



# **A Brexit Guide For Removers**

**March 2021**



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## **Introduction**

### **1.1 Purpose of this guide**

This guide is intended to bring together information and experiences to date (March 2021) of operating moving services from UK to/from EU countries since the end of the Brexit transition period on 31<sup>st</sup> Dec 2020 and present these in a coherent, structured format for use as an operating reference manual.

The necessary caveat of course is that the information contained in this guide is correct at the time of publication but is subject to review as or when legislation changes. Any feedback will be welcomed and should be submitted to Ian Studd at BAR so that future issues can be kept up to date.

### **1.2 Bibliography**

Content for the guide has been drawn from multiple sources and the BAR is grateful to all who have contributed to its production, including:

- FEDEMAC and its National Associations.
- FIDI and its Members.
- UK Government and specifically HMRC.
- Wellers Accountants.
- BAR Members.



## **2.1 Operating Licences, Permits and other requirements.**

### **2.1.1 Standard International Operator Licences**

To transport goods internationally by road, one of the following is needed.

- **Standard International Operator Licence for Great Britain.**
- **Standard International Operator Licence for Northern Ireland.**

For vehicles with a gross vehicle weight rating above 3.5 tonnes, other licences and permits will also be needed, depending on the countries being driven to or through:

### **2.1.2 UK Licence for the Community**

The **UK Licence for the Community** (this replaced the earlier EU Community Licence) enables UK operators to move goods to, from and through EU member states, **as well as Liechtenstein, Norway and Switzerland.**

**For a UK moving company, moving goods between UK and EU, Liechtenstein, Norway and Switzerland, the UK Licence for the Community is sufficient – an ECMT permit (see 2.1.3) is not required.**

You must hold a **Standard International Operator Licence (see 2.1.1)** to be eligible for the UK Licence for the Community.

Drivers with this licence can make up to **2** additional movements (**cross-trade or cabotage**) within the EU following a laden journey from the UK with a maximum of one **cabotage** movement which must be completed within 7 days of the main delivery from UK.

**Cabotage** – carrying-out a transport movement entirely within one specific EU country.

**Cross-trade** – carrying-out a transport movement between two EU countries.

A certified copy of the UK Licence for the Community must be carried in the vehicle when transporting goods in or through EU countries.

### **2.1.3 ECMT International Removal Permit**

Specialist removal companies can apply for a permit for laden or empty journeys to move household goods and business possessions between or across the 43 ECMT countries:

Albania, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine and the UK.

However all but 13 of these countries are covered by **the UK Licence for the Community (see 2.1.2)** and so an ECMT permit is only required to transport goods (or drive an empty vehicle) through the EU (except Cyprus), Liechtenstein, Norway and Switzerland to these 13 countries:

Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Russia, Serbia, Turkey, and Ukraine.

The permit must only be used for moving and removing household goods and business possessions. The interpretation of these terms is not defined but BAR members have reported that their understanding is that this permit is for full household moves only and not for the collection of, for example a single piece of furniture, or multiple small consignments. For this type of work a **general ECMT permit** rather than a **removal ECMT permit** is more appropriate. The ECMT removal permit can only be used in one vehicle at a time. It cannot be used for cabotage. The permit must be carried in the vehicle for the whole of the outward and return journeys.

### **2.1.4 Which permit to use?**



Although it should be possible to operate moves to/from EU on a UK Licence for the Community, most BAR members operating to/from EU carry both this and the ECMT permit. The technical use of each permit is correctly stated above but in practice local police may not fully understand these rules and for example, ask for an ECMT permit when it is not actually required. So, the best advice is to carry both.

### 2.1.5 Kent Access Permit (KAP)

Vehicles over 7.5 tonnes GVW travelling to Dover or Eurotunnel must have a Kent Access Permit (KAP). Without a valid KAP it is not possible to travel from the Port of Dover or Eurotunnel to the EU, and there is a possibility of a fine or of being turned back for entering Kent without one.

- The Kent Access Permit is a digitally issued certificate for drivers carrying out international transportation from the UK to Europe. It aims to make sure that drivers have completed the required documentation for crossing into the EU before even entering Kent.
- Drivers will receive a 'green', 'amber' or 'red' result from the "Check an HGV is Ready to Cross the Border" service.
- The "Check an HGV is Ready to Cross the Border" service is an online multi-lingual service that will ask questions relating to the expected EU import controls at the border to ensure that the lorry driver has all the necessary documents before they travel.
- The service includes an online portal for the registration of goods movements and an operator application to check compliance with the service.
- Based on the self-declared information, the service will indicate if the lorry driver is border-ready or not using a 'traffic light system':
  - **Green:** all relevant documentation has been declared present, and goods may be taken to the port.
  - **Amber:** documentation has been declared present, but goods can only be taken to the port after the driver has gone to an HMRC Office of Departure or a Third-Party Authorised Consignor to complete customs processes and obtained an MRN barcode.
  - **Red:** some or all documentation is missing, and goods should not be taken to the port.

### 2.1.6 Goods Vehicle Movement Service (see 2.8 GVMS and GMR)

The **Goods Vehicle Movement Service (GVMS)** facilitates movements via RORO ports by reporting vehicle details and customs declaration references for goods being carried prior to arrival at the port of export. For businesses intending to move goods through a UK port that uses the Goods Vehicle Movement Service then registration on the GVMS system is required to get the goods through Customs.

### 2.1.7 European EORI number

An EORI number is used to **identify businesses that intend to import or export goods to another country**. Since 1 January 2021, this includes EU countries. The EORI number is used for completing customs formalities and it is the way that Customs authorities identify who is importing or exporting goods. For moves to/from EU you will need an EU EORI number from any EU country which can be obtained from the Customs authority in any EU country. You must have an EORI number that starts with XI if you:

- Move goods from Great Britain (England, Scotland and Wales) to Northern Ireland.
- Move goods from Northern Ireland to another non-EU country.
- Make a declaration in Northern Ireland.
- Apply for a customs decision in Northern Ireland.

See **5.0 Moves to and from Northern Ireland**

**Details of how to apply for all these permits can be found at:**

<https://www.gov.uk/guidance/carry-out-international-road-haulage>.



## **2.2 Documents for the Vehicle**

List of documents required for the vehicle;

- **Vehicle and trailer registration documents (trailer registration plate affixed to trailer).**
- **Letter about MOT extensions due to coronavirus (COVID-19).**
- **Goods vehicle operator licence disc.**
- **Haulage licences or permits needed for the journey.**
- **Vehicle and trailer insurance (green cards and insurance certificates).**
- **GB Sticker.**
- **Vehicle security checklist.**
- **Vehicle tolls, charges or taxes.**
- **Certificate of compliance for the vehicle and trailer.**
- **Certificate of roadworthiness.**
- **Blind-spot sticker (France only).**

### **Vehicle and trailer registration documents (trailer registration plate affixed to trailer)**

The vehicle registration document must be carried when driving abroad. This can be either:

- The vehicle logbook (V5C).
- A VE103 to show that use of a hired or leased vehicle abroad is allowed.

The trailer registration certificate must also be carried on international journeys and the trailer registration plate must be affixed to the trailer.

### **Letter about MOT extensions due to coronavirus (COVID-19)**

MOTs have been extended due to coronavirus. The Driver and Vehicle Standards Agency (DVSA) has updated its electronic records but has not issued new paper documents. On international journeys, a copy of the letter from DVSA that explains that your MOT has been extended (see link below) must be carried on the vehicle. This letter has been shared with the European Commission and can be found using the link below:

[Letter for vehicle operators to carry during international journeys: Great Britain periodic inspection \(annual test\) exemptions for coronavirus \(COVID-19\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/534212/letter-vehicle-operators-covid-19.pdf)

The following documents should also be carried:

- A printed copy of the email confirmation from DVSA that a 12-month extension was granted.
- A print-out of the vehicle record from the service showing the MOT history of the vehicle - this shows the new expiry date.

### **Goods vehicle operator licence disc**

A valid operator licence disc must be displayed for either:

- A standard international operator licence for Great Britain.
- A standard international operator licence for Northern Ireland.

### **Haulage licences or permits needed for the journey**

Copies of the licences or permits that are needed for the journey (see 2.1) should be carried on the vehicle. When carrying out a job within an EU country (cabotage) extra documents must be carried regarding the load (**see 2.7 Cabotage Documents for the Consignment**).

### **Vehicle and trailer insurance (green cards and insurance certificates)**



A 'green card' is proof of motor insurance cover when driving abroad. A green card should be carried for any vehicle being driven in the EU (including Ireland), Andorra, Iceland, Liechtenstein, Norway, Serbia or Switzerland. More than one green card will be required if:

- The insurance is for fleet or multi-car insurance - a green card will be needed for each vehicle.
- The vehicle is towing a trailer – separate green cards will be needed for the towing vehicle and for the trailer (in some countries separate insurance is required for trailers).
- There are 2 policies covering the duration of the trip, for example, if the policy renews during the journey.

A physical copy of the green card must be carried when driving abroad. Electronic versions of green cards are not acceptable. A copy of the certificate of insurance should also be carried.

### **GB Sticker**

A GB sticker is not required if the number plate includes the GB identifier on its own or with the Union flag. However, a GB sticker must be displayed clearly on the rear of the vehicle if the number plate has any of the following:

- A Euro symbol.
- A national flag of England, Scotland or Wales.
- Numbers and letters only - no flag or identifier.

When driving in Spain, Cyprus or Malta, a GB sticker must be displayed no matter what is on the number plate.

### **Vehicle security checklist**

Vehicles and trailers must be secured to stop people using it to enter the UK illegally. Record the checks that are made on the vehicle security checklist which can be found using the link below:

[Vehicle security checklist: road transport companies and drivers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/vehicle-security-checklist)

### **Vehicle tolls, charges or taxes**

Paperwork, stickers, payment cards or electronic toll devices may be required to use roads abroad. It may be necessary to pay:

- Vehicle tolls or charges in EU countries.
- Vehicle taxes in some non-EU countries.

Some non-EU countries have an agreement with the UK that means that registered goods vehicles are exempt from these taxes. Check locally for the latest, most up-to-date information about road charges and taxes.

### **Certificate of compliance**

A certificate of compliance for the vehicle and trailer must be carried for all EU journeys. This will confirm that the vehicle meets the correct EU emissions standard and that the trailer meets the technical safety requirements. This can be obtained from the manufacturer.

### **Certificate of roadworthiness**

For all EU journeys, certificates of roadworthiness for the vehicle and trailer must be carried. These can be obtained through the Traffic Commissioner's office.

### **Blind-spot sticker (France only)**



New legislation in France from 1 January 2021 requires all vehicles over 3.5T to display warning stickers to indicate the position of blind spots to other road users. The new law includes vehicles from all countries – whether in or outside of the EU – with an authorised total weight of more than 3.5 tonnes. It applies to vehicles travelling “in an urban environment.” This is not clearly defined but presumed to be all built-up areas.



## **2.3 Documents for the Driver and Accompanying Crew**

List of documents required for the driver and accompanying crew members;

- **Coronavirus (COVID 19) test requirements for some journeys.**
- **Driving licence.**
- **Driver CPC card.**
- **Previous 28 days tachograph charts or driver's digital smart card.**
- **Passport.**
- **Health insurance card.**
- **Proof of income (France only).**
- **Permission letter to drive vehicle.**

**\*Drivers and/or crew are not able to take meat, milk or products containing them into EU countries.**

### **Coronavirus (COVID 19) test requirements for some journeys**

Several countries have introduced COVID-19 testing requirements for hauliers. The rules are different in each country. Check the rules before planning the journey using the link below and take the necessary action.

[Carry out international road haulage - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **See 3.0 The Impact of Coronavirus (COVID-19)**

#### **Driving licence**

A valid UK driving licence is required which must correspond to the category of vehicle being driven. An international driving permit (IDP) is not needed to drive in EU, Iceland, Liechtenstein or Switzerland, An IDP may be needed to drive in some EU countries and Norway if the licence is:

- A paper driving licence.
- A licence issued in Gibraltar, Guernsey, Jersey or the Isle of Man.

#### **Driver CPC card**

A Driver CPC qualification is required to drive a lorry professionally in the UK, the EU, Iceland, Liechtenstein, Norway and Switzerland. The Driver CPC card must be carried on all journeys.

#### **Previous 28 days tachograph charts or driver's digital smart card**

When driving a goods vehicle over 3.5 tonnes on EU journeys the EU rules on driver's hours and tachograph use apply (**see 2.12 EU Drivers Hours**). The driver must be able to produce;

- Tachograph charts and any legally required manual records for the current day and the previous 28 calendar days.
- The driver's digital smart card.

If the driver has been off work through illness or taken other time off in the 28 days before the journey, then they should carry an attestation form from their employer which can be found through the link below:

[Form of attestation of activities | Mobility and Transport \(europa.eu\)](http://europa.eu)

#### **Passport**

The expiry date should be checked together with the entry requirements of all the countries on the planned route. On the day of travel the passport should:

- Have at least 6 months validity remaining.



- Be less than 10 years old (even if it has 6 months left).

If it does not meet these requirements then it needs to be renewed prior to the journey otherwise it may not be possible to use it for travel to most EU countries, Iceland, Liechtenstein, Norway and Switzerland. These rules do not apply to travel to Ireland where the passport only needs to be valid for the duration of the stay there. UK passport holders can work in the EU without a visa provided that they do not spend more than 90 days in the EU within any 180-day period.

### **Health insurance card**

A European Health Insurance Card (EHIC) gives the right to access state-provided healthcare during a temporary stay in the EU country. An existing, valid EHIC can still be used but applicants for new cards (or renewals of old EHIC cards) will receive the new Global Health Insurance Card (GHIC) instead of an EHIC. It is good practice for the driver to leave photocopies of all medical, insurance and legal documents as back-up with family or friends in case copies are needed outside of normal business hours.

### **Proof of income (France only – 'Loi Macron')**

In France, all foreign drivers must carry with them proof that they are being paid at least the French minimum wage during the time that they are driving in France – this is known as 'Loi Macron'. The statutory minimum wage in France (the "SMIC"), is set annually and is currently EUR 10.39 per hour (as at March 2020). A higher minimum wage may be obligatory if stipulated in generally binding French collective bargaining agreements. In addition, foreign drivers must have a designated representative in France who stores all the documents required in France by the French authorities (e.g. monthly payroll details, contracts of employment etc.) in a French database. Fuel companies and others (e.g. DKV) can provide this facility.

### **Permission letter to drive vehicle**

Although not a formal requirement, BAR members have reported occasionally being asked to produce a letter on company letter-heading in which the company authorises the driver (full name and driving licence number) to drive a particular vehicle or vehicles (make, model, registration number) belonging to them (the company).



## **2.4 EU Transit Procedures and Documents**

**As a member of the European Union, UK goods previously moved freely between and through other member states without any formalities. As of 23:00 GMT on the 31st December 2020 freedom of movement no longer applies and formalities are necessary at the interface between the UK and the EU and across internal EU borders.**

The EU single market and customs union means that there are no trade or customs barriers between them, whilst at the same time, a protective wall is maintained to control imports from outside the bloc.

This means that import/export procedures will have to be followed and certain documentation provided.

The UK has successfully negotiated membership of the Common Transit Convention (CTC) which allows some customs processes to be carried-out away from the border.

Traders will only have to make customs declarations and pay import taxes and duties when the goods arrive at their destination.

Traders exporting goods under transit need to provide a guarantee to cover any potential customs duties and import VAT. Businesses using transit should apply to be authorised to use a Customs Comprehensive Guarantee (CCG) and once approved, obtain a guarantee from a bank or financial institution.

Although systems are mainly paperless, the Transit Accompanying Document (TAD) must accompany the goods and be presented at any transit office and at the destination.

**The TAD that most moving companies will use is the T1 form.**

The TAD carries the Movement Reference Number (MRN) in both number and QR code form and the latter allows faster processing by barcode reader at transit offices.

The consignor of the goods will need to enter their TAD MRN to GVMS (**see 2.8 Goods Vehicle Movement Service**) in place of an export declaration to complete their GMR as well as completing an EXS declaration.

Before a movement can start, an export declaration will need to be submitted as well as a transit declaration. Completing a transit declaration requires: the details of the planned journey for the goods, the guarantee reference number or details of the guarantee waiver and the local reference number. The master reference number from the export declaration and safety and security declaration may also need to be included.

If the trader is an Authorised Consignor, after the movement is released to the Transit procedure the driver will be given a TAD and can then (and only then) proceed directly to the port of departure.

If the trader is not an Authorised Consignor, the driver will be given a Local Reference Number (LRN) and must then present the LRN and the goods at a nominated Office of Departure.

**(An authorised consignor is a business that has applied for and been granted permission to start or end transit movements from their own facility rather than from a Customs office)**

Release of the goods to the system will be completed there and the TAD will be issued, allowing the driver to proceed to the port.

On arrival, the TAD must be presented to the customs authorities in line with their procedures.

If the destination is the premises of an Authorised Consignee, the driver may proceed straight there and present the TAD to allow the transit procedure to be closed. Otherwise, he/she must go via an Office of Destination for that to be done.

Note – the TAD will apply to all import and export movements between the EU and UK when more than one border is crossed during transit. This must be raised in advance of the transport journey commencing. Failure to discharge the TAD will result in either the consignor or consignee becoming liable in full for the VAT and duty applicable to the consignment.



Therefore, the CCG authorisation is required to guarantee any payment due.



## **2.5 Export Documents for the Consignment**

Documentation for Customs clearance in the destination EU country is covered in **Section 4 – Country Guides**. It is always good practice to obtain all the necessary destination Customs paperwork from the customer at the earliest possible opportunity and have this checked by the clearing agent in the destination country before the move is despatched from the UK, to avoid problems at destination.

### **List of documents required for export moves from the UK to EU countries**

- **Inventory.**
- **Export Declaration.**
- **Safety and Security Declaration.**
- **Transit Form.**
- **CMR Note \*.**

#### **Inventory**

A list of the contents for each individual move to include a description of the contents of each carton or package corresponding to the inventory number of that item.

#### **Export Declaration**

The Export Declaration is usually raised by the appointed UK clearing agent on behalf of the moving company. The Export Declaration document contains the unique MRN (Master Reference Number) which is used to track the consignment through the export port or terminal and to confirm that the consignment has left the UK. The driver will need to present the Export Declaration upon arrival at the UK export port/terminal.

#### **Safety and Security Declaration**

This must be submitted before the consignment arrives in the EU. The Safety and Security Declaration is usually raised by the appointed UK clearing agent on behalf of the moving company. It is either included in a full export declaration (above) or separately by making an exit summary declaration (EXS). Some ferry operators offer the facility to submit these declarations as part of the booking process. A separate safety and security declaration is required for each shipment.

#### **Transit Form**

##### **T1 transit form**

The T1 transit procedure allows non-EU goods to pass through EU member countries in transit to a final EU destination country where they must be cleared through Customs in that country according to local requirements (**see Section 4 – Country Guides**). The T form is usually raised by the appointed UK port clearing agent on behalf of the moving company. The T form must be discharged at the point when the consignment is cleared through Customs in the destination country. For multiple moves to one country, it is possible to consolidate these on one T-form with multiple MRNs.

##### **EAD (Export Accompanying Document)**

For a vehicle entering the EU at a port which is located within the destination country and where the load is being cleared at the entry port, then an EAD can be used and no T-form is required. However, if the point of clearance is elsewhere within that country then a T-form will be required through to the point at which it is cleared where the T-form will need to be discharged

##### **CMR Note\***

Although not technically required for household goods removals some EU destination countries do ask for these and so it is usual practice to complete one for each move. A CMR note is a standard contract used by companies that use a third-party provider to transport goods internationally by road. The CMR note confirms that the haulage company has received the goods and has a contract from the supplier to carry them.



## **2.6 Import Documents and Procedures for the Consignment**

### **2.6.1 List of documents required for import moves from EU countries to UK**

- **Inventory.**
- **Export Declaration.**
- **Safety and Security Declaration.**
- **Transit Document.**
- **ToR URN.**
- **CMR Note \*.**

#### **Inventory**

A list of the contents for each individual move to include a description of the contents of each carton or package corresponding to the inventory number of that item.

#### **Export Declaration**

The Export Declaration is usually raised by the appointed customs agent in the EU origin country on behalf of the moving company. The Export Declaration document contains the unique MRN (Master Reference Number) which is used to track the consignment through the export port or terminal and to confirm that the consignment has left the EU. The driver will need to present the Export Declaration upon arrival at the EU export port/terminal.

#### **Safety and Security Declaration**

For moves traveling:

- From an EU country into UK (from 1<sup>st</sup> July 2021).
- From mainland UK into Northern Ireland (from 1<sup>st</sup> Jan 2021).

An entry summary declaration (also known as ENS) must be submitted before the goods arrive at the destination port. The entry summary declaration will contain safety and security information about the consignment. This is usually raised by the appointed customs agent in the EU origin country as part of the Export declaration on behalf of the moving company. The ENS is not required for moves from an EU country travelling directly to Northern Ireland. A separate safety and security declaration is required for each shipment.

#### **Transit Document**

**There are two options for transit procedures from an EU country to UK:**

##### **(1) T2 form procedure**

The T2 transit procedure allows EU goods to pass through EU member countries in transit to a final non-EU destination country where they must be cleared through Customs in that country according to local requirements – for the UK this is through TOR (**see 2.5.2 ToR Relief below**). The T2 form is usually raised by the appointed customs agent in the EU origin country on behalf of the moving company. The T2 form must be discharged at the point where the consignment is cleared through UK Customs.

##### **(2) EAD/EU-A/EX-A procedure**

Alternatively, a form EAD (also known as EU-A or EX-A) can be issued in the EU origin country which acts as a transit document for the goods in free circulation from the EU origin country to the EU exit port. Many UK movers are reporting that this can also be used as the entry transit document to UK so long as the TOR clearance is carried out at the UK entry port. In this situation no T-form is required. However, if the shipment is being cleared at an ETSF (**see 9.0 ETSF Facilities**) warehouse in the UK then a T form needs to be issued for the journey from the EU exit port to the UK point of clearance. The EAD form is usually raised by the appointed customs agent in the EU origin country on behalf of the moving company. The T form (if required) is then issued by the export clearing agent at the EU exit port. The T form must be discharged at the point where the consignment is cleared through UK Customs (ETSF warehouse).



## ToR URN

This is the Unique Reference Number issued by UK Customs confirming that the consignment can be imported into the UK. The procedure to apply for and obtain the URN is covered in **2.5.2 ToR Relief** below. The URN number should be obtained before the import consignment is despatched from the EU origin country to avoid problems at the UK border. If the URN is not available when the consignment arrives in the UK, then either full charges will have to be paid (if the URN is granted at a subsequent stage then the customer can apply for a refund of any charges paid) or the consignment can be moved to an ETSF facility (**see 9.0 ETSF Facilities**).

## CMR Note\*

Although not technically required for household goods removals, some EU countries do ask for these and so it is usual practice to complete one for each move. A CMR note is a standard contract used by companies which use a provider to transport goods internationally by road. The CMR note confirms that the haulage company has received the goods and has a contract from the supplier to carry them.

## 2.6.2 ToR Relief

For moves from EU countries to England, Scotland and Wales, the person moving should complete the on-line application form at:

<https://www.gov.uk/guidance/application-for-transfer-of-residence-relief-tor1>

To apply for relief from duty and tax on their household and personal effects being brought to the UK on a transfer of residence (ToR) basis. The form can be completed by the moving company on behalf of the person moving so long as the moving company has a letter of authority signed by the client, confirming that the moving company are authorised to act on their behalf.

If the ToR application is approved, Customs will issue a URN (Unique Reference Number) which needs to be submitted to the UK clearing agent so that the import clearance can be processed.

People moving from an EU country to Northern Ireland do not need to apply for TOR relief as the goods are in free EU circulation (**see 5.0 Moves to and from Northern Ireland**).

Transfer of residence (ToR) relief is available when a person:

- Transfers their normal place of residence to Great Britain - it allows them to import their goods (destined for Great Britain only), including animals and means of transport, into Great Britain with relief from import duties and charges.
- Is a student coming to Great Britain for full-time study.
- Is moving to Great Britain to get married or enter into a civil partnership.
- Is moving to Great Britain following marriage or having entered into a civil partnership.

The relief exists for those persons who wish to make Great Britain their normal place of residence. This means that Great Britain will be their main principal home. The relief is only available to 'living persons' and their personal property. It is not available to trusts, companies, corporations, associations, groups or organisations.

There is no relief for goods imported from secondary homes (**see 2.6.3 Goods from Secondary Homes in EU, below**) and holiday homes. For these goods, the UK clearing agent will submit the UK Customs entry under a different procedure and calculate the charges payable.

Relief is available on any personal property intended for personal use or for meeting household needs. This includes:

- Household effects, personal effects, household linen, furnishings and any equipment intended for personal use or for use within the household.
- Cycles, motorcycles, private motor vehicles (and their trailers), camping caravans, pleasure craft and private aircraft.



- Household provisions necessary for normal family requirements, household pets and saddle animals.
- Portable instruments of the applied or liberal arts required by a trade or profession.

The relief does not apply to:

- Alcoholic beverages.
- Tobacco and tobacco products.
- Commercial means of transport.
- Non-portable instruments required by you for your trade or profession.

Any such items should be declared in full detail (e.g. type, brand, strength, bottle size, quantity for alcohol; type, brand, weight, quantity for tobacco) to the UK clearing agent who will submit a separate entry for these items and calculate duty, excise duty and VAT due.

This relief does not remove the need for licences for restricted goods, such as firearms or endangered species. The following items are restricted or prohibited from being included in a household goods shipment to UK:

- Alcohol and Tobacco Products.
- Unlicensed Drugs.
- Weapons, firearms, fireworks, explosives or ammunition.
- Pornographic material or indecent materials involving children.
- Counterfeit goods.
- Radio transmitters.
- Milk products or foodstuffs.
- Animals, birds or fish (whether alive or dead).
- Parts taken from protected animal species, including furs, ivory etc.

### **2.6.3 Goods from Secondary Homes in EU**

Goods being moved from secondary homes in EU (a secondary home is a home other than the main place of residence) to UK are generally subject to import tax when they arrive in the UK. The UK clearing agent will calculate the charges payable and submit the clearance through a different process to ToR. The mover will need to obtain a valued list of the contents of the move, from the customer to enable the clearing agent to calculate the charges. **(See 2.6.4 Goods not qualifying for ToR Relief – below).**

If the goods originated entirely from the UK, then they may qualify for Returned Goods Relief. To qualify for this relief, the goods must be re-imported in an unaltered state, apart from any work that may have been carried out to maintain the goods in working order - the goods cannot have been upgraded to increase their value. The goods must also:

- Have been in free circulation in the UK when they were exported.
- Not have been exported to be repaired or processed.
- Be re-imported within 3 years of their export.

If only a proportion of the original export is returned, then subject to the conditions above, relief is available.

**Goods transported from the UK and which were in the EU on 31<sup>st</sup> December 2020 will be eligible for Returned Goods Relief, even if the normal 3-year time limit for re-importation has expired if they are re-imported into the UK on or before 31<sup>st</sup> Dec 2021. All other conditions to qualify for relief must be met.**

### **2.6.4 Goods not qualifying for ToR Relief**

For goods moving into the UK which do not qualify for ToR relief then UK Customs will assess charges when the shipment is presented for UK clearance. In order to do this, they will require a detailed list with:

- Description of each item.
- Weight of each item.
- Value of each item.
- UK Customs commodity code for each item.



For a move of any substance, this is an onerous requirement and requires pre-planning if the circumstances of the move indicate that UK clearance will be through this procedure.



## **2.7 Cabotage Documents for the Consignment**

To carry-out cabotage (moves entirely within one country) within the EU, documents must be available showing the following information;

- The name, address and signature of the sender and haulier.
- The place and the date you picked up the goods.
- The place you are delivering to.
- The name, address and signature of the consignee with the date of delivery.
- A description of the goods, the method of packing, the number of packages and their special marks or numbers.
- The gross mass of the goods or their quantity.
- The number plates of the vehicle and trailer.

Most moving companies will have this information on the work sheet for the job but please note that it is necessary to provide a packing list for moves falling within this category.



## **2.8 Goods Vehicle Movement Service (GVMS) and Goods Movement Records (GMRs)**

### **2.8.1 Overview**

Goods moving into and out of the UK will be subject to new customs controls because the UK has left the EU Customs Union. Customs controls make sure HMRC can collect the correct duties at the right time, protect UK businesses and consumers and avoid any unhelpful trade distortions between the UK and the EU. The Goods Vehicle Movement Service (GVMS) will:

- Link declaration references together. This means that the person moving goods only needs to present one reference at the frontier to prove that their goods have pre-logged declarations.
- Link the movement of goods to declarations, meaning that they can be automatically shown as arrived and departed in HMRC systems in near-real-time.
- Notify users via their software whether their inbound goods have been successfully cleared in HMRC systems by the time they arrive in the UK.

### **2.8.2 Goods Movement Records and References**

At border locations operating a pre-lodgement model and using the Goods Vehicle Movement Service (GVMS) to control goods, pre-logged declaration references will need to be linked together within a single Goods Movement Record (GMR). Carriers will require hauliers to give them the reference generated by a GMR (the Goods Movement Reference or gmrl) when they arrive to use the crossings on these routes. This applies even for empty vehicles making a crossing. Each GMR contains details for a single crossing and can be used only once.

### **2.8.3 Details required to obtain a valid GMR**

Hauliers will need to get reference number proving that declarations have either been pre-logged or are not needed. This is needed for the goods in every vehicle making a crossing on a GVMS route. Hauliers will need to identify the vehicle and one or more unique reference numbers for each consignment it is carrying. These reference numbers may include:

- Transit Accompanying Document MRNs for goods moving via Transit.
- ATA Carnet numbers.

These references, and any Safety and Security declaration references must be linked together into one Goods Movement Record for each goods vehicle crossing the border. This also applies to unaccompanied trailers. Hauliers can do this in two ways:

- An online service.
- A direct link from software they use into GVMS.

When HMRC receives this information, we will provide a Goods Movement Reference which can be used by that vehicle on a single crossing.

### **2.8.4 Contents of a Goods Movement Record (GMR)**

- The Goods Movement Reference (or gmrl) – a unique identifier issued by HMRC to identify the record.
- The direction of the crossing.
- The vehicle registration number of the vehicle making the crossing.
- The trailer registration number of any attached trailer.
- The container number of an ISO container.
- Details of the planned crossing including the departure and arrival port and if known the carrier and departure time.
- Whether the vehicle arriving at check-in will accompany the movement on the crossing.
- Customs declaration references for all goods within the vehicle and its trailers
- Safety and security declaration references for all goods within the vehicle and its trailer.
- Transit declaration references for all goods within the vehicle and its trailers.
- EIDR, ATA or TIR reference numbers (if applicable).



## **2.9 Inland Border Facilities (IBFs)**

Inland Border Facilities (IBFs) are UK government sites where customs and document checks can take place away from port locations.

IBFs act as a Government Office of Departure (for outbound journeys) and as Government Office of Destination (for inbound journeys). Hauliers can start and end journeys at IBFs when moving goods in and out of the UK.

Checks for the following movements are carried out at IBFs:

- Common Transit Convention (CTC), also known as Transit.
- ATA carnet.
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

Hauliers may need to go to an IBF if they have:

- Entered the UK or plan to exit the UK via Dover, Eurotunnel or Holyhead and need:
- To start or end a CTC movement.
- CITES checks.
- An ATA carnet stamped.
- Been directed there because they are not border ready.
- Been directed there for a document or physical inspection of their load.

Locations of IBFs can be found at:

[Transporting goods between Great Britain and the EU: guidance for hauliers and commercial drivers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/transporting-goods-between-great-britain-and-the-eu)



## **2.10 UK Customs clearance agents**

Listed below are some Customs clearance agents currently being used by BAR members for import/export clearances from UK to/from EU:

<b>Name/Location</b>	<b>Email</b>	<b>Phone</b>
Harbour Shipping Dover		01304211919
Martintrux Dover		01304216832
PSG Freight Services Dover		01304240567
WS Logistics Felixstowe		01394272266

Additional Customs clearance agents can be found at:

[Customs agents - GOV.UK \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

**Please note that a listing for an agent does not constitute a recommendation by BAR for the services provided by that company and Members should always satisfy themselves of the credentials of a particular business when opening a business relationship with them.**



## **2.11 Border Procedures at main EU entry points**

### **2.11.1 Moving goods through France**

France has designed a smart border system for processing HGVs using ferry and Eurotunnel crossings. It pairs customs declaration data with the vehicle registration number transporting the consignment(s).

At check-in at ferry terminals or at the 'pitstop' at Eurotunnel, the driver will hand in the MRN. The MRN will be scanned and matched with the Vehicle Registration Number (VRN) or Trailer Registration Number (TRN).

For consignments from multiple traders, either the exporter or the driver can scan all the barcodes from the separate documents, using the Prodouanes app. This will create an MRN envelope. The driver will then only need to present one single MRN from the load they are carrying.

This data is analysed by the French customs system while the driver and consignment are on the ferry or train crossing the Channel. It allows HGVs to be pre-selected for further customs and/or sanitary and phytosanitary (SPS) controls.

The driver will be informed en route if:

- They can proceed.
- They need to declare for customs and/or SPS.
- There are any problems which need to be addressed before they can continue their journey.

### **Safety and security declarations for France**

For traffic from the UK, ENS declarations must be submitted into the French ICS before crossing the EU border. Submission can only be made by electronic data interchange (EDI) using certified software (or web portals). Some ferry operators provide ENS submission via their online booking service.

For accompanied freight, the haulier makes the ENS declaration entry into the French ICS.

For unaccompanied freight, the ferry operator makes the ENS declaration entry into the French ICS.

### **2.11.2 Moving goods through the Netherlands.**

The Netherlands logistics industry has online advice on how to pass through Dutch ports. This will help freight and logistics operators with the various formalities involved in UK-Dutch transportation of goods.

All customs declaration numbers for UK export and imports that travel through the Netherlands must be pre-registered via Portbase. This is a paid-for service.

Drivers will not be able to access Dutch terminals if they have not pre-registered via Portbase. The driver must present MRNs at UK check-in.

### **Safety and security declarations for the Netherlands**

ENS declarations are submitted via the Portbase system at the time of booking the crossing. The transmission of the data is always completed by the carrier (i.e. the ferry operator) for both accompanied and unaccompanied freight.

### **2.11.3 Moving goods through Belgium**

At Zeebrugge the RX/SeaPort digital system joins up the data submitted and required by all parties at the Port of Zeebrugge. The data is registered for imports and exports through their e-Desk. This can be done manually, through a linked data connection or through customs software.

Drivers will not be allowed to proceed to the Zeebrugge Terminal if customs declarations have not been pre-notified through the RX/Sea-Port e-desk. RX/SeaPort has detailed information about importing and exporting through the Port of Zeebrugge.



At Antwerp the pre-notification of customs documents is done via the Port Community system of C-point. This pre-notification can be lodged by the exporter, the freight forwarder, customs agent, or the haulage company. C-point has detailed online information about customs procedures at Antwerp.

### **Safety and security declarations for Belgium**

ENS declarations should be submitted into the import clearance system via an EDI interface to the Customs Computer Paperless Customs and Excises (PLDA) system.

In Belgium the ENS declaration submission is done by the ferry operator or shipping company for both accompanied and unaccompanied freight.

#### **2.11.4 Moving goods through Spain**

Ports in the South of Spain, such as Algeciras Port Authority, use the port community system Teleport 2.0.

The northern Spanish port of Santander will soon use a similar port community system. Those who register can trace their goods via the online e-service.

The Port of Bilbao uses its own port community system, e-puetobilbao.

Hauliers going from GB to Spain should:

- Make or arrange to make the ENS declaration into the Spanish ICS.
- Obtain the MRN.
- Log into the carrier system and link the vehicle registration number to the MRN.
- The system checks the first 4 digits of the Integrated Tariff of the European Communities (TARIC) code, number of packages and weight.

There is no equivalent 'envelope' system for groupage loads, so all consignments must be entered individually. The HGV cannot proceed to GB check-in unless goods have been cleared for export. The data must be sent to the carrier in advance of the HGV arriving at the GB port or the driver must have it with them.

### **Safety and security declarations for Spain**

An ENS declaration must be lodged for all consignments. The ferry operator must be satisfied that this requirement has been met before loading will be authorised.

For accompanied freight, the haulier makes the ENS declaration entry (using EDI only) into the Spanish CS. This doesn't rule out the possibility of a private agreement between the ferry operator and the haulier for the ferry operator to make the ENS declaration for accompanied freight.

For unaccompanied freight, the ferry operator makes the ENS declaration entry into the Spanish ICS.

The ferry operator sends the manifest (including references to previous ENS declarations) to the operatives in the Spanish ports. The operatives then send the documents to Aduanas (Spanish customs).

#### **2.11.5 Moving goods through Irish Republic**

All EU import declarations need to be submitted to the Automated Import System (AIS).

The Irish Revenue Customs RO/RO Service provides 3 functions to facilitate the flow of commercial vehicles into and out of Irish ports. The 3 functions are:

- Pre-boarding notification – customs declarations should be made in advance of arrival at the port of departure in the UK. The details of safety and security and customs declarations for all goods to be carried on an HGV need to be recorded in the pre-boarding notification (PBN). The PBN is a virtual envelope that links together the details of all the goods being carried on an HGV. The customs authority will provide a single instruction to be followed by the driver on arrival at an Irish port, regardless of the number of consignments on board the vehicle.



- Channel look-up (CLU) – hauliers can track the progress of the PBN via the Customs RoRo Service so that they know when to arrive at the terminal. The CLU service provides information on whether an HGV can directly exit the port or if the goods need to be brought to customs for checking. This information will be made available via the Customs RoRo Service 30 minutes prior to arrival of the ferry into Ireland and can be accessed by anyone in the supply chain.
- Parking self-check-in – drivers whose vehicles have been called for a physical inspection will remain in their vehicle and inform Revenue that the goods are available for inspection using this function. When an examination bay becomes available the driver will receive a text message advising where to attend for inspection.

Using the Customs RORO Service is a pre-requisite to receive the PBN without which access to the ferry will be denied.



## **2.12 EU Drivers Hours**

**In the European Union, drivers' working hours are regulated by EU regulation (EC) No 561/2006 which entered into force on 11 April 2007.**

### **Driving hours**

The main EU rules on driving hours are that driving hours must not exceed:

- 9 hours in a day - this can be extended to 10 hours twice a week.
- 56 hours in a week.
- 90 hours in any 2 consecutive weeks.

All driving under EU rules must be recorded on a tachograph.

### **Breaks and rest**

The main points of EU rules on breaks and rest are as follows:

- At least 11 hours rest every day must be taken – which can be reduced to 9 hours rest, 3 times between any 2 weekly rest periods.
- An unbroken rest period of 45 hours every week must be taken – which can be reduced to 24 hours every other week (in most EU countries this rest period must be taken away from the vehicle).
- A break or breaks totalling at least 45 minutes must be taken after no more than 4 hours 30 minutes driving.
- The weekly rest must be taken after 6 consecutive 24-hour periods of working, starting from the end of the last weekly rest period taken.



### **3. The impact of Coronavirus (COVID-19)**

#### **3.1 Overview**

The spread of Coronavirus, the rate of vaccination against the virus and the ways in which governments have taken actions to protect their citizens, vary considerably from country-to-country within the EU. The entry rules and requirements for different countries within the EU also vary country-by-country (even region-by-region within some countries such as Germany) and often change at short notice as governments tighten or relax controls to respond to infection levels within their borders. Therefore, the objective of this guide in relation to Coronavirus is to point the reader to sites which offer up-to-date information rather than to provide specific country-by-country information which will undoubtedly be out of date the moment it is written.

#### **3.2 Sources of information**

The following websites offer up to date information on entry requirements to specific EU countries;  
Gov. UK: [Get a coronavirus \(COVID-19\) test if you're an HGV or van driver - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-coronavirus-covid-19-test-if-youre-an-hgv-or-van-driver)  
CIBT: [CIBTvisas](https://www.cibt.org.uk/cibtvisas)

#### **3.2 UK testing centres for drivers**

The testing requirements for entry to EU countries are country specific and need to be checked prior to starting the trip. Free testing for drivers is available at specific haulier advice sites in UK which can be found at:

[Haulier advice site locations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/haulier-advice-site-locations)

There is also a drive-through testing centre at Manston Airport in Kent which is recommended for drivers using the port of Dover.

#### **3.3 Planning of trips**

When planning trips to EU countries, managers will need to check the availability of food, supplies and facilities in the destination and transited countries to ensure that drivers and crew are able to subsist.

#### **3.4 Expiry of test validity**

On longer trips, the initial test taken in the UK prior to departure may not still be valid for entry into EU countries further along the route and therefore on longer trips, multiple tests may be required to meet the testing validity requirement of each country being entered.

#### **3.5 Obligations on the customer**

In some countries the customer may have to apply for and have available, documentation which states their reason for moving e.g. in France a customer moving from a French residence must apply for and have available an 'Attestation sur l'honneur pour votre déménagement' for this purpose.



#### **4.0 Country Guides Overview**

The following pages outline the documentation required for importing household goods moves to an EU country on a country-by-country basis, to the best of current knowledge and belief. These pages are a summary of the documents required for household goods moves from the UK to a particular EU country on a transfer of residence basis. The guides do not cover cars, secondary homes, inheritances or any other exceptional circumstances and for any moves falling into these categories, it is essential to check requirements with a local agent in the destination country.

Many BAR members are reporting that Customs officers and some clearing agents, on the ground in EU countries are often not familiar with the rules for importing household goods into their country and so they may apply an incorrect clearance procedure which may result in charges being raised incorrectly.

It may be wise therefore, for the time being, to work with moving companies in the destination country for Customs clearance arrangements rather than using a commercial clearing agent, since moving companies are more likely to work with clearing agents familiar with the correct import procedures. Many BAR members have also reported problems opening accounts with commercial clearing agents in EU countries whereas most EU moving companies are glad to take on the work.

Within each Country Guide are details of clearing agents in that country offering import/export clearance services to UK moving companies and these are identified as either moving companies or commercial clearing agents. The agents listed have either contributed to this guide or they have been suggested by BAR members or they are BAR Overseas Members. **Please note that a listing for an agent does not constitute a recommendation by BAR for the services provided by that company and members should always satisfy themselves of the credentials of a particular business when opening a business relationship with them.** If anybody reading this guide has suggestions for clearing agents in EU countries, please contact BAR so that the details can be added into future editions.

It is always good practice to send the Customs clearance documents through to the Customs clearing agent in the destination EU country, to check, before the consignment is despatched from UK.

Most EU countries are now asking for proof of residence in the UK for a qualifying period before the customer can import their belongings tax and duty-free into the EU country. For many countries this can take the form of utility bills or bank statements, but some UK movers have found that they are being asked to produce change of residence certificates issued by the relevant embassy in UK.



#### **4.1 Country Guide Austria**

**Please refer to 4.0 Country Guides Overview.**

##### **Customs regulations and document requirements for Austria (inbound from UK)**

- Original ZBefr Form 2 or 2a (no scanned copy allowed).
- Original Power of Attorney to the moving company to allow to them represent the client at the customs office in Austria (no scanned copy is allowed).
- Copy Letter of Employment (stating that the customer has resided/worked outside the EU for at least twelve months prior arrival in Austria) or copies of gas, electric, phone bills etc. as evidence that the customer has lived outside the EU for that period.
- Copy of Residence Registration at the local municipality in Austria (confirming that this is the main residence).
- Copy of the Photo Page of the Passport.
- Copy of clearly readable Inventory/Packing List (in English or German).
- CMR document.

##### **Documents required for export clearance out of Austria (for UK bound moves)**

- Copy of Photo Page of Passport.
- Inventory/Packing List.
- "Ausfuhranmeldung" (This declaration must be completed by a professional customs agent on behalf of the customer).

##### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
E.Fall Internationale Vienna Moving company	andrej.tomicic@e-fall.com	+43 1 8659533 10
Spedition Lang Vienna Moving company	w.edtstadler@lang-moving.at	



## **4.2 Country Guide Belgium**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Belgium**

- Passport (copy including the page with customer's signature).
- Certificate of Residence obtained from the local Belgian town hall – copy is acceptable.
- Change of Residence Certificate (for Belgian citizens) – this should confirm residency in the origin country for at least 12 months with start and end dates.
- Proof of cancellation of residence abroad.
- Non-valued inventory list or packing list in English, French or German signed in original by customer.
- Certificate stating that the customer has resided outside the European Community for at least twelve months prior to arrival in Belgium (certificate issued by the Belgium Consulate at the place of origin) or employer in country of origin or branch office in Belgium.
- For company moves, a signed and stamped declaration from the employer confirming that the transfer is required.

### **Documents required for export clearance out of Belgium (for UK bound moves)**

- A T1 form.
- Copies of Inventory.
- Copies of customers passports.

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
FG Customs BV Machelen Commercial agent	geert@fgcustoms.be	+32 2 673 17 97
Putters International Brussels Moving company	info@putters.be	+3227214040



### **4.3 Country Guide Bulgaria**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Bulgaria**

- Copy of both sides of Residence Permit (Bulgarian ID card for Foreigners).
- Copy of Photo Page of Passport.
- Inventory list with translation in Bulgarian and total value (or pro forma invoice).
- Notarized Power of Attorney to represent the shipper at the customs.
- Notarized Declaration for permanent stay.
- Documents proving the shipper has lived permanently outside Bulgaria (EU) the last 12 months (letter from employer, rental agreement, paid utility bills, paid taxes for the last 12 months or other similar documents).
- Documents proving the transferee will live permanently in Bulgaria (letter from employer, rental agreement, property deed).

#### **Documents required for export clearance out of Bulgaria (for UK bound moves)**

- Notarized Power of Attorney to represent the shipper at customs.
- Copy of Photo Page of Passport and Bulgarian Residence Permit.
- Declaration of the reason for the export (e.g. client declaration or letter from employer).
- Inventory List with values (pro forma invoice).

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Matrix Relocations Sofia Moving company	bulgaria@matrixrelo.com	+359 2 807 6633
Orbit Ltd Sofia Moving company	lrangelov@orbit.bg	+359 2 970 6311



#### **4.4 Country Guide Croatia**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Croatia**

Croatian Citizen:

- Copy of HR ID/Passport.
- Declaration of Ownership (verified by a notary).
- Original letter from the Croatian Embassy in the host country that the shipper lived there from .... to ..... (Must show that the owner of the goods has lived abroad for more than 12 months).
- Two copies of a valued Inventory of all items (in Croatian).
- Power of Attorney (verified by a notary)
- Exemption from customs duties and VAT.

Foreign Citizen:

- Copy of Photo Page of Passport.
- Declaration of Ownership (verified by a notary).
- Copy of visa / extended stay permit / work permit / proof of residence (minimum of one year).
- Copy of lease/home purchase contract.
- Employment contract or company court registration documents (self-employed).
- Two copies of Valued Inventory of all items (in Croatian).
- Power of Attorney (verified by a notary).
- Exemption from customs duties and VAT.

Diplomats:

- Copy of Diplomatic Passport.
- VAT number of the Embassies.
- Original Letter of protocol issued by Croatian MFA.
- Two copies of Valued Inventory of all items (in Croatian).
- Power of Attorney (verified by a notary).

Antiques, Artefacts, Carpets, Paintings:

- Restrictions apply – when importing jewellery / art antiques, these items must be registered upon arrival in Croatia.
- No restriction on registered items as long as document from Croatian Ministry of Culture is available to show the presence of item in Croatia.

Important Note:

Shippers (Foreign or Croatian citizens) who do not meet these conditions must pay customs duties 25% VAT on the value of the goods and customs duties for the importation of household goods and/or motor vehicles. It is recommended to avoid the importation of electric devices, powers adapters and toys without the CE mark. Personal motor vehicle cannot be imported by Croatian citizens without paying customs duties and VAT and a special tax called TROŠARINE on motor vehicles. These forms must be original, and they must be written in the Croatian language.

#### **Documents required for export clearance out of Croatia (for UK bound moves)**

- Copy of the Photo Page of Passport.
- Power of Attorney (Verified by a local notary).
- Declaration of Ownership (verified by a local notary).
- Inventory in Croatian language (two copies).

#### **Clearing agents**



<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
MoveOne Zagreb Moving company	danijel.lackovic@moveoneinc.com	+385 1 3692 381



## **4.5 Country Guide Cyprus**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Cyprus**

- Sale agreement of the property sale, or termination of the rental agreement in the origin country. If the importer will retain their residence at origin then the title deed will be required in the importer's name.
- Utility bills from the origin residence e.g. electricity and phone bills.
- Bank account statement from origin country.
- Letter from employer at origin confirming the number of years of employment and the termination date.
- School certificates of attendance (proves that the parents had terminated the registration abroad)
- Marriage certificate.
- Acquisition of a house in Cyprus (rent or purchase agreement).
- Utility bills from the residence in Cyprus e.g. electricity and phone bills.
- Evidence that any children are registered at a Cypriot school.
- Evidence of employment in Cyprus. If the importer will be working for the same company in Cyprus, then a letter from the employer is required confirming the number of years of employment at origin and confirming the transfer to work for the same company in Cyprus.

### **Documents required for export clearance out of Cyprus (for UK bound moves)**

- The exporter must present their passport to Customs in person and whilst there sign Authority to Agent form (1002) to enable agent to proceed with export clearance.

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Colombia Worldwide Movers Limassol Moving company	zoeth@columbiamovers.com	+357 25 71 60 20
M.K. Worldwide Movers Ltd Limassol Moving company	mkmovers@cytanet.com.cy	+ 35 725 660 66
Orbit Moving & Storage Limassol Moving company	natasha@orbitcy.com	+ 357-25751155
Peter Morton Removals Ltd Paphos Moving company	headoffice@petermortonremovals.com	+ 357 26923588



## **4.6 Country Guide Czech Republic**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Czech Republic**

- Copy of Photo Page of Passport.
- Copy of Visa for non-EU citizens.
- Inventory List.
- Pro forma Invoice.
- T1 document (containing shipping instructions, customs office number, border crossing, truck license plate and nationality data).
- Proof of residence in origin country with at least two documents as evidence that the shipper has been out of EU for at least 12 months before arrival in EU (rental contract, company statement, bank statements, health insurance documents).
- Proof of residence in EU (EU residence permit, Czech ID card) for returning EU citizens.
- Rental /ownership contract for residence in the Czech Republic.
- Request for duty and tax fee importation (Document required in original format).
- Power of Attorney (Document required in original format).

### **Documents required for export clearance out of Czech Republic (for UK bound moves)**

- Copy of Photo Page of Passport.
- Inventory List.
- Power of Attorney.
- T1 or EX document issued by the customs broker (containing shipping instructions, customs office number, border crossing, truck license plate and nationality data).
- Pro forma Invoice.

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
AGS Prague Moving company		+420 2 8688 2160
Santa Fe Prague Moving company	prague@santaferelo.com	+420 2 3331 3154

## **4.7 Country Guide Denmark**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Denmark**

- Danish Customs Form 12024.
- Copy of the Photo Page of Passport.
- T1 document.
- Inventory list in English.
- Registration date at local municipality (shipment cannot arrive before registration has been completed unless it is placed in a bonded warehouse).
- The importer must have lived outside the EU minimum 12 months.
- The import must have owned and used items for minimum 6 months.

### **Documents required for export clearance out of Denmark (for UK bound moves)**

- Copy passport.
- T1 document.
- English Inventory list.

### **Clearing agents**

Name/Location/Type	Email	Phone
Alfa Quality Moving k Copenhagen Moving company	info@alfamoving.dk	+ 45 43 53 06 40
Aspire Mobility Group Copenhagen Moving company	SL@aspiremobility.com	+45 70 221 226
Interexpress Brøndby Moving company	mail@interexpress.dk	+ 45 44 85 07 77



## **4.8 Country Guide Estonia**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Estonia**

- Copy of the Photo Page of Passport and valid Visa.
- Residence Permit.
- Evidence of having lived in UK (e.g. lease agreement, letter from employer, local council registration etc.).
- Packing List.
- Pro forma invoice (with values).
- Waybill/CMR.
- Lease or accommodation contract in Estonia.
- Job Contract (if relevant).

### **Documents required for export clearance out of Estonia (for UK bound moves**

- Copy of Photo Page of Passport.
- Packing List/Inventory.
- Pro forma invoice (with values)
- EORI Number Registration.
- Export Declaration.

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
KLK Eesti AS Tallinn Moving company	andrei@klg.ee	+ 372 6 818818



## **4.9 Country Guide Finland**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Finland**

- Copy of passport.
- Finnish Customs Form 45.
- T1 transit form.
- Packing list.
- For Diplomatic clearances – additional original 'French paper' from Embassy confirming appointment – original required.

### **Documents required for export clearance out of Finland (for UK bound moves)**

- Export Declaration Form.
- Packing list.
- T1 transit form.
- Copy of passport.

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Victor Ek Moving Ltd Helsinki Moving company	charles.gray@victorek.fi	+358 400 265 245

#### **4.10 Country Guide France**

**Please refer to 4.0 Country Guides Overview.**

##### **Customs regulations and document requirements for France**

- Detailed Inventory with Values in euros.
- Signed "certificat de non cession" French Customs Form named Certificate of no sales.
- Proof of Residence in France (Lease Document or Utility Bill).
- Copy of Photo Page of Passport.
- Company Letter of Transfer **OR** change of residence provided by the French Consulate in the UK (proving more than one year stay outside the EU required and more than one year expected stay in France required).
- T1 Transit Form.

##### **Documents required for export clearance out of France (for UK bound moves)**

- Detailed inventory with values.
- Copy of Photo Page of Passport.
- Letter of Transfer or Change of Residence (provided by the City Hall in France).
- T1 Transit Form.

##### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Gamblin Paris Moving company	sabrina.decastro@gamblin.fr	+33 156471711
Logfret Le Have Commercial clearing agent	emouton@logfret.com	+33 235257137
Logfret Paris Commercial clearing agent	kpairon@logfret.com	+33 0130189950
Neer Service Paris Moving company	info@neerservice.fr	+33 1 34 45 50 00

#### **4.11 Country Guide Germany**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Germany**

- Customs Form 0350.
- "Abmeldebescheinigung" (Change of Residence Notice showing how long the shipper has lived outside the EU or a letter from an employer or German Embassy confirming 12-months residency outside the EU)
- "Anmeldebestätigung" (Confirmation of registration at the shipper's new residence in Germany).
- Copy of the Photo Page of Passport.
- Packing Inventory.
- Letter signed by the shipper to say that the shipment does not include any prohibited items.
- Rental Contract for their home (if possible).
- Contract of Employment (if possible).

#### **Documents required for export clearance out of Germany (for UK bound moves)**

- "Ausfuhranmeldung" (export declaration) is to be made before the move starts at the "Zollamt" (customs office) responsible for the customer's place of residence or online within one week of loading the shipment.
- Copy of the photo page of the passport.
- Address in destination country.

This declaration is made by use of the ATLAS-System (IT-System) by a professional on behalf of the customer. The customs office has the right to inspect the household goods to be moved and the export declaration should be made early to provide time to agree an on-site inspection before or on the day of loading.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Frey & Klein Frankfurt Moving company	wladislaw.haeuser@frey-klein.com	+ 49 6761905818
Hasenkamp Frankfurt, Berlin, Hamburg, Cologne, Munich Moving company	N.Meyers@hasenkamp.com	+49 (0) 2234 104-224
Kurz Moving Frankfurt Moving company	barbara.galir@kurz-moving.de	
Gebr Roggendorf GmbH Cologne Moving company	ask@roggendorf.de	+49 221 9566660



#### **4.12 Country Guide Greece**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Greece**

- Electronic and written authorization to customs broker.
- Declaration that no prohibited items are included.
- Packing List and High value Inventory List.
- Copy of the Photo Page of Passport.
- CMR/Bill of Lading.
- Affidavit form.

#### **Documents required for export clearance out of Greece (for UK bound moves)**

- Electronic and written authorization to customs broker.
- Declaration that no prohibited items are included.
- Packing List.
- Consignment Instructions.
- Final CMR (copy).
- EU Exit Point.
- Copy of the Photo page of Passport.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Celebrity Athens Moving company	hara@celebrity.gr	+30 210 272 0106-9
Orphee Beinoglou Athens Moving company	nzervou@beinoglou.gr	+ 30 (210) 9466 362

#### **4.13 Country Guide Hungary**

**Please refer to 4.0 Country Guides Overview.**

##### **Customs regulations and document requirements for Hungary**

- Complete Import Declaration.

The following documents are required to get the import declaration issued in case of Hungarian citizens:

- Copy of Hungarian passport (page with the photo).
- Copy of Hungarian ID, Hungarian address card and tax card (both sides).
- Copy of the utility bills and lease contract at origin for the last 12 months.
- Copy of visa (at the origin country).
- Original hard copy of Power of Attorney for export custom clearance.
- Original hard copy of statement showing the personal effects are in the shipper's possession for more than 6 months.
- Original hard copy of Value Statement.
- Original hard copy of duly signed work statement from the employer.

The following documents are required to get the import declaration issued in case of foreign citizens:

- Copy of Passport (page with the photo).
- Copy of Work Permit in Hungary (non-EU citizens).
- Copy of Residence Permit in Hungary (non-EU citizens).
- Copy of Accommodation Reporting Form in Hungary (non-EU citizens).
- Copy of Registration Document (EU citizens).
- Copy of address card (both sides) (EU citizens).
- Shipper's mother's full maiden name.
- Copy of the utility bills and lease contract at origin for the last 12 months.
- Copy of driving license at origin (if available).
- Copy of visa (at the origin country).
- Original hard copy of Power of Attorney for export custom clearance.
- Original hard copy of statement showing the personal effects are in the shipper's possession for more than 6 months.
- Original hard copy of Value Statement.
- Original hard copy of duly signed work statement from the employer.

The following documents are required to get the import declaration issued in case of diplomatic person:

- Copy of Diplomatic Passport (page with the photo).
- Shipper's mother's full maiden name.
- Original hard copy of Power of Attorney for export custom clearance.
- Original hard copy of Value Statement.
- Original Protocol from the Ministry of Foreign Affairs (in Hungarian 'Vammentesitesi Kerelem').
- Copy of Hungarian diplomatic card.
- Original hardcopy of the translated packing list to Hungarian signed out by the shipper and with apostil form MFA.

##### **Documents required for export clearance out of Hungary (for UK bound moves)**

- Complete Export Declaration.

The following documents are required to get the export declaration issued in case of Hungarian citizens:

- Copy of Hungarian Passport (page with the photo).
- Copy of Hungarian ID, Hungarian address card and tax card (both sides).
- Original hard copy Power of attorney for export custom clearance.
- Original hard copy Value Statement.

The following documents are required to get the export declaration issued in case of foreign citizens:



- Copy of Passport (page with the photo).
- Copy of Hungarian ID, Hungarian address card and tax card (both sides).
- Shipper's mother's maiden name.
- Original hard copy Power of Attorney for export custom clearance.
- Original hard copy Value Statement.

The following documents are required to get the export declaration issued in case of diplomatic citizens:

- Copy of Diplomatic Passport (page with the photo) or Hungarian diplomatic card.
- Shipper's mother's maiden name.
- Original hard copy Power of Attorney for export custom clearance.
- Original hard copy Value Statement
- Original Protocol from the Ministry of Foreign Affairs (in Hungarian 'Vamszemle Kerelem').

### Clearing agents

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
EuroMove Budapest Moving company	monika.pap@euromove.hu	+36 30 361 2522
MoveArtis Budapest Moving company	zoltan.toth@moveartis.com	+36 20 343 1144
Santa Fe Relocation Budapest Moving company	david.jaloviczky@santaferelo.com	

#### **4.14 Country Guide Ireland (Not Northern Ireland – see 5.0 for moves to/from Northern Ireland)**

**Please refer to 4.0 Country Guides Overview.**

##### **Customs regulations and document requirements for Ireland**

- Pre boarding Notification (PBN) once Export Declaration and Safety & Security Declaration completed – To generate a PBN for a TOR application the importer must request a PBN from customs directly from [CustomsPBN@revenue.ie](mailto:CustomsPBN@revenue.ie).
- Documentation proving residence in Ireland Signed lease agreement and utility bills, bank statements, or official documentation showing permanent place of residence in Ireland but when providing bank statements at least one utility bill is also required.
- A letter from the Employer confirming position and date of commencement of employment and end date. If moving to Ireland with the same employer a letter saying this will suffice.
- One year bank statements showing evidence of day to day living in origin country dated before the date of arrival to Ireland. Customs need to see proof of day to day living in the origin country and so they will also want to see some utility bills from that country.
- Confirmation of the disposal of the residence in the origin country so this would need to be the last lease agreement with end date on it or confirmation of sale of home (home doesn't have to be sold just a letter saying it is up for sale will suffice and hasn't sold yet).
- C&E1076 and TOR1 Forms (Transfer of Residence).
- Copy of the Photo Page of Passport.
- Irish PPS or proof of application.
- Flight/Ferry booking with arrival date into Ireland.
- Documentary Evidence from Origin and Destination (Employment Contracts, Property/Tenancy Documents, Utility Bills, Bank Statements).
- Valuation of Shipment.

##### **Documents required for export clearance out of Ireland (for UK bound moves)**

- Export Declaration and Safety & Security Declaration (SSD).
- Pre-Boarding Notification (PBN) generated once the Export Declaration & SSD is completed.
- Transfer of Residence (TOR1) Application.
- Detailed Packing/Inventory List with piece count.
- Copy of the Photo Page of Passport.
- Shippers Origin (IE) and Destination (UK) address.
- Valuation of Shipment in £GBP.

##### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Allen Removals Dublin Moving company	info@allenremovals.ie	+353 1 4513585
AMC Removals Co. Kildare Moving company	info@amcremovals.ie	+353 45 874498
Careline Limerick Moving company	sales@careline.ie	+ 353 61 459013
Corrib Removals Ltd Bushypark Moving company	info@corribremovals.ie	+353 91 526 553
Cronin Dublin Moving company	relo@theartofmoving.com	+ 353 1 809 7000
Get Cracking Ltd Dublin Moving company	info@getcracking.ie	+353 015513270



Gibbons Removals & Storage Ltd Co. Kilkenny Moving company	info@gibbonsremovals.com	+ 353 56 776 04
Irish Relocation Services Kilcock Moving company	sue.kerrigan@irishrelo.com	+ 353 1 6757 932
Natross Cork Moving company	natross@natross.ie	+353 45 886 300
Oman Co. Kildare Moving company	dee.hulse@oman.ie	+ 353 45 886 300
Prolink Galway Moving company	brendan@prolink.ie	+ 353 857 656 467

#### **4.15 Country Guide Italy**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Italy**

- Copy of valid Passport.
- Copy of Italian Fiscal Code (Codice Fiscale).
- Copy of Permit to Stay or copy of full request (.only for non-EU citizens).
- Copy of Residence Certificate or receipt of request (issued by the Italian City Hall).
- Copy of Dichiarazione di Libera Importazione form signed by customer.
- Copy of employment contract in Italy (not mandatory but Customs can ask for it).
- Copy of rent/buy house contract in Italy (not mandatory but Customs can ask for it).
- Copy of pro-forma invoice in Italian language.
- Certificato Consolare di Rimpatrio (only for Italian citizens).
- Signed Italian Customs Form.

#### **Documents required for export clearance out of Italy (for UK bound moves)**

- Copy of Valid Passport.
- Copy of Italian Fiscal Code.
- Copy of Libera Esportazione Form.
- T1 (Transit Form).

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Goeldlin International Movers Rome Moving company	p.spagnoli@goeldlin.com	+39 0665771661
Gosselin Rome & Milan Moving company	b.savelli@gosselin-moving.com	+39 0665771661
Salaris & Co SARL Rome Moving company	info@salaristraslochi.it	+39 069051668
Trasporti Internazionale SRL Rome Moving company	marie-france@tissrl.com	+ 39 390761521569



#### **4.16 Country Guide Latvia**

**Please refer to 4.0 Country Guides Overview.**

##### **Customs regulations and document requirements for Latvia**

- Copy of the Photo Page of Passport and valid Visa.
- Residence Permit.
- Packing List/Inventory.
- Pro forma Invoice (with values).
- Waybill/CMR.
- Lease (Accommodation Contract).
- Job Contract (if relevant).

##### **Documents required for export clearance out of Latvia (for UK bound moves)**

- A copy of Photo Page of Passport.
- Packing List/Inventory.
- Pro forma Invoice (with values).
- EORI Registration Number (if not registered in Latvia with personal code).
- Export Declaration.

##### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Rewico Baltikum Riga Commercial clearing agent	vadim.ivaschouk@rewico.lv	



#### **4.17 Country Guide Lithuania**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Lithuania**

- Copy of the Photo Page of Passport and valid Visa.
- Residence Permit.
- Packing List/Inventory.
- Pro forma Invoice (with values).
- Waybill /CMR.
- Lease (accommodation contract).
- Job contract (if relevant).

#### **Documents required for export clearance out of Lithuania (for UK bound moves)**

- A copy of Photo Page of Passport.
- Packing List/Inventory.
- Pro forma Invoice (with values).
- EORI Registration Number.
- Export Declaration.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
AdRem Vilnius Moving company	augustina@adrem.lt	+370 52132514



#### **4.18 Country Guide Luxembourg**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Luxembourg**

Private or Corporate shipments

- Original Application for duty and tax relief for personal belongings or property with original signature (Luxembourg Customs Form).
- Certificate of Employment in Luxembourg.
- Evidence that the transferee stayed outside of the EU for the last 12 months (e.g. certificate from former employer, utility bills, etc.).
- Certificate of Residence or lease contract. If no proof of residence is available a deposit will be required by Customs.
- Proof that the imported goods have been in the importer's possession for more than six months (traces of use on furniture/personal effects is sufficient).
- Copy of Photo Page of Passport.
- Original Packing list with signature of shipper.

Foreign Diplomats

- Form 136F Original document to be provided and completed by Embassy.

Returning Luxembourg Diplomats

- Attestation from Foreign Affairs Ministry (MAE).

#### **Documents required for export clearance out of Luxembourg (for UK bound moves)**

- Packing list.
- Copy of transferee's passport.
- T-2.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Streff s.a.r.l Luxembourg Moving company	service@streff.lu	+ 352 310 921



#### **4.19 Country Guide Malta**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Malta**

- Copy of the photo page of the passport.
- FS3 Tax Return (Only applies to a Returning Maltese citizen with Maltese Tax Number).
- Income Tax Number (This does not apply to Maltese citizens with a Tax Number or if the customer is an EU Citizen and has already applied for the Social Security Number.  
<https://finance.gov.mt/en/eForms/Pages/Expatriates-Taxpayer-Registration.aspx>
- Proof of residence in the country of origin.
- Client is required to lodge a refundable deposit with Customs of not less than €1,200 per 20 foot container and not less than €2400 per 40 foot container. This amount is calculated using the value of the consignment and the freight charges paid from port at country of origin up to port Malta. This deposit is refunded after one year providing client has lived in Malta for 200 days within the first year.

#### **Documents required for export clearance out of Malta (for UK bound moves)**

- Copy of the photo page of the customers Passport.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
DOM (Transport) Ltd Qormi Moving company	info@domtransportmalta.com	+ 35 621 488 95
William Transport & Removal Services Paola Moving company	info@williamtransport.com	+ 35 679880528

## **4.20 Country Guide Netherlands**

**Please refer to 4.0 Country Guides Overview**

### **Customs regulations and document requirements for Netherlands**

- Copy of Photo Page of Passport.
- Copy of Visa for non-EU citizens.
- Copy Town Hall Registration.
- Z1 document – Customs Declaration.
- T1 Document (containing shipping instructions, customs office number, border crossing, truck license plate and nationality data).
- Inventory List.
- Pro forma Invoice.

### **Documents required for export clearance out of Netherlands (for UK bound moves)**

- Copy of Photo Page of Passport.
- Z3 Export Form.
- T1 Transit form or Export Document (EU A) (containing shipping instructions, customs office number, border crossing, etc. Truck license plate and nationality data).
- Pro forma Invoice.

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Centrum International Removals Maastricht Moving company	info@centrumverhuizingen.com	+ 31 43 367 200
Dijkshoorn Euromovers Rotterdam Moving company	rvv@dijkshoorn.nl	
Henneken International Movers Zoetermeer Moving company	info@henneken.nl	+31 079 361 13 68
Logfret Ridderkerk Commercial clearing agent	stefan.oosterom@logfret.nl	+ 31 180 711000

#### **4.21 Country Guide Poland**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Poland**

- Passport.
- Customs List.
- Power of Attorney.
- Proof of status in Poland.
- Proof of address in Poland.
- Proof of 12 month's residence outside EU.

#### **Documents required for export clearance out of Poland (for UK bound moves)**

- Passport.
- Power of Attorney.
- Customs List.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
AGS Warsaw Moving company	Agnieszka.kulszewicz@ags-globalsolutions.com	+ 48 22 702 10 72
Hasenkamp (Euromove) Warsaw Moving company	Marcin.Rossa@euromove.pl	
Universal Express Relocations SP Z.O.O. Warsaw Moving company	office@uex.com.pl	+ 48 22 878 355

## **4.22 Country Guide Portugal**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Portugal**

- T1 / CMR.
- Packing List.
- Value and Import Declaration Form (signed by shipper).
- Copy of the Photo Page of Passport.
- Original Baggage Certificate (obtained from Portuguese Embassy or Consulate that includes cancellation of residence in the origin country and confirmation that the shipper has resided in the country for 12-months).
- Original of the "Atestado de Residencia" (from the "Junta de Freguesia" <Parish>).
- Copy of the Visa (not applicable for EU Citizens).
- Copy of the European Registration Certificate (applicable only for EU Citizens).
- Copy of the NIF (Portuguese Fiscal Number).

These are the documents required for duty and tax-free entry to Portugal. However, the clearance process is bureaucratic and inevitably incurs delays and extra costs and so it is often a better option to declare a low value and pay the duty and taxes.

### **Documents required for export clearance out of Portugal (for UK bound moves)**

- Copy of Passport and NIF (Portuguese Fiscal Number).
- Copy of the Packing List.
- Value Declaration Form (signed by shipper).

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
AIM Removals & Storage Torre Moving company	info@aim.com.pt	+351 282 79914
Empresa de Transportes Galamas LDA Lisbon Moving company	lisbon@galamas.pt	+351 214 443 0
Global Lisbon Moving company	jorge.gomes@global.pt	+351 21 923 6550



## **4.23 Country Guide Romania**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Romania**

#### **Inbound trucks must arrive at Otopeni Custom's facility**

Private or Corporate shipments

- Copy of Photo Page of Passport (Foreign Citizens) or Romanian ID (returning Romanian citizens)
- Romanian Residence Permit (Non-EU citizens) or Registration Certificate (EU citizens).
- "Letter/Statement" from the Romanian employer proving their working activity and time period in Romania (where the move is work related).
- Inventory.
- Original Notarized Statement proving that the shipper has lived abroad for over 12 months and the goods that will be imported were in their possession for at least 6 months (in Romanian language; template will be provided by destination agent).
- Proof that they lived abroad for at least 1 year: copy of residence permit, letter from the employer abroad, driving license, etc. – returning Romanian citizen only.
- Original Notarized Power of Attorney (in Romanian language; template will be provided by destination agent).
- Copy of the Romanian residence rental contract (a minimum 2 year contract period) – private moves only.
- Customs Identification number from customs authorities – EORI number.
- Where the importer has repatriation status, there is one additional required document - "ADEVERINTA DE REPATRIERE" - and they should obtain it in original from the Romanian Population Records (Evidenta Populatiei). The goods must be customs cleared during the first 12 months from the date that the new Romanian ID was issued.

Diplomats

- Copy of Photo Page of Passport.
- Diplomatic ID.
- Three original copies of import franchise from the Romanian Ministry of Foreign Affairs.
- Three original copies of inventory stamped by the Romanian Ministry of Foreign Affairs.
- Original Power of Attorney from the Embassy in Romania (template will be provided by destination agent).
- Customs Identification number from customs authorities – EORI number.

#### **Documents required for export clearance out of Romania (for UK bound moves)**

Private or Corporate shipments

- Copy of Photo Page of Passport.
- Romanian residence permit (Non-EU citizens) or Registration certificate (EU citizens).
- Letter/Statement from the Romanian employer attesting their working period and termination date (where work related).
- Original Notarized Statement in Romanian language on shipper's behalf proving that they lived in Romania for over 12 months and the goods that will be exported were in their possession for at least 6 months (template will be provided by destination agent).
- Original Notarized Power of Attorney in Romanian language (template will be provided by origin agent).
- Foreign citizens that are not returning to their home country should also provide an additional document which is linked to the destination country.
- Inventory stamped by the Romanian Customs House from the time the goods were imported into Romania (not compulsory).
- Customs Identification number from customs authorities – EORI Number.
- Foreign citizens that are not going back into their home country should also provide an additional document which is linked to the destination country where the shipment is going to! Goods Inventory stamped by the Romanian Customs House from the time the goods were imported into Romania (having this document will help in customs but it is not compulsory).

Diplomats



- Passport copy.
- Diplomatic ID.
- Export franchise from the Romanian Ministry of Foreign Affairs – 3 x originals required.
- Goods Inventory stamped by the Romanian Ministry of Foreign Affairs; - 3 x originals required.
- Power of attorney from the Embassy in Romania, (Template will be provided by us) – required in original.
- Customs Identification number from customs authorities – EORI number.
- Import documentation from the time the goods were imported in Romania – if available (not compulsory).

### Clearing agents

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
AGS Bucharest Moving company	cristian.borcos@ags- globalsolutions.com	
Rilvan Moving and Relocations Brasov Moving company	theodor.popa@rilvan.eu	+407 2977397



#### **4.24 Country Guide Slovakia**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Slovakia**

- T1 Transit Form.
- IM Import Customs Declaration.
- Pro forma invoice.
- Copy of Photo Page of Passport.
- Copy of Residence Permit valid for 1 year from import (if this has not been received a Residence Application Form is required with customer's origin address and copies of an ID Card or Driving Licence).
- Copy of Inventory/Packing List showing the name, type, and serial number of any electronics or appliances, translated into Slovak.
- Copy of Property Rental Contract issued direct to the customer's name valid for 1 year from the date of import. (If the Rental Contract is between the property owner and the customer's employer, an original letter is required from the employer confirming that the customer will live in the premises).
- Original Letter of Employment (valid for 1 year from the date of import).
- Original Statutory Declaration of the client that:
  - Imported goods are in possession of the client for over 6 months.
  - Rented property will not be let to a third person.
  - Customer had continuous residence in abroad over 12 months.
- Original Power of Attorney for representation by the moving company to represent them at customs clearance.
- Original GDPR Agreement for the use of personal data by Customs ("Súhlas so spracovaním osobných údajov")

#### **Documents required for export clearance out of Slovakia (for UK bound moves)**

- Copy of Photo Page of Passport.
- Copy of Residence Permit.
- Original Power of Attorney.
- Export Declaration.
- Original GDPR Agreement for the use of personal data by Customs ("Súhlas so spracovaním osobných údajov").

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Santa Fe Relocation Bratislava Moving company	Monika.Blahova@SantaFeRelo.com	+421220400844



## 4.25 Country Guide Slovenia

Please refer to 4.0 Country Guides Overview.

### Customs regulations and document requirements for Slovenia

- Passport.
- Inventory.
- Slovenian ID.
- Statement from Slovenian employer confirming that the shipper will be employed by them.
- Registration of residence in Slovenia.
- Letter signed by the shipper that he will live in Slovenia, all the goods have been in their use and possession for more than six months and that they did not import any other household or personal effects in the last 12 months.

### Documents required for export clearance out of Slovenia (for UK bound moves)

- Passport.
- Inventory.
- Slovenian tax number.

### Clearing agents

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
VATOVEC Relocation Ljubljana	vlado@vatovec.si	+386 1 430 1340

## **4.26 Country Guide Spain**

**Please refer to 4.0 Country Guides Overview.**

### **Customs regulations and document requirements for Spain**

- Affidavit of Shipment confirming contents.
- Inventory.
- Consular Cancellation, Company Certificate, Tax Return or any other legal document that proves residence in the country of origin for at least one uninterrupted year.
- Registration in Spain (dated less than 1 year before import).
- Residence Card (for non-Spanish citizens).
- Clearance Authorization.
- Copy of DNI- NIE (activated).

All vehicles must go through a temporary deposit warehouse (ADT). These can be found at ports of entry, road border crossings (such as La Jonquera or Irun) as well as major cities such as Madrid, Seville etc).

### **Documents required for export clearance out of Spain (for UK bound moves)**

- Affidavit of Shipment – content.
- Inventory.
- Clearance Authorization.
- ID Copy/Copy of Photo Page of Passport.

The truck must go through the Customs Warehouse (ADT or LAME).

### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Best Movers SL Madrid Moving company	sorin.oancea@bestmovers.es	+34 663 966 781
Britannia Southern (Spain) Malaga Moving company	info@container-storage.com	+34 952 470707
Comercial Aduanera Loorente La Jonquera Commercial clearing agent	import@aduanerallorente.com	+34 972 69 82 11
Hasenkamp Relocation Services Spain Madrid Moving company	Customs-spain@hasenkamp.com	+34 91 669 41 25
Mudanzas Tucan S.L. Monda Moving company	info@mudanzastucan.com	+34 952 582 5
Santa Fe Relocation Madrid Moving company	maria.rosero@santaferelo.com	
Webbs International Removals S.L. Mallorca Moving company	webbs@spain.cc	+34 97 169 3566
Whites Moving & Storage Spain SL Mallorca Moving company	whites.spain@btconnect.com	01202 576514
WillMove Worldwide SL Madrid Moving company	tjwillmott@willmove.net	+34 91886 4345



#### **4.27 Country Guide Sweden**

**Please refer to 4.0 Country Guides Overview.**

#### **Customs regulations and document requirements for Sweden**

- Transit Document T1/T2.
- Original signed and completed Swedish Customs Form (for immigrants/returning citizen or marriage).
- Copy of the Photo Page of Passport.
- Inventory List.
- Proof of living outside EU for at least 12 months (registration, work permit, residence permit etc.).
- Supporting documents of moving to Sweden (Rental Contract, Letter of Employment, Proof of Purchase for a residence, notification Swedish Tax Agency etc.).
- Marriage certificate or equivalent moving due to marriage.
- Swedish Tax ID to ensure customer has travelled to Sweden in advance of their move. This can also be done online.

#### **Documents required for export clearance out of Sweden (for UK bound moves)**

- Passport Copy.
- Swedish ID Number.
- Inventory List (CMR).
- Swedish Export Declaration/ Transit Form.

#### **Clearing agents**

<b>Name/Location/Type</b>	<b>Email</b>	<b>Phone</b>
Alfa Quality Moving Stockholm Moving company	info@alfamoving.com	+46103313800

## **5.0 Moves to/from Northern Ireland**

### **5.1 Customs and transit procedures**

In terms of the movement of freight, Northern Ireland is currently considered:

- As part of the EU for movements from NI to/from EU.
- As part of the UK for movements from NI to/from UK (in this section, UK refers to England, Scotland and Wales).

However, for many movers in NI, if they have a move to EU, especially a smaller one, then they will tend to route such moves via a groupage operator in UK and that makes the situation more complicated.

The table below summarises the customs and transit positions on various routing options:

<b>Route</b>	<b>Customs and transit procedures</b>
NI to EU direct (i.e. not via UK)	Free circulation within EU
NI to EU via UK	Free circulation to UK T1 from UK to EU destination country UK export clearance Import clearance into destination EU country
EU to NI direct (i.e. not via UK)	Free circulation within EU
EU to NI via UK	Export clearance EU origin country T1 or EAD to UK UK Import clearance (TOR) Free circulation to NI
NI to UK	Free circulation within UK
UK to NI	Free circulation within UK
NI to Irish Republic	Free circulation within EU
Irish Republic to NI	Free circulation within EU

### **5.2 Trader Support Services (TSS)**

TSS was set-up by the UK government to support traders moving goods between UK and NI from 1<sup>st</sup> Jan 2021. From this date traders or carriers that move goods between UK and NI need to register with TSS or make other arrangements to submit declarations otherwise they will not be able to carry out movements between these regions. TSS will raise declarations free of charge.

### **5.3 NI to UK customs requirements**

The details of customs requirements on goods movements are as follows:

- **UK to NI:** Under the Brexit Northern Ireland Protocol, there will be small changes to the movement of goods from UK to NI. The Protocol means that UK authorities apply EU customs rules to goods entering Northern Ireland. In particular there are new electronic import declaration requirements, and safety and security information, for goods entering Northern Ireland from the rest of the UK. These are needed to make sure that tariffs are not paid on trade within the UK and that goods going to Irish Republic pay tariffs when they should.
- **NI to UK:** There will be no additional process, paperwork, or restrictions on Northern Ireland goods moving to Great Britain, delivering unfettered access. Businesses in Irish republic will need to follow the normal process for importing goods into the United Kingdom, including submitting customs declarations and paying any tariff duties that are due.



#### **5.4 Declarations required for moves from UK to NI**

For moving goods from UK to NI, a simplified declaration must be made before leaving UK and then a supplementary declaration is required to be made through TSS.

A Safety and Security declaration is also required (**see section 2.5 Export Documents for the Consignment**).

#### **5.5 VAT treatment of moves between UK and NI**

Moves between UK and NI are subject to VAT at the standard rate (currently 20%).  
**See 6.0 VAT treatment of moving costs.)**

#### **5.6 EORI numbers**

You must have an EORI number that starts with XI if you:

- Move goods from Great Britain (England, Scotland and Wales) to Northern Ireland
- Move goods from Northern Ireland to another non-EU country.
- Make a declaration in Northern Ireland.
- Apply for a customs decision in Northern Ireland.

## **6.0 VAT treatment of moving costs**

The table below provides a basic summary of how VAT should be applied to moves to/from EU (in this context EU = Non-UK)

<b>Type of Customer</b>	<b>Customer Location</b>	<b>Transport Direction</b>	<b>Place of supply</b>	<b>Applicable VAT rate</b>
In Business	UK	UK to UK	UK	UK standard rate (20%)
In Business	UK	UK to Non-UK	UK	0%
In Business	UK	Non-UK to UK	UK	0%
In Business	UK	Non-UK to Non-UK	UK	0%
In Business	Non-UK	Any	Non-UK	0%
In Business	UK	NI to EU	UK	0%
In Business	UK	EU to NI	UK	0%
Not in Business	Anywhere	UK to UK	UK	20%
Not in Business	Anywhere	UK to Non-UK	UK & Non-UK	0%
Not in Business	Anywhere	Non-UK to UK	Non-UK & UK	0%
Not in Business	Anywhere	Non-UK to Non-UK	Non-UK	0%
Not in Business	Anywhere	NI to EU	NI	20%
Not in Business	Anywhere	EU to NI	EU	0%

The key factors in determining how VAT should be applied are the **Type of Customer** and the **Place of Supply**. The definitions of these terms are fairly complex and anyone seeking further information should refer to VAT Public Notice 744B or consult a tax accountant.

For the purposes of this guide **'In Business'** is likely to mean that the invoice is being paid by another UK moving company, an overseas moving company or a corporate client. **'Not in Business'** is likely to mean that the invoice is being paid by a private individual.



## **7.0 Glossary**

- **ATA (carnet)** - an ATA Carnet is an **international customs** and **temporary export-import document**. It is used to clear customs in 87 countries and territories without paying duties and import taxes on merchandise that will be re-exported within 12 months.
- **CGC** – Comprehensive Customs Guarantee – A financial guarantee that secures any potential liability for duty and tax on transit movements within the EU.
- **CITES** – Convention on International Trade in Endangered Species of Fauna and Flora – controls movement of permitted and prohibited items of fauna and flora.
- **CMR (note)** – An international agreement that contains the rights and obligations of parties involved in road transport: the shipper, carrier and addressee.
- **CTC** – Common Transit Convention - a **treaty between the countries of the European Union and a number of other countries for common procedures for international transit of goods**.
- **EAD** – Export Accompanying Document – formal export declaration to Customs.
- **ECMT** – European Conference of Ministers of Transport – they issue the ECMT road permits.
- **EHIC** – European Health Insurance Card – provides the holder with access to state-provided healthcare in EU countries.
- **ENS** – Entry Summary Declaration – safety and security declaration for goods entering the UK.
- **EORI (number)** – Economic Operators Registration and Identification number required for moving goods to/from EU.
- **ETSF - External Temporary Storage Facility** – an approved area situated outside the appointed area of an approved port or airport where uncleared goods are held in temporary storage until they are assigned to a customs procedure.
- **EXS** – Exit Summary Declaration – safety and security declaration for goods exiting the UK.
- **FEDEMAC** – European Movers Federation – represents EU moving companies at European Parliament.
- **FIDI** – Quality-based global alliance of international moving and relocation companies.
- **GHIC** – Global Health Insurance Card - replaces EHIC (above).
- **GMR** – Goods Movement Reference – this is produced by GVMS and it needs to be presented at the exit port.
- **GVMS** – Goods Vehicle Movement Service – links the declaration references together to confirm at the border, that declarations have been pre-logged.
- **HMRC** – HM Revenue and Customs – UK Government department responsible for collecting taxes and administering other regulatory regimes.
- **IBF** – Inland Border Facility - inland Customs point in UK where Customs and documents checks can take place.
- **KAP** – Kent Access Permit – required when exiting UK through Kent ports - designed to ensure that drivers have all necessary paperwork ready and correct.
- **LRN** – Local Reference Number – This needs to be presented at a nominated Customs office of departure where the consigner is not authorised to start end transit movements at their own facility.
- **MRN** – Master or Movement Reference Number – issued to be used at the border to show that a Customs declaration has been made.
- **TAD** – Transit Accompanying Document – a transit document to accompany movements to EU conducted under transit procedures – this is usually form T1.
- **TSS** – Trader Support Services – set-up by the UK government to support traders moving goods between UK and NI.

## 8.1 ECMT-international-removal-permit

 <b>Driver &amp; Vehicle Standards Agency</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> International Road Freight Office  Removal House  356 Haverhill Lane  L49 9B  L39 6NP  Tel: (0113) 305 1115 Fax: (0113) 249 9142 </td> </tr> </table>	International Road Freight Office Removal House 356 Haverhill Lane L49 9B L39 6NP Tel: (0113) 305 1115 Fax: (0113) 249 9142													
International Road Freight Office Removal House 356 Haverhill Lane L49 9B L39 6NP Tel: (0113) 305 1115 Fax: (0113) 249 9142															
<b>ECMT INTERNATIONAL REMOVAL PERMIT</b>															
NAME <input style="width: 150px;" type="text"/> IRFO REF: <input style="width: 100px;" type="text"/>															
<b>APPLICATION FORM: ECMT INTERNATIONAL REMOVAL PERMITS</b>															
I wish to apply for the following permit(s)															
<input style="width: 150px;" type="text"/> ECMT INTERNATIONAL REMOVAL PERMIT(S) @ £ 18.00 EACH															
TOTAL FEE ENCLOSED <input style="width: 100px;" type="text"/>															
EACH PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUE															
<b>DECLARATION</b>															
I declare that the company operates the specialist equipment and employs the specialist staff required to undertake such operations. I have read the Guidance Notes concerning international removal permits and understand the conditions relating to their use. I understand that such permits may only be used for international removals between ECMT member states, and in transit through the territory of ECMT member states for deliveries in ECMT countries.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SIGNED</td> <td style="width: 50%;">DATE</td> </tr> <tr> <td colspan="2">STATUS IN COMPANY</td> </tr> <tr> <td colspan="2">ADDRESS</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>TEL NO</td> <td>FAX NO</td> </tr> <tr> <td>OPERATORS LICENCE NO</td> <td>EXPIRY DATE</td> </tr> <tr> <td>NO OF VEHICLES AUTHORISED</td> <td>NO OF VEHICLES SPECIFIED</td> </tr> </table>		SIGNED	DATE	STATUS IN COMPANY		ADDRESS				TEL NO	FAX NO	OPERATORS LICENCE NO	EXPIRY DATE	NO OF VEHICLES AUTHORISED	NO OF VEHICLES SPECIFIED
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STATUS IN COMPANY															
ADDRESS															
TEL NO	FAX NO														
OPERATORS LICENCE NO	EXPIRY DATE														
NO OF VEHICLES AUTHORISED	NO OF VEHICLES SPECIFIED														
RETURN THIS FORM WITH THE CORRECT FEE MADE OUT TO "DVSA" AND A COPY OF YOUR CURRENT OPERATORS LICENCE															
DVSA 0432 Revised version 20/12/2018															

**ECMT INTERNATIONAL REMOVAL PERMIT - CONDITIONS OF USE**

1. A Permit may be used by only one vehicle at a time. It has to be carried on board the vehicle between the points of loading (as soon as this vehicle is loaded) and unloading (as soon as this vehicle is unloaded) for a laden journey or for the complete unladen journey, which precedes or follows a laden journey.
2. The country of loading of the vehicle may be different to the country of origin of the goods loaded.
3. A Permit does not authorise cabotage.
4. It does not exempt the carrier from requirements relating to any other authorisations for the carriage of exceptional loads in terms of size or weight or for specific categories of goods (for example, dangerous goods).
5. A Permit may be used for vehicles hired or leased, without a driver, by the transport undertaking to which it has been issued. The vehicle must be at the exclusive disposal of the undertaking using it when hired and must be driven by the staff of this undertaking. The following documents must be carried on board the vehicle:
  - 5.1 The contract of hire or lease, or a certified conformed extract from that contract giving in particular the name of the lessor, the name of the lessee, the date and duration of the contract and the identification number of the vehicle (VIN).
  - 6.1 Where the driver is not the person hiring the vehicle, the driver's employment contract or a certified extract from that contract giving in particular the name of the employer, the name of the employee and the date and duration of the employment contract or a recent payslip.
6. If need be, equivalent documents issued by the Competent Authorities of the Member country may serve as replacements for the documents referred to above. These documents should also be translated into English, French or German.
7. The Permit may not be transferred by an undertaking to a third party.
8. The name of the undertaking is to be written on the first page of the Permit, it is necessary that this name correspond to the name of the person who operates the vehicle.
9. The Permit and relative documents must not be sealed in foil or similarly coated with a protective film (laminated).



**Credit/Debit Card Payments**

If you wish to pay by Credit/Debit card, please telephone 0113 305 1115.

**OR**

Please complete your details below and a member of the IRFO team will contact you for payment.

Contact Name:

Tel. No:

**Notice on how we handle your personal data:**

We collect, use and store your personal data for issuing authorisations or permits to take your vehicles, freight and passengers across international borders to EU and non-EU countries.

We may share your personal data if we have a lawful reason. For example as part of a criminal investigation or to prevent fraud. Find out more at [www.gov.uk/onsa/privacy](http://www.gov.uk/onsa/privacy)

## 8.2 ECMT Certificate of Compliance (Example)

ECMT Certificate of Compliance with Technical and Safety Requirements for a Motor Vehicle <input type="checkbox"/> "EURO IV safe" <input type="checkbox"/> "EURO V safe" <input type="checkbox"/> "EEV safe" <input type="checkbox"/> "EURO VI safe"
Vehicle Type and Make: _____ Vehicle Identification Number (VIN): _____ Engine Type / Number: _____
<p>The<sup>1</sup></p> <ul style="list-style-type: none"> <li>- Competent validation Services in the country of registration;<sup>2</sup></li> <li>- Vehicle Manufacturer, or the authorised Representative of the Manufacturer in the country of registration, or</li> <li>- A combination of the competent validation Services in the country of registration and the vehicle Manufacturer, or the authorised Representative of the Manufacturer in the country of registration, when all the equipment is not fitted by the vehicle Manufacturer.<sup>3</sup></li> </ul> <p style="text-align: center;"><i>Volvo Group (UK) Limited</i></p> <p>hereby confirms that the said vehicle is in compliance with the provisions of respective UNECE Regulations and/or EU regulatory acts, as listed below, and confirms that the particulars entered overleaf are correct.</p> <p><b>ENGINE POWER</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Measurements according to: UNECE Regulation RE5.00 or as subsequently amended, or Directive 80/1269/EEC, as amended by Directive 1999/99/EC or as subsequently amended.</p> <p><b>REQUIREMENTS FOR NOISE AND EXHAUST EMISSIONS</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Noise measured according to: UNECE Regulation R51.02 or as subsequently amended, or Directive 70/157/EEC as amended by Directive 1999/101/EC or as subsequently amended.</p> <p><input type="checkbox"/> <input type="checkbox"/> <b>EURO IV:</b> Exhaust emissions according to: UNECE Regulation R49.03, row B1 or as subsequently amended, or Directive 88/77/EEC as amended by Directive 2001/27/EC, row B1 or Directive 2005/55/EC as amended by Directive 2005/78/EC, row B1 or as subsequently amended.<sup>4</sup></p> <p><input type="checkbox"/> <input type="checkbox"/> <b>EURO V:</b> Exhaust emissions according to: UNECE Regulation R49.04, row B2 or as subsequently amended, or Directive 88/77/EEC as amended by Directive 2001/27/EC, row B2 or Directive 2005/55/EC as amended by Directive 2005/78/EC, row B2 or as subsequently amended.<sup>5</sup></p> <p><input type="checkbox"/> <input type="checkbox"/> <b>EEV:</b> Exhaust emissions according to: UNECE Regulation R49.04, row C or as subsequently amended, or Directive 88/77/EEC as amended by Directive 2001/27/EC, row C or Directive 2005/55/EC as amended by Directive 2005/78/EC, row C or as subsequently amended.<sup>6</sup></p> <p><input type="checkbox"/> <input type="checkbox"/> <b>EURO VI:</b> Type-approval of engines with respect to emissions according to: UNECE Regulation R49.06 or Regulation (EC) No 595/2009 as amended by Commission Regulation (EU) No 582/2011 and Commission Regulation (EU) No 64/2012 or as subsequently</p>

### 8.3 ECMT Certificate of Roadworthiness (Example)

Certificate N°: .....

<b>ECMT Certificate of Roadworthiness Test for Motor Vehicles and Trailers<sup>1</sup></b>
Registration Number:
Certificate of compliance Number:
Vehicle Type and Make <sup>2</sup> :
Vehicle Identification Number (VIN):
Engine Type / Number <sup>3</sup> :

The

*[Name and address of the Company or Authority]*

Body or Establishment designated and directly supervised by the State of Registration for the purpose of UNECE Agreement of 1997, or of the UNECE Consolidated Resolution R.E.1 (TRANS/SC.1/294/Rev.5) as amended in 2001 (TRANS/WP.1/2001/25) or as subsequently amended, or of Directive 96/96/EC as amended by Directive 2003/27/EC or as subsequently amended,

hereby confirms that the said vehicle is in compliance with the provisions of the texts above, including at least the following items to be compulsory checked:

- Braking systems (including antiblocking systems, compatible with the trailer and vice-versa)
- Steering wheel<sup>3</sup> and steering devices
- Visibility
- Lamps, reflectors and electrical equipment
- Axles, wheels, tyres and suspension (including minimum tread depth of tyres)
- Chassis and chassis attachments (including rear and lateral protective devices)
- Other equipment, including:
  - Warning triangle<sup>3</sup>
  - Tachograph (presence of and integrity of seals)<sup>3</sup>
  - Speed limitation device<sup>3</sup>
- Absorption coefficient<sup>3,4</sup>

---

Place	Date	Signature and stamp
-------	------	---------------------

Note : Next roadworthiness test required before<sup>5</sup> :

---

1. Semi-trailers included
2. Trailer type, if trailer.
3. Not applicable to trailer.
4. According to UNECE regulation R24.03 or as subsequently amended, or to the Directive 72/306/EEC or as subsequently amended
5. 12 months after the date of the test, and at the latest before the end of this same month.

AKE H125e - 12/2008

## 8.4 UK Licence for the Community (Example)

<b>UK</b>	OFFICE OF THE TRAFFIC COMMISSIONER NORTH EAST OF ENGLAND
-----------	---

**LICENCE No or CERTIFIED TRUE COPY No UKGB/OB1057273/00008**  
For the international carriage of goods by road for hire or reward

This licence entitles:

**TEST USER (SELF SERVICE) (12345)**  
HILLCREST HOUSE  
386 HAREHILLS LANE  
LEEDS  
LS9 6NF

to engage in the international carriage of goods by road for hire or reward by any route, for journeys or parts of journeys carried out for hire or reward within the territory of a Member State as laid down in Regulation (EC) 1072/2009.

Particular remarks:

UKGB/OB1057273/00008

This licence is valid from: 01/01/2021 to 01/03/2025

Issued in: North East of England on: 30/11/2020

Hillcrest House  
386 Harehills Lane  
Leeds  
LS9 6NF





Traffic Commissioner



### 8.6 Transit Accompanying Document (T-form) (Example)

EUROPEAN UNION		DECLARATION TYPE (1/3)		MKN						
TRANSIT ACCOMPANYING DOCUMENT	Exporter (21-22)	No								
	<input type="checkbox"/>			Form (1/4)						
			Items (1/5)	Total packages (5/6)	Gross mass (kg) (5/5)					
	Consignee (29-31)	No		Reference number/OCR (2/4)						
			Return copy has to be sent to the office:							
	Declarant/representative (31a-31b-320-321) No		<table border="1"> <tr> <th>Other incidents during carriage Details and measures taken (1/16)</th> <th>CERTIFICATION BY COMPETENT AUTHORITIES (2)</th> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </table>				Other incidents during carriage Details and measures taken (1/16)	CERTIFICATION BY COMPETENT AUTHORITIES (2)		
	Other incidents during carriage Details and measures taken (1/16)	CERTIFICATION BY COMPETENT AUTHORITIES (2)								
	Identify and nationality of means of transport at departure (17-18)									
	Identify and nationality of active means of transport crossing the border (19-20)									
Mode of transport	Place of loading (5/1)	Occident (3/6)	Location of goods (5/2)							
at border (1/4)										
Additional supply chain actors etc. (3/7)		Simplified declaration/Previous documents (3/1)								

### 8.7 CMR Note (Example)

1. Sender (name, address, country) Gönderen (isim, adres, memleket)		<b>INTERNATIONAL CONSIGNMENT NOTE</b> <b>ULUSLARARASI HAMULE SENEDİ</b>	
2. Consignee (name, address, country) Alacak olan (isim, adres, memleket)		16. Carrier (name, address, country) Taahhüt firması (isim, adres, memleket) <b>002683</b>	
3. Place of delivery (the goods place country) Malın/Varların teslim edileceği yer (mahal, memleket, tarih)		17. Carrier's reservation and/or conditions Taahhüt firmasının mülahazat ve şartları	
4. Place and date of taking over the goods (place, country, date) Malın/Varların teslim alındığı yer (mahal, memleket, tarih)		18. Motor appliances, vehicles, trailers or other vehicles used for transport (rakıplar) / Araçlar / Araçlar / Araçlar	
5. Documents attached Ekli belgeler		19. CARNET TRUCK NO : CENK (Truck/Tractor) : Y. BOMOR (Trailer) :	
6. Marks and No. Marka ve No.	7. Number of packages Koli/paket sayısı	8. Method of packing Ambalaj yöntemi/yolu	9. Nature of the goods Malın niteliği/niteliği
10. Statistical number İstatistik numarası	11. Gross weight in kg Kg olarak brüt ağırlık	12. Volume in m <sup>3</sup> m <sup>3</sup> olarak hacim	
Class Klas	Number Numara	Letter Harf	ADN
13. Sender's instructions Gönderenin talimatı		20. Special agreements - Özel şartları/şartları Yükleme ve boşaltmada 48 saatlik zamana her bir için 175 Euro bekleme ücreti alınır. Days after 48 hours of arrival (for discharging) or arrival (for loading) at final destinations are subject to a demurrage of Euro 175 each trailer per day.	
14. Instructions as to payment for carriage Nakliyat bedeli için talimatlar <input type="checkbox"/> Franco / Carriage paid <input type="checkbox"/> Non franco / Carriage forward <input type="checkbox"/> Franco / Yüklemeye dahil <input type="checkbox"/> Non franco / Teslimde dahil		21. To be paid by Ödenecek Carriage charges / Nakliyat bedeli Demurrage / Bekleme ücreti Balance / Bakiye Surcharges / Ek ücretler Miscellaneous charges / Diğer masraflar Total / Toplam	
22. Established in Tarafta yer		23. Cash on delivery / Remboursement Teslimatta ödenmesi	
23. Signature and stamp of the sender Gönderenin imza ve kağıdı		24. Signature and stamp of the carrier Taahhüt firmasının imza ve kağıdı	
		25. Goods received / Alınan yük Place / Yeri Date / Tarihi Signature and stamp of the consignee Alınanın imza ve kağıdı	