

DISPATCHES

Period (mm/yy)

Number of lines



For official use

Trader Name:
Address:

VAT number (GB)

Branch ID:

Agent Name:
Address:

VAT number (GB)

Branch ID:

	Commodity code	Value £s Sterling	Delivery terms	Nature of transaction	Net mass (kg)	Supplementary unit	Goods sent to (country)	Trader reference
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When complete return to:

HM Revenue & Customs

Sort Section, Alexander House
21 Victoria Avenue
Southend-on-Sea
SS99 1AA

For general enquiries or to order more forms for Intrastat please contact the National Advice Service on **0845 010 9000**.

It is beneficial to submit nil returns for the months you have no trade. This prevents unnecessary enquiries and reminder letters. You can make your Intrastat declarations electronically, visit **www.uktradeinfo.com** and click on Intrastat.

Financial penalties may be incurred if declarations are late, incomplete or inaccurate.

Name of signatory: _____

(in CAPITALS)

Signature: _____

Telephone number: _____

Email address: _____

Date and Place: _____

Notes on the completion of INTRASTAT Supplementary Declarations (SD). Detailed advice on how to complete this form and on Intrastat generally can be found in The Intrastat General Guide Notice 60, available at www.uktradeinfo.com

Separate forms must be used for Arrivals (C1500) and Dispatches (C1501). Continuation sheets are available.

Period (mm/yy)	The period is the month and year to which the declaration refers, example 11/01 for November 2001. For special periods see Notice 60 Para 3.5.
Number of lines	Show the number of lines of data entered on each declaration. If you are declaring more than 176 lines, please submit in batches of no more than 14 continuation sheets to each header sheet (C1500 and C1501).
Sheet Number	Show the order of the sheets example: 03 05 for continuation sheet three of a total of five, on the continuation sheet.
Trader	Enter the name, address and postcode of your business and quote your UK VAT number. The three digit Branch ID should be completed if you are providing data on a Branch basis and have already advised HMRC Intrastat Operations.
Agent	This field should be completed only if an agent is completing the SD on behalf of a Trader.
Commodity Code	You must classify goods using the appropriate code from the current Intrastat Classification Nomenclature (ICN), available on line at www.uktradeinfo.com If you need advice, contact the Tariff Classification Help Line on 01702 366077.
Value £s Sterling	Show the value, as used for VAT purposes, in £s sterling rounded up to the nearest Pound. Do not show the £ sign or pence.
Delivery Terms	See Notice 60 Para 4.4 and Appendix E.
Notice of Transaction	See table opposite and Notice 60 Para 4.4
Net Mass	If required, should be shown in kilograms rounded up to the next whole kilogram. Only show the figure, not the letters (kg).
Supplementary Unit	Complete this box only when the current ICN indicates that supplementary unit information is required.
Goods sent to / Goods from (country)	You will find a complete list of Countries and Country Codes in the Notice 60 Appendix B or on our website www.uktradeinfo.com
Trader's reference	The completion of this box is optional for example, an invoice number may assist in resolving queries.

Useful email addresses:

Tariff classification helpdesk: classification.tso@hmrc.gsi.gov.uk
 uktradeinfo Customer Services (Intrastat online submission and Trade data):
uktradeinfo@hmrc.gsi.gov.uk

CODES FOR USE IN COMPLETION OF INTRASTAT DECLARATION

Nature of Transaction	Code
a) All transactions involving actual or intended change of ownership for a consideration (except those appropriate to Nature of Transaction Code (NoTC) 2, 7 or 8 (1st digit). (This includes stock moved within the same legal entity (between Member States), and financial leasing).	10
b) Credit note values, where the goods are not returned, that is an amount used to reduce the overall value of the SD. The second digit "6" acts as a negative value.	16
c) Transactions which are declared on SD's, but are not shown in boxes 8 or 9 of the VAT return, for example, goods arriving in an excise or fiscal warehouse, or movements of goods involving stage payments (Second digit 7 can also be used with f), j), k and l) below, for example 37, 77, 87, and 97).	17
d) Transactions which are declared in boxes 8 or 9 of the VAT return, but are only required on the SD for reconciliation purposes, stage payments made when no movement of goods occurs.	18
e) Returned or replacement goods.	20
f) Free of charge transactions involving permanent change of ownership.	30
g) Goods sent for processing where they will be returned to the country of dispatch.	40
h) Goods returned following processing where they are returning to the country from which they were dispatched for processing.	50
j) Joint defence projects or other joint inter-governmental production programmes (for example airbus).	70
k) Supply of building materials and equipment as part of a general construction or engineering contract. (The value of the goods actually moving should be declared not the total value of the contract).	80
l) Other transactions which do not fit any of the descriptions in a) to k) above.	90

NoTC first digits 2, 4, and 5 identify a transaction which should not be shown in box 8 or 9 of the VAT return.

Data Protection Act 1998

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

NOTE: YOUR DECLARATION MUST REACH THE ADDRESS OVERLEAF BY THE END OF THE MONTH FOLLOWING THE PERIOD END.