**Import of Goods Notification Form**

|  |  |
| --- | --- |
| 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 UoM 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: |  |
| Import duty rate: |  |
| Description of goods: |  |
| Value for customs:Please confirm the full cost that will be invoiced by the supplier including freight cost |  |
| Import Licence Required **Y/N**[**Import-licences-and-certificates**](https://www.gov.uk/starting-to-import/import-licences-and-certificates) |  |
| NIRU Certificate Required **Y/N**[**National-Imports-Reliefs-Unit**](https://www.gov.uk/government/organisations/hm-revenue-customs/contact/national-imports-reliefs-unit) |  |
| Queen Mary University of London EORI number: **GB** **248837911000** |
| **Queen Mary University Contacts (minimum 2)** |
| Names | Contact 1  | Contact 2 |
| Telephone number: |  |  |
| School 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
 |
| **Customs Agent Contact Details:** |
| **EU IMPORTS:**Supplier Name: Martintrux Group LTDAddress: Maybrook House, Queens Gardens, Dover, CT17 9AH Telephone number: 01304 793020Email: forwarding@martintrux.co.uk | **ROW IMPORTS:**Supplier Name: Norman Global LogisticsAddress: Griffin Centre, Staines Rd, Feltham TW14 0HSTelephone number: 0208 893 2999Email for Sea freight:fel.sea.imports@norman.co.uk Email for Air freight:lhr.air.prealert@norman.co.uk  |