



HM Revenue  
& Customs

## CUSTOMS INFORMATION PAPER (14) 49

### Ships Reporting in the UK and the Submission of C94.

<b>Who should read:</b>	All ships masters and shipping agents
<b>What is it about:</b>	Lodging IMO (International Maritime Organisation) forms for arrivals and departures
<b>When effective:</b>	1 July 2014
<b>Extant until/ Expires</b>	Until further notice

#### 1. Introduction

This paper advises information that is required by the National Clearance Hub and also what to do when submitting C94 IMO General Declarations outside of normal office hours.

#### 2. New information

With effect from 1 July 2014 the following arrival/clearance procedures are required by the National Clearance Hub when submitting IMO FAL Form 1 C94 for arrival and departure General Declarations.

\* Complete a separate IMO FAL Form 1 C94 when making a report (arrival) and requesting an outwards clearance (departure).

\* Mark the appropriate box on the C94 to indicate whether you are making an arrival or departure.

\* It is a legal requirement that the C94 for both arrivals and departures are signed by the shipmaster or a person authorised by them. The C94 is also to be completed with a date.

\* For your departure request, please provide a valid UK fax number, otherwise we are unable to fax back your departure request to you.

\* During office hours can you please (if possible) email your reports, clearly marking the subject box as either arrival or departure.

Fax Numbers: 03000 588474/ 588475/ 588473

Email: <mailto:shipsreports@hmrc.gsi.gov.uk>

\* When requesting departures out of office hours (outside of 8am to 5pm Monday to Friday or at weekends and which are urgent) the reports should be faxed to:

Fax 03000 588474

Tel: 03000 588401

Please note the telephone line is only available for ships reports outside office hours as detailed above. You must call and advise that you have a C94 departure request for processing.

### **3. Contacts**

If you have any further questions regarding this Customs Information Paper please contact:

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If you have a question about the content of this paper please use the details provided in the Contacts section. For general HMRC queries speak to the VAT, Excise & Customs Helpline on 0300 200 3700

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