**University of Exeter - Import of Goods Notification Form**

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| Intended date of import: |  |
| Supplier or Sender of the goods (name and address): |  |
| Are the goods to be purchased? **Y / N**If not, state whether they are University of Exeter goods, sample, on loan etc. |  |
| What will they be used for (e.g. research, testing of the goods, repair etc.)? |  |
| Is the item to be exported subsequently? **Y / N** |  |
| Commodity code:If not known go to<https://www.trade-tariff.service.gov.uk/sections> |  |
| Import duty rate: |  |
| Description of goods: |  |
| Value for customs:(including insurance + freight)Please confirm the full cost that will be invoiced by the supplier (or the true value of the goods if not purchased). |  |
| Import Licence Required Y/N | Import licence applications should be made via the University Regulatory Compliance Officer  |
| University of Exeter EORI number: **GB 142 0477 95 000**  The University does not use postponed VAT accounting nor does it have a deferment account and so payment of import taxes must be arranged with the freight forwarder or customs agent by the College. |
| **Contacts (minimum 2)** | **Contact 1**  | **Contact 2** |
| Names: |  |  |
| Telephone number: |  |  |
| College or Department address: |  |  |
| Email: |  |  |
| **N.B.** Contacts must be available at short notice in the event that goods clearance queries arise. |  |  |
| Date: |  |
| Any additional comments including:* Customs procedure code (if known)
* Import licence check (where applicable)
* Special instructions
* Other
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