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# TRADER CHECKLIST



**NEW RULES WILL AFFECT YOU  
FROM 1 JANUARY 2021**

Use this checklist to help you prepare to move goods  
between Great Britain and Europe from 1 January 2021



TAKE ACTION NOW TO BE READY IN TIME  
[GOV.UK/TRANSITION](https://www.gov.uk/transition)

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## **MOVING GOODS IN OR OUT OF EUROPE**

If your business moves goods between Great Britain and Europe, you will be affected by new trading rules from 1 January 2021. These rules will apply to all European trade, whether you buy or sell goods once a year or every day, and no matter what type, volume or value – so all businesses need to prepare.

We know these are challenging times for businesses, that's why we've created this short checklist to help you get your business ready.

Follow the steps below to get your business ready to trade with Europe from 1 January 2021.

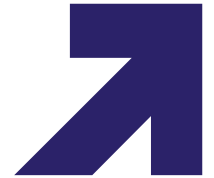
### **1 Check when you need to make declarations**

If you want to buy, sell or move goods between Great Britain and Europe from 1 January 2021, you will need to make customs declarations.

**If you import goods that are not controlled (standard goods)** from EU countries, you can delay making import declarations for up to six months. To do this, you will need to make a declaration in your records. This is called an entry in declarant's records. For more information, go to [www.gov.uk/hmrc/delay-import-declarations](https://www.gov.uk/hmrc/delay-import-declarations)

**If you import controlled goods** ([www.gov.uk/guidance/list-of-goods-imported-into-great-britain-from-the-eu-that-are-controlled](https://www.gov.uk/guidance/list-of-goods-imported-into-great-britain-from-the-eu-that-are-controlled)) you will need to complete import declarations from 1 January 2021. You will need to use the same process that exists for trade with the rest of the world. You can find more information at [www.gov.uk/import-goods-outside-eu](https://www.gov.uk/import-goods-outside-eu)

**If you export standard or controlled goods**, you will need to complete export declarations and submit full safety and security declarations from 1 January 2021. You will need to use the same process that exists for trade with the rest of the world. You can find more information at [www.gov.uk/export-goods-outside-eu](https://www.gov.uk/export-goods-outside-eu)



## 2 Get ready to make customs declarations

By now you should have decided whether you have the in-house capacity to make declarations yourself or need to get a specialist to do it for you. Customs declarations are complex and time consuming, so most businesses use a specialist, such as a freight forwarder or fast parcel operator, to deal with customs for them.

**If you intend to get a specialist to make your declarations for you, you need to:**

find someone now to make your declarations. You can find a list of specialists that can help at [www.gov.uk/guidance/list-of-customs-agents-and-fast-parcel-operators](https://www.gov.uk/guidance/list-of-customs-agents-and-fast-parcel-operators)

make sure you understand what your responsibilities are and what information you need to share with whoever is doing your declarations.

work with your chosen specialist to ensure that you are ready to trade with Europe from 1 January 2021.

**If you have not made these preparations, you risk not being ready in time for 1 January 2021, even if you start now.**

**If you intend to trade with Europe in January or February, you need to act now, and we recommend you get a specialist to make declarations for you.**

**If you still intend to make declarations yourself, you need to:**

ensure that within your business you have the skills and knowledge to complete custom declarations.

buy the specialist software and licences needed to interact with HMRC's systems.

apply for access to CHIEF, the IT system used to make declarations to HMRC.

register for a duty deferment account, if you plan to delay your declarations, for non-controlled goods that you import up until 30 June 2021.

check what records of your imported goods you must keep to support your declarations.



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### 3 Make sure your supply chain is ready

Please share this information with all those in your supply chain so you know what changes you all need to make.

We recommend that you tell your EU trading partner to visit [www.gov.uk/eubusiness](http://www.gov.uk/eubusiness) to check the actions they need to take.

You can find more information at [www.gov.uk/transition](http://www.gov.uk/transition)