



Important Notice Regarding HMRC & Import Declarations (on the DHL service)

Hello everyone,

You'll be aware that as a standard part of the DHL Express service, they complete import declarations on your behalf for the goods you import into the UK. Import declarations are made directly with UK Customs via a platform called CHIEF, however this platform is now being closed and UK Customs is migrating to a more advanced platform, the Customs Declaration Service (CDS).

DHL will continue to make import declarations on your behalf in the new system, however, if you use your own duty deferment account, you will need to review your set-up for the new system and authorise DHL to apply charges to your account. To do this, please follow the steps below:

1. Complete a new CDS Direct Debit Instruction, as CDS uses a different bank account to CHIEF. To set up a CDS Direct Debit:
 - a. Login to CDS or register at www.gov.uk/guidance/get-access-to-the-customs-declaration-service following the 'get access' instructions. Note – you will need a HMRC Government Gateway Account. It is likely someone in your business will already have this, most likely the person in your business/finance team that is responsible for VAT. If your business does not already have an account, click 'Create Sign in Details' to create a new account.
 - b. Set up a Direct Debit for a Duty Deferment Account. If your Direct Debit Instruction does not require multiple signatures, you will be able to set it up through your CDS Financials Dashboard, following your registration. If multiple signatures are required, the original completed form must be sent to HMRC.
 - c. Add DHL International (UK) Ltd to your account authorities and authorise

use of your deferment account by adding DHL's EORI GB751812341004 to your CDS Financials Dashboard. www.tax.service.gov.uk/customs/manage-authorities/manage-account-authorities

2. Contact DHL Express on UKImpCMF@dhl.com to confirm your set-up in CDS. They will then migrate your import declarations to the new system.

Please note: Your business may have already actioned steps 1a and 1b following communication from HMRC, in which case please simply follow step 1c and 2.

In addition, if you use Special Procedures such as Inward Processing or Customs Warehousing DHL will need your new authorisation numbers and guarantee references to enable imports using these procedures in future. Please send the authorisation reference(s) and associated guarantee reference(s) to UKImpCMF@dhl.com.

If you don't use your own duty deferment account, you don't need to action anything and DHL will automatically move your import declarations to the new platform.

If you have any questions or would like more information, please do let us know.

Kind Regards

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