**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 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 LTD  Address: Maybrook House, Queens Gardens, Dover, CT17 9AH  Telephone number: 01304 793020  Email: [forwarding@martintrux.co.uk](mailto:forwarding@martintrux.co.uk) | | **ROW IMPORTS:**  Supplier Name: Norman Global Logistics  Address: Griffin Centre, Staines Rd, Feltham TW14 0HS  Telephone number: 0208 893 2999  Email for Sea freight:[fel.sea.imports@norman.co.uk](mailto:fel.sea.imports@norman.co.uk)  Email for Air freight:[lhr.air.prealert@norman.co.uk](mailto:lhr.air.prealert@norman.co.uk) | |