

CUSTOMS INFORMATION PAPER (09) 27

Revised Time Rules for Pre-entry and Pre-Lodgement for Imports.

Who should read:	JCCC members and all organisations involved with International Trade and Importing goods into the UK.
What is it about:	Introduction of changes to the time rules relating to a: the Pre-entry of Import entries to CHIEF; and b: the Pre-lodgement of import papers to the NCH.
When effective:	Change effective From: 01 June 2009
Extant until/ Expires	Until Further Notice

1. Introduction

Following the Full Trade Consultation Exercise relating to HMRC's proposals to amend the timescales for the Pre-Entry of import data onto CHIEF and the Pre-Lodgement of import documentation to the NCH, as detailed in JCCC [Consultation Document 011](#) and secondary JCCC [Consultation Document 012](#), HMRC can now announce the final result of the consultation exercise and the agreed way forward.

The definitions of pre-entry and pre-lodgement are as follows:

Pre-entry – is the keying of valid and relevant data into the HMRC CHIEF system, either via 3rd party software and/or Community Service Provider system, in order to have that data validated, accepted and allocated an E2H advice and a valid Import Entry Number *before* the arrival of the vessel / goods into the UK.

Pre-lodgement – is the posting, faxing and / or e-mailing copies of the [accepted] hold import entry and any supporting documents to the National Clearance Hub, post pre-entry but pre-arrival of the vessel / goods into the UK.

2. Final Result of the Consultation Exercise

The proposals as laid out in Section 4 of JCCC Consultation Document 012 were universally accepted and as such, will be adopted as policy by HMRC. These amendments to the time rules will come into operation with effect from midnight on **1st June 2009**.

This extended implementation date will provide HMRC and our customers with sufficient time to implement any changes required to their operating practices and also allow HMRC to update their internal & external guidance and the relevant paragraphs in the UK Tariff.

3. HMRC's Revised Operational Policy and Processes.

For clarity, HMRC's revised operational policy and processes are detailed in full below.

3.1 Pre-entry

Pre-entry of valid [import] data into CHIEF will be allowed up to **21 actual days** before the physical arrival of the vessel / goods into the UK. This period includes weekends and bank holidays.

The UK Tariff will be amended accordingly at Volume 3, Part 3, Paragraph 3.1.3, to reflect this change.

However, the "auto delete" facility in CHIEF **will not** be adjusted from its current setting until the required CHIEF change, aligning auto delete with CSP Inventory Systems, has been fully tested and implemented. CHIEF standing data will then be amended to have the pre-entry auto delete facility set to 21 days. This facility will remove those entries in CHIEF after 21 days have elapsed and the goods / vessel have not been arrived.

Until such times as the CHIEF auto delete facility is set to 21 days, it will remain at its current setting of 59 days. HMRC respectfully request that CSP's, importers and / or their agents respect both the concessional increase from the current 4 working days to 21 days and our decision not to implement this on CHIEF until HMRC and 3rd party Inventory IT systems are aligned.

HMRC will monitor their systems regularly to ensure that the 21 day pre-entry allowance is not being abused.

3.2 Pre-Lodgement

Pre-lodgement of expected Route 1 and Route 2 entries and any supporting documents by fax, post and/or e-mail at the NCH will be limited to **5 actual days** prior to the expected / scheduled arrival of the vessel / goods. This period **includes** weekends and bank holidays.

The UK Tariff will be amended accordingly at Volume 3, Part 3, Paragraph 3.1.3 to reflect this change.

Pre-lodgement is only provided by HMRC to enable importers / agents to lodge their accepted hold entries which they know, or honestly believe, will be allocated a Route 1 or Route 2 status.

Therefore, with effect from 1st June 2009 the National Clearance Hub in Salford will cease to accept and/or action large amounts of unsorted pre-lodged entries which include a large proportion of and/or majority of eventual Route 6 entries.

This usually occurs with the pre-lodgement of entries for scheduled “out of normal office hours” arrivals and with the “bulking” of pre-lodged entries covering entire vessels, especially at weekends.

Importers and/or their agent who are perceived to be misusing or abusing this facility will, in the first instance, be contacted and assistance provided to resolve any misunderstandings or issues they may have.

Any continuation to misuse or abuse the facility after this contact will result in an exclusion from using the pre-lodgement facility for the importer / agent concerned for a set period of time, initially 2 weeks.

During this exclusion period, all pre-lodged entries received will be destroyed by the NCH and the importer / agent informed that their entries have not been accepted into the NCH, and will not be accepted until the goods / vessel has arrived as per EU Regulation 2454/93 of the Customs Code & Implementing Regulations.

Of course, any original documents received will not be destroyed but returned to the importer / agent for use on re-presentation of the entry.

4. Review Period

Beginning on 1st September 2009, three months after implementation, HMRC will review the position regarding both pre-entry and pre-lodgement to ensure that the revised policy and processes are operating satisfactory, expected outcomes are being met and no other areas of concern have arisen. The review will be undertaken by JCCC stakeholder engagement.

5. Further information / Contacts

For enquiries related to HMRC's Policy on pre-entry & pre-lodgement, please contact either:

[Tony Borton](#) or [Cliff Atkinson](#):
Import Policy Team;
Customs & International Trade
H.M. Revenue & Customs
10th Floor West, Alexander House
21 Victoria Avenue, Southend on Sea
Essex, SS99 1AA

For enquiries relating to HMRC's pre-entry & pre-lodgement operational processes, please contact:

The Technical Team, (NCHTechnical@hmrc.gsi.gov.uk)
The National Clearance Hub,
Customs & International Trade,
H M Revenue & Customs,
Custom House, Furness Quay
Salford. M50 3XX

Issued on the **6 April 2009** by the JCCC Secretary, HM Revenue and Customs, Customs & International Directorate. E Mail @ [JCCC Secretariat](#)

If you have a question about the content of this page please use the details provided in the 'Further Information /Contacts' section.

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