



HM Revenue & Customs (HMRC) has now advised that they will not accept a paper C3, C104a or other C documents (UK custom forms) for shipments arriving in the UK after 31<sup>st</sup> March 2017.

All import applications for movements into UK must be completed on line. It is recommended that these applications are done prior to the shipping of your goods. Once the shipper has completed and lodged the application process they will be advised of a unique reference number that will be needed for customs clearance of the shipment in the UK. **You must have this authorisation before your Household Goods / Vehicles are shipped.** Failure to do so may lead to holding fees.

The application can be done via this link

<https://www.gov.uk/government/publications/application-for-transfer-of-residence-tor-relief-tor01>

Once you complete the application, please print and email to the email address listed below. Have the subject be your first and last name. This will help HMRC easily locate your file.

Email to: [nch.tor@hmrc.gsi.gov.uk](mailto:nch.tor@hmrc.gsi.gov.uk)

Along with your Transfer of Residency, please be sure to send the following in the same email.

- A copy of your passport, including your visa if necessary
- Proof of residence ownership / letting from the country you are moving from
- proof of registration, this document should show you've taken up residence in the UK, and the date on which you did so.
  - You may also send some other, comparable document which provides reasonable evidence for this purpose
- Two signed lists of goods. This can be very generic list of goods. No need to go in to much detail. Ex: Box 1: Linen, Box 2: Clothing, etc.
  - Enclose copies of any documents which show you're going to live in the EU, for example:
- Your employment contract
- Your employer's statement
- Your work permit
- Your tenancy or purchase agreement for the home you plan to live in

Once you submit, you will get an automated email confirming that your application was received. It should take 2 weeks for you to receive a response with your Unique Reference Number (URN). Once you receive this by email, please forward it to me so I can list it on your export documents. If you do not hear back after 2 weeks, please contact HMRC by phone: 01144 3000 588454

for status by simply giving them your first and last name. Please note that you might be on the phone for some time.