



UK Transfer of Residence Form Instructions

When agents are moving shipments to the UK you will need to complete the following form using the link below:

https://publiconline.hmrc.gov.uk/lc/content/xfafoms/profiles/forms.html?contentRoot=repository:///Applications/Welsh_iForms/1.0/TOR1&template=TOR1.xdp

Print, sign, and email the form to: nch.tor@hmrc.gsi.gov.uk

You will need to attach the following:

1. Packing list
2. Proof of living outside of the EU for last 12 months using documents such as; utility bills, rent agreement, mortgage, and/or letter from employer
3. Picture copy page of passport

You will receive an email confirmation from Customs. However, if you receive a *bounce back* it will most likely be due to the file size exceeding 10MB. Re-send the required documents in 2 separate emails clearly referencing your full name and citing 1 of 2 and 2 of 2 in the body of each email.

Tip: Scan documents in black and white to keep the file size below 10MB.

If Customs has not responded within 10 business days, we suggest you call them at: 01144 300 058 8454. Please note, you should check your junk/spam folders, as some emails can get misdirected. If you do not qualify for TOR, meaning you are not moving your normal residence to the UK after living outside of the EU for the past 12 months, then you will have to pay duty and taxes. In which case, you *do not* need to complete the TOR form and instead send us a letter of explanation with a packing list with used values. Please note, receipts may be required. If you are selling a secondary home, shipping things to another family member or you are shipping items after only being outside of the EU for less than 12 months you *do not* qualify for TOR