

Dear Client,

Irish Customs & Excise will permit free entry of used household and personal effects under 'Free Transfer of Residence.



**In order to qualify for 'Free Transfer of Residence' you must:**

- Be moving to or returning back to Ireland to live
- Have lived outside of Ireland for more than 12 months
- Have moved to Ireland within 12 months of your shipment arriving

**To prove to Irish Customs that you qualify for free transfer of residence you are to provide the following:**

1. Transfer of Residence C&E 1076 – A blank copy of this is attached to the email sent to you by AMC's import co-ordinator along with a sample of how to complete.
2. TOR 1 Form – A blank copy of this is also attached to the email sent to you
3. Copy of Passport
4. Supporting Documents for Ireland and Outside of Ireland

**The following supporting documents must be provided :**

**SUPPORTING DOCUMENTS FOR IRELAND**

**1. Documentation relating to rental or purchase of property in Ireland.**

This should be in the form of one of the following:

- Mortgage statement / Deeds of house / Solicitors Letter
- Rental Agreement
- If you are living with a friend or family member then you will need to provide a letter from them stating this

**2. Evidence of employment for Ireland**

This should be in the form of one of the following:

- Employment Contract
- Letter from your employer stating that you are employed
- If you are unemployed then you will need to complete a letter confirming this
- If you (or your children) are attending education here in Ireland then we will need a letter from the school, university etc confirming this

**3. Proof of Address in Ireland & Day to Day Living**

- You are required to provide a copy of a bank statement (Irish or Foreign) showing day to day living expenses in Ireland (You can block out amounts it is just the transactions that are needed)
- You are also needed to provide a utility bill or bank statement showing your name and Irish address

**SUPPORTING DOCUMENTS FOR OUTSIDE OF IRELAND**

**4. Documentation relating to sale or termination of residence outside of Ireland**

This should be in the form of one of the following:

- Sale Documents
- Rental Termination

**5. Documentation relating to termination of employment outside of Ireland**

This should be in the form of one of the following:

- Contact termination
- Letter from employer

## 6. Proof of Address for outside Ireland & Day to Day Living

- You are required to provide 2 utility bills and / or bank statements showing your name and address outside of Ireland. One to be dated within the last 12 months and one dated over 12 months

### VEHICLES –

If you are shipping a motor vehicle you will need the following documents in addition to the above supporting documents:

- Original certificate of title (Ownership documents)
- Insurance certificate (one recent & one dated over 6 months)
- Copy of purchase invoice

You must have owned and used the vehicle for more than 6 months prior to the date of export from the country of origin.

### PLEASE NOTE –

New items, tools and alcohol are not permitted to be imported into Ireland under free transfer of residence. If your shipment includes any of these items then a SAD will need to be completed and VAT & Duty will be payable on your shipment.

The following information is needed for VAT & Duty Entries:

- Valued Inventory list (all items must be valued individually)
- PPS Number
- EORI Number

*For the EORI Number you will need to send an email and request this from revenue.*

*The email address is: [ecustoms@revenue.ie](mailto:ecustoms@revenue.ie)*

*You will need to write the following in the email –*

*Dear Sir or Madam:*

*I write to request an EORI number. My information is:*

*Full Name*

*Full address in Ireland*

*My PPS number is \*\*\*\*\**

### ALCOHOL -

For alcohol you are also needed to provide the following information:

Size of each bottle ; Percentage proof of each bottle ; Description of each bottle i.e. sparkling wine ; vodka etc. ; Purchase price of each bottle ; Total quantity of bottle in shipment

These documents must be provided to your co-ordinator prior to your shipment arriving. If you have any questions please do not hesitate to contact us.

### Contact Details:

Import Team - Kayleigh Deegan / Brenda Roberts

Address: AMC Removals, AMC House, Naas Industrial Estate, Naas, Co. Kildare, W91 X5KT

Tel: 00353 45 874 498

Email: [Kayleigh.deegan@amcremovals.ie](mailto:Kayleigh.deegan@amcremovals.ie) ; [Brenda.roberts@amcremovals.ie](mailto:Brenda.roberts@amcremovals.ie)