



## PHILIS Payments - Imports

Hull & Goole Port Health Authority have moved over to a pre-payment finance system within PHILIS to assist with the increase in the volume of imports staff will be processing from the 30 April. This will enable imports to be processed more efficiently.

Please follow the steps below which explain how to make a payment and what to do when funds fall below the minimum amount.

Upon receipt of an email to the Authority to request an account, we will send you a form to complete to enable us to create a finance account and arrange an agreed sum of money to for the account to be initially credited with; this will be determined on the volume of trade you anticipate will be handled on a monthly/annual basis.

Importers/agents will then pay the funds into their PHILIS account by BACS/Electronic Bank Transfer using the details below:

1. **NatWest Bank**
2. **Account Name: Hull & Goole Port Health Authority**
3. **Sort code: 56 00 06**
4. **Account number: 03818799**

For international agents without access to GB bank transfers, the following international codes should be used:

- **IBAN Number: GB85 NWBK 5600 0603 8187 99**
- **Swift Number: NWBK GB 2L**

Please use the reference **PHILIS** when making the payment.

Once a payment has been made, the agent will be required to email a copy of the receipt of payment to [admin@hullandgoolepha.gov.uk](mailto:admin@hullandgoolepha.gov.uk) to enable the funds in the PHILIS account to be updated. Failure to send a copy of the receipt will result with a delay in payment. It will be necessary to ensure that cleared funds are registered in PHILIS prior to port health staff commencing checks. Following receipt of payment, charges associated with controls on imported food will be deducted from the PHILIS account upon the completion of checks.

PHILIS will automatically send an email to advise of the deduction which includes:

- **pre-notification number;**
- **PHILIS job number (our reference);**
- **account balance (after the deduction has been taken).**
- **The agent will receive a monthly report providing details of all transactions.**

When the account balance falls below an agreed limit, a notification email will be sent to the agent advising of insufficient funds in the account and payment will be requested.

For further information on our fees and charges please click [here](#).