



1. Please confirm that the imported goods are for business or for starting a business. *please tick*
From 01/04/2007 applications will only be processed for business importations Yes

2. Please confirm the legal status (entity) of the importer *please tick*
Sole Proprietor Partnership Ltd Company Other
If other, please confirm status

3. If the importer is a **Limited Company** you must provide:
Incorporation No. _____ Date of Incorporation _____
Country of Incorporation _____
If the importer is a registered **charity** you must provide the registration number in the space provided.

4. Name of Importer (The importer is the legal owner/has title to the goods)
Provide the full name of the importer (*no initials*)

Ltd Company

Sole Proprietor

Date of birth	N I number	Nationality
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Partners

Partners

Date of birth	N I number	Nationality
Date of birth	N I number	Nationality

Continue on separate sheet if necessary

Other

5. Address of Importer

Postcode _____

Tel No. _____ Fax No. _____

Mobile No. _____ E-mail address _____

6. Please list any other pseudo TURNS/VAT numbers the importer has had in the past.

Pseudo TURN

VAT No

Pseudo TURN

VAT No

7. Freight/Clearing Agent (if used)

Provide the name, address, telephone number and contact name of the freight agent used in the space provided.

Contact name

Tel No.

8. Provide a **full description of the goods** being imported in the space provided.

Note: Copies of purchase invoices, bill of lading and insurance documentation MUST be supplied

9. If importing **motor vehicles/motor cycles**, confirm make and model and vehicle identification number (VIN)/chassis/frame numbers

10. State the **value of the goods** being imported in **one** of the following currencies.

UK pound

Euro

US dollar

11. Confirm **where the goods** are being imported from and provide suppliers details.

Address

Country

12. Confirm the FULL address of **goods destination** following importation.

Postcode

13. Port of entry	Port of clearance (if different)
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14. Confirm Arrival date

15. Sea freight Bill of Lading Container No. Vessel name Is the importation Drive on/Drive off? No <input type="checkbox"/> Yes <input type="checkbox"/>
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16. Air freight Airway bill No. Flight No. Merchandise In Baggage (Hand carry) No <input type="checkbox"/> Yes <input type="checkbox"/>
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17. By road transport Confirm trailer No. Vehicle Registration No. C.M.R./T1 (if applicable)
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18. Coming out of Bonded Warehouse Warehouse approval No. Warehouse address Postcode
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19. Is number required by the importer for further imports? <i>please tick</i> Yes <input type="checkbox"/> No <input type="checkbox"/> N.B. Number will be closed if not confirmed
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20. Declaration (Please include full name of declarant)
I declare that the information given on this application is true and complete.
Signature
Date
Status of declarant <i>please tick</i> Importer <input type="checkbox"/> Agent <input type="checkbox"/> Other <input type="checkbox"/>
If other please specify

Guidance on completion of the Pseudo TURN Application form

Note: Pseudo TURNS are not applicable for (i) use when exporting goods, (ii) importing goods for non-commercial purposes. Please refer to www.hmrc.gov.uk or National Advice Service on 0845 0109000.

“The onus is on the importer to ensure that applications are made in time. Customs take no responsibility for goods that cannot be cleared due to the importer or agent not requesting a Pseudo TURN in sufficient time” – Customs Tariff Vol. 3

All applications must be received in writing by post, fax or email as per the Customs Tariff, Vol 3, Pt. 3, 3.1.11

Many applications are held up because of missing or incomplete information. Here are pointers for some of the questions to help you complete the application enabling us to process as quickly as possible. Please complete in **block capitals** and in **black ink**.

- If the business is a limited company, give the **full** name of the company, and supply the incorporation details. If the business is not a limited company, we will need the **full name(s) (not initials), date(s) of birth and National Insurance (N.I.) number(s)** of the person or people running the business.
 - Give full address, postcode and a contact telephone number of importer.
 - Freight/clearing agents: (if used) please give name, address, contact name and telephone number.
 - We need to know the **country from where** the goods are being imported. Pseudo numbers are only for goods being imported from **outside of the EU**.
 - We need to know which **specific port** the goods are coming into e.g. Heathrow, Gatwick.
 - Freight details:-
 - If your goods are coming by **ship** (deep sea) we need a bill of
 - lading number, the vessel name, and container number (container number not always applicable if you are bringing in vehicles).
 - If your goods are coming by **air**, we need an airway bill number and flight number.
 - If your goods are coming by **road transport** that arrives on a ferry to enter the UK (roll on/roll off), we need the trailer number and/or vehicle registration number.
 - If goods are being cleared out of a bonded warehouse please provide the warehouse approval number and full address of the warehouse.
 - You must supply copies of purchase invoices and insurance documents for the imported goods.
 - If you wish to use the Pseudo Turn number again to clear further imports of goods, please tick ‘Yes’ to the last question, otherwise the Pseudo Turn number will be closed.
 - Declarant:- **Full name & status** of person completing application form.
 - Return address for e-mail is turn@hmrc.gsi.gov.uk
- Guidance can be found on www.hmrc.gov.uk/forms/notices/jccc0345.htm or reference to Public Notice 553 on the above website
 - Pseudo TURNS may be closed without notification depending on risk assessment.
 - Pseudo TURN s may be refused if false or misleading information is given

Pseudo TURN applications take 48 hours (from receipt) to process. Applicants are advised not to contact the TURN Team within 48 hours of submission. **Please note that these guidelines apply solely to correctly completed applications.**

Any queries not relating to the TURN Team should be directed to the National Advice Services (NAS) within UK – 0845 010 9000, NAS outside UK – 44 208 929 0152

Please note: the Pseudo Turn number is *not* a VAT registration number!

Contact Details:

TURN Team, HM Revenue & Customs, Custom House, Pier Head, Kings Dock, Swansea, SA1 8RY
Tel: 01792 634004, 634005, 634007 & 634040 (Available 09.00 – 16.00 Mon - Fri) Fax: 01792 634022
Email: turn@hmrc.gsi.gov.uk (plain or rich text format only)