gov.uk/guidance/appoint-someone-to-deal-with-customs-on-your-behalf as well as a list of customs intermediaries that can help you at www.gov.uk/hmrc/agents-fast-parcel-operators

We regularly update this list to show which of these businesses have capacity to take on new clients and to provide more information about the services they offer.

You can also use our checklist of things to consider when you appoint a customs intermediary to help you find one that meets your business requirements. Go to www.gov.uk/hmrc/brexit-resources

Check if you can claim zero tariffs for your imported goods

If you import goods from the EU that originate in the EU, you will be able to claim zero tariffs, if the goods meet the rules of origin requirements. This means that you will not need to pay customs duty, but you will still need to pay VAT where applicable. More information on paying import VAT is available at www.gov.uk/guidance/vat-imports-acquisitions-and-purchases-from-abroad

You will need to provide proof that your goods meet the rules of origin and include this information in your supplementary declaration. If someone else is making your declarations on your behalf, you will need to give them this information. You can find more information at www.gov.uk/hmrc/preferential-duty-rates

Support and guidance available for importers and exporters

Small and medium-sized businesses (SMEs) can get up to £2,000 through the new SME Brexit Support Fund, to pay for practical support, including training or professional advice to adjust to new customs, rules of origin and VAT rules when trading with the EU. Find out more by going to www.gov.uk/guidance/grants-to-help-small-and-medium-sized-businesses-new-to-importing-or-exporting

We have a range of online guidance and tutorials available to help you. Here is some of the support that's available for you:

Importing and exporting step by step guides

Use our helpful guides to check the steps you need to follow if you're importing goods from or exporting goods to the EU. You'll find them at www.gov.uk/import-goods-into-uk and www.gov.uk/export-goods

Live webinars

You can attend our webinars to help you adjust to the new rules including:

- Customs Import Declarations: An overview
- Exporting: what you need to know to keep your goods moving

To register to attend one of our live webinars or to access recorded versions, go to www.gov.uk/guidance/help-and-support-for-uk-transition

Forums

Use our online forums to ask and get answers to specific questions about HMRC processes for import or export. You can access our customer forums at community.hmrc.gov.uk/forums/customerforums/tp

Whether you're still delaying import declarations or if you're one of many traders that are already making full customs declarations and paying duty and other taxes when you import or export, please make full use of the support available.

Yours sincerely



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