



Airlines, Transit Shed and ERTS Operators

Heathrow and Gatwick Airports

cc: Cargo Agents, Forwarders and Courier Operators

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Date 6th March 2007
Our Ref CIE / C3 Personal Effects
Your Ref

Migration of EPU Activity to the National Clearance Hub (NCH)

Changes to procedures for CIE / C3 Personal Effects Entries

1. Background.

All non-frontier specific entry activity for the Heathrow and Gatwick EPU will migrate to the NCH, Salford on Monday 26th March 2007. Local guidance is being prepared to cover the impact on trade communities at the airports. This letter provides advance information for private importers who may wish to use the CIE input facility provided by HMRC at the NCH. *

Currently HMRC provide a CIE facility on Wednesdays at Heathrow and Thursdays at Gatwick, which will be withdrawn after business on Wednesday 21st and Thursday 22nd March 2007 respectively. With effect from Monday 26th March all CIE requests will be processed by the NCH.

2. Procedure.

Unaccompanied C3 baggage:

2.1 Private importers NOT opting to use an agent should send original C3 declarations fully completed with original signatures by post to the NCH, together with any relevant accompanying documentation, such as the Air Waybill and Health Certificates. The papers should be supported by an undertaking to pay any charges

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number – 18001



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in relation to duty and VAT and a contact address and telephone number must be provided. NCH will assess and process the payment of any duties liable and will advise the importer once clearance is granted in order that they can attend the transit shed and collect their goods.

The Postal Address for the NCH is as follows:

HMRC
NCH CIE
CUSTOM HOUSE
FURNESS QUAY
SALFORD M5 2XX

The CIE Team opening times are Monday to Friday 9am to 5pm

Alternatively, Heathrow and Gatwick Airlines, Transit Sheds or ERTs operators may fax the required documents to the CIE Team, at Salford on Fax no: 0161 261 5425

NB: in either case, CIE entries will be managed in order of receipt and are likely to take up to 12 working hours to process if all documentation is present and correct.

2.2 Agents clearing unaccompanied C3 baggage at inventory linked sites should, where a particular consignment is selected either Route 1 or 2, fax/email a copy of the C3, C21 and any supporting documents to NCH as normal. An appropriate inventory reference and the location of goods must be quoted.

The full process design requirements for the NCH are covered in the PD Version 7, which is available through your trade representatives or HMRC.

3. Contacts

If you have any queries regarding the above prior to migration, please contact:

Jim Sigley, Modernisation / NCH Project Team	020 8910 3002
Jane Webb, Heathrow and Gatwick EPU Manager	020 8910 3046

With effect from 26th March 2006 and CIE enquiries should be directed to the national Clearance Hub, Salford:

NCH CIE Team Tel:- 0161 261 5441/5436

HMRC, Wayfarer House
Heathrow Airport