

**THE CAYMAN ISLANDS CUSTOMS AND BORDER CONTROL (CBC)****UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS DECLARATION NOTES**

This form is for you to declare your belongings to Customs and Border Control and to claim any duty-free reliefs that may apply when you return to or transfer your normal home to the Cayman Islands, or if you are a student coming to study in the Cayman Islands.

**Please read the following carefully before you complete the form:**

Unaccompanied Personal Effects (UPEs) are your household and personal items that you import into the Cayman Islands but that arrive separately to you.

UPEs may arrive in the Cayman Islands by air, sea cargo or by international mail (post).

UPEs include:

- clothing and footwear;
- personal hygiene and grooming items;
- furniture;
- appliances;
- sporting equipment; and
- books.

You may be eligible for a UPE concession. If you are eligible, we will clear your UPEs from customs control without requiring you to pay:

- customs duty

To be eligible for the UPE concession **you must:**

- be a passenger or crew member of a ship or aircraft;
- have arrived from a place outside the Cayman Islands; and
- depending on the nature of the goods, meet permanent residency requirements

and the **goods must** be:

- your personal property;
- suitable and intended for use by you in the Cayman Islands;
- personally, owned and used overseas by you for a specified length of time. Generally, this is the 6 months before your departure for the Cayman Islands.

**The following goods are not eligible for the UPE concession:**

- motor vehicles;
- Water craft;
- motor vehicle parts;
- commercial goods;
- bequeathed goods;
- items that you have purchased over the internet after your arrival in the Cayman Islands;
- items belonging to another person who is not eligible for the concession;
- tobacco and tobacco products (cigarettes, cigars, or other products containing tobacco);
- alcoholic beverages.

**Note:** The duty-free concessions that apply to alcoholic beverages and tobacco products (cigarettes, cigars or other products containing tobacco) that you carry with you when you arrive in the Cayman Islands do not apply to UPEs. Customs and Border Control will assess alcoholic beverages and tobacco products that arrive as UPEs for duty. We will not release the goods until you pay these duties and taxes.

Please read the Instructions to the Importer before completing this declaration:

**INSTRUCTIONS TO THE IMPORTER**

- Answer all applicable questions on the declaration.
- This declaration may be completed by the importer or their agent/nominee. Persons other than the importer completing the declaration will be required to submit a letter of authorization from the importer, and a copy of his/her passport (including immigration visa/work permit if applicable). In addition, the nominated person will be required to submit a valid photo ID (passport or Cayman Islands driver's license).
- Your shipment may subject to inspection by the Cayman Islands Customs and Border Control . Once your container (s), crate (s) has been sealed by CBC, you or agent/nominee must make arrangements for an inspection to be carried out at either at your premises, or a designated area. **Please ensure that any keys and/or combination locks/codes to any locked packages are available at the time of clearance in order to avoid any delays.**

**The following documents are required in order to complete the clearance process:**

- Passports of all listed on the declaration;
- Complete list of shipment contents;
- Airway bill, Bill of Lading;
- Receipts/invoices of goods listed under the “Specific Items” section;
- Letter of authorization from the importer if goods are being cleared on their behalf;
- Any relevant approvals/permits for goods listed in the “Prohibited or Restricted Goods” section;
- Any other documentation that may be deemed relevant in the clearing of the shipment

To make arrangements for inspection please contact: **Cargo Inspection Section**

Contact numbers:

1 (345) 345-649-4579

Ext: 244-4995 or

Press 0 and then 1 for Imports

**FURTHER INFORMATION** can be obtained from:

CBC Headquarters/Administration,

42 Owen Roberts Drive,

George Town, Grand Cayman

Phone: 1(345)649-4579

**OR:**

**In the Sister Islands from:**

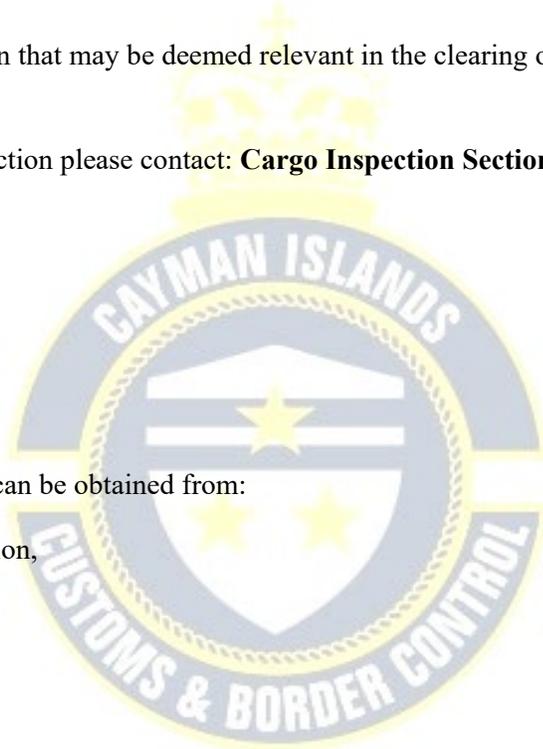
District Administration,

19 Kirkconnell Street,

Stake Bay, Cayman Brac KY2-2101

Phone: 1(345)948-2222

**OR:**



through your Local Customs clearing agent/broker.

**Declaration**

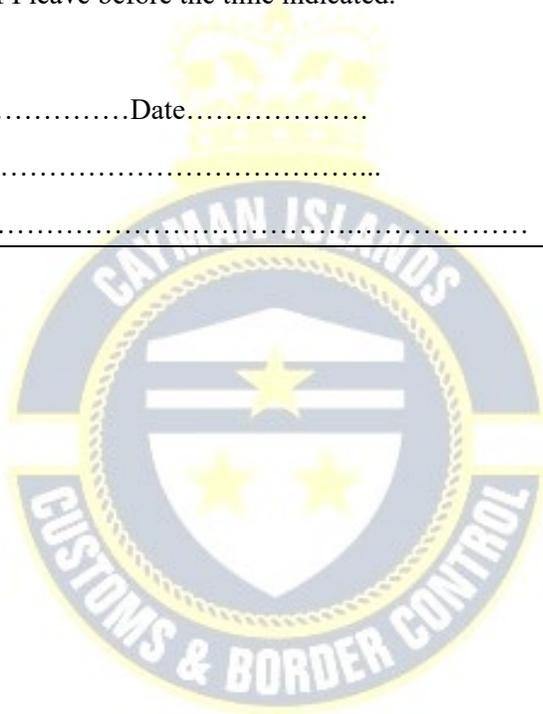
I declare that: -

1. I have read the instructions provided on the declaration.
2. This form and the attached sheets include all the information required.
3. Except as indicated, all the declared goods in this shipment are my personal property and are intended solely for me or my dependents continued personal use.
- 4. None of the items listed will be sold, hired or otherwise disposed of without informing Customs and Border Control.**
5. That I intend to remain in Cayman Islands for a period exceeding one year and understand that the items listed will be subject to import duties if I leave before the time indicated.

Signature.....Date.....

Address in the Cayman Islands.....

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## THE CAYMAN ISLANDS CUSTOMS & BORDER CONTROL SERVICE

### UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS DECLARATION FORM

#### PERSONAL DETAILS OF IMPORTER

Name:	Passport Number:	Country of Issue:
Address in Cayman Islands:		Date of Birth:
Email Address:	Telephone No:	
Date of Arrival:	Occupation:	

#### DETAILS OF PERSON(S) OTHER THAN THE OWNER

*Note: Persons other than the owner / importer clearing goods through Customs and Border Control will need to complete an Appointment of Agent (AOA) in Customs Online System (COLS) and submit the following form(s) of identification.*

Name of Customs Broker / Company / Individual:			Address:	
Driver's Licence No:	Place of Issue:	Or	Passport No:	Country of Issue:
Email Address:			Telephone No.:	

SHIPMENT INFORMATION			
Flight / Ship:	Voyage No.:	Airway Bill / Bill of Lading No.:	Date / Estimated Date of Arrival:
Port of Arrival:	Weight:	Container No.:	No. & Types of Packages:

**Note: You must answer each of the following questions by placing a tick (✓) in the appropriate boxes. Please ensure that keys to any locked baggage or containers are available at the time of clearance, as unaccompanied effects will be examined.**

ARE YOU COMING TO THE CAYMAN ISLANDS (circle the relevant answer)		
	YES	NO
As a tourist only?		
To take up permanent residence for the first time?		
To resume permanent residence or as a returning Cayman Islands resident?		
As a student returning from overseas study?		
As a Cayman Islands citizen residing overseas, returning temporarily?		

**Note: All persons taking up residence for the first time should have documentation authorising permission to reside (a current work permit / visa etc.) for a period of at least 1 year.**

DECLARATION OF HOUSEHOLD OR OTHER PERSONAL EFFECTS		
	YES	NO
Are you personally aware of the contents of the shipment?		
Do you have a list of the contents? (a complete packing list must be attached to this form)		

DOES YOUR UNACCOMPANIED GOODS CONTAIN ANY OF THE FOLLOWING PROHIBITED OR RESTRICTED ITEMS?		
	YES	NO
Non-prescription drugs, controlled drugs, drugs of dependence, including narcotics;		
Firearms, replica firearms, gas pistols, air pistols, other weapons, ammunition, explosives, or;		
Other offensive weapons including tear gas, stun guns, knuckle dusters, flick knives, spear guns, Hawaiian slings, swords, bows, catapults, and their parts;		
Objectionable / Indecent articles of any kind in any format, including but not limited to pornographic material;		
Radio or satellite communication equipment within the bands 1605 and 4000 KHz;		
Slot machines or any other gambling equipment;		
Food of any kind;		
Plants or parts of plants – live or dead, including seeds, bulbs, and nuts;		
Pets, other animals or parts of animals – live or dead, including goods made from protected species		

**Note: If you answered YES to any of the above questions, please list the items below; you may be required to provide supporting documents to import these goods, e.g. doctor's prescription, agriculture permits, firearms licence etc.**

Number of Packages	Description	Price / Estimated Price (\$CI)	Quantity

<b>DOES YOUR UNACCOMPANIED GOODS CONTAIN ANY OF THE FOLLOWING SPECIFIC ITEMS?</b>		
	YES	NO
Goods carried on behalf of, for or belonging to another person;		
Furniture and household goods owned and used for less than 6 months;		
Any goods, including personal items, owned and used for less than 6 months;		
Cash or bearer negotiable instruments in any currency of a total exceeding CI\$ 10,000;		
New goods;*		
Goods for commercial purposes;*		
Gifts intended for other persons;*		
Goods belonging to persons not listed on this declaration;*		
Motor vehicle(s), motorcycle(s), watercraft(s).*		

**\*Goods liable for customs duty.**

**Note: If you answered YES to any of the above questions, please list the items below. Duty may be payable on these items, and; you may be required to provide supporting documents to import these goods, e.g. invoices, proof of ownership (vehicles) etc.**

Number of Packages	Description	Price / Estimated Price (\$CI)	Quantity

DOES YOUR UNACCOMPANIED GOODS CONTAIN ANY OF THE FOLLOWING SPECIFIC ITEMS?		
	YES	NO
Cigarettes, cigars, tobacco, or intoxicating liquor.		

Alcoholic Beverages	No. of Bottles	Description	Price / Estimated Price (CI\$)	Quantity	Unit
Spirits (including liqueurs) *					Litres
Wine*					Litres
Beer*					Litres
Champagne*					Litres
Tobacco Products	No. of Bottles	Description	Price / Estimated Price (CI\$)	Quantity	Unit
Cigarettes*					(000's)
Cigars*					Number
Cigarillos*					Number
Pipe / Snuff Tobacco*					Grams /Lbs.

**\*No person may import into the Islands intoxicating liquor in excess of one gallon unless he is the holder of a license - Section 10, Sub-section 10 of the Cayman Islands Liquor Licensing Law (2019 Revision).**



**I HEREBY DECLARE THAT:**

1. I have read and understood all the questions on this form and that the information provided is true, correct and complete.
2. This form and the attached packing lists include all the information required to be declared.
3. Except as indicated, all the goods contained in the shipment declared are my personal property and intended solely for me or my dependents continued personal use.
4. None of the goods will be sold, hired or otherwise disposed of for a period of at least 2 years without informing the Customs and Border Control authorities.
5. All the particulars given on this form and the attached packing lists are true.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION BY THE IMPORTER / OWNER OF THE IMPORTED GOODS****I HEREBY DECLARE THAT:**

1. I am clearing these goods on behalf of the owner;
2. I have read and understood all the questions contained on this form; and
3. The information provided is true, correct, and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WARNING:** Failure to make a full declaration is an offence and can result in the forfeiture of the goods, fines and/or imprisonment.

**FURTHER INFORMATION** can be obtained by calling our Customer Support Center at 649-4579, press 0 and then 1 for imports. Otherwise, further information can be obtained from Customs and Border Control Headquarters, #42 Owen Roberts Drive, George Town (in the Sister Islands, Customs and Border Control office, Stake Bay), or through your Customs and Border Control clearing agent.