



Queen's

**Quick Guide
UK / EU Import / Export Protocol**

Import Guide

1. All works will need an import customs entry in the UK, clearing a T-form cut with a European agent.
2. Customs entry will require a **Pro-forma invoice**. Please note, we can provide you with templates and assist with the Customs Procedure Codes.
 - a) Sender/exporter
 - b) Consignee/importer (with EORI number)
 - c) Artwork details and value
 - d) Commodity Code (CC)
 - e) Customs Procedure Code (CPC)
3. If importing in a company's name, that company will require a **registered EORI number**.
4. Works can be imported into Bonded Warehouse, TA or into Home Use with 5% import VAT.
5. Direct delivery will now be unlikely from a truck from the EU. Goods will now come into the agent's warehouse for onward delivery, after clearance. Please let us know if this is something that you would like us to help with.

Export Guide

1. All works will need a **T-Form (transit document)** with an export entry to be exported to the EU.

2. This will require an Import Clearance in the EU at a customs agent.

We can coordinate with local agents for this.

3. To create a T-form the exporter will have to produce a **Pro-forma invoice**.

Please note, we can provide you with templates' and assist with the Customs Procedure Codes.

This should include:

a) Sender/exporter (with EORI number)

b) Consignee/importer

c) Artwork details and value

d) Commodity Code (CC)

e) Customs Procedure Code (CPC)

For any guidance, or to book a shipment,
please reach out your Queen's contact or
email info@queensfineart.com

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