

### **Filling in your form**

You should attach this Customs declaration and accompanying documents securely to the outside of the item, preferably in an adhesive transparent envelope.

If the declaration is not clearly visible on the outside, or if you prefer to enclose it inside the item, you must fix a label to the outside indicating the presence of a customs declaration.

To accelerate customs clearance, complete this declaration in English, French or in a language accepted in the destination country.

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

- 1. Item description is mandatory** – give a detailed description of each article in the item, e.g. “men’s cotton shirts”
- 2. Item quantity is mandatory** – give the quantity of each item
- 3. Item weight is mandatory** – enter the weight of each item individually in kg
- 4. Total weight is mandatory** – enter the total weight of the package including packaging in kg
- 5. Item value is mandatory** – enter the value of each item going into the package in GBP
- 6. Total value is mandatory** – enter the total value of the total package in GBP
- 7. HS tariff number** – if you are a business sending commercial items, you need to provide the HS tariff code. You can find this on the World Customs Organization website
- 8. Country of origin** – this is the name of the country where the goods in your package originated, e.g. where they were produced, manufactured or assembled
- 9. Postage charge** – this is where you can enter how much you’re paying to post your package, including separate charges like insurance
- 10. Category of item** – select which type of item you’re sending
- 11. Comments** – you’ve got the opportunity to provide details if your item is subject to quarantine or other restrictions
- 12. Add a licence** – if your item is accompanied by a licence, tick this box
- 13. Add a certificate** – if your item has a certificate attached, tick this box
- 14. Add an invoice** – attach an invoice for all commercial items
- 15. Your signature is mandatory** – add your signature here

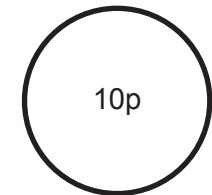
**IF THE CUSTOMS DECLARATION IS NOT COMPLETED CORRECTLY - YOUR ITEM CAN BE RETURNED OR DELAYED**

Great Britain Grande-Bretagne				CUSTOMS DECLARATION		CN 23	
From De	Name		Sender's Customs reference (if any) Référence en douane de l'expéditeur (si elle existe)		No. of item (barcode, if any)   May be opened officially		Important! See instructions on the back
	Business				DÉCLARATION EN DOUANE   Peut être ouvert d'office		
	Street						
	Postcode		City				
	Country						
To À	Name				Importer's reference (if any) (tax code/VAT No./importer code) (optional) Référence de l'importateur (si elle existe) (code fiscal/N° de TVA/code de l'importateur) (facultatif)		
	Business				Importer's telephone/fax/e-mail (if known) N° de telephone/fax/e-mail de l'importateur (si connus)		
	Street						
	Postcode		City				
	Country						
Detailed description of contents (1) Description détaillée du contenu		Quantity (2) Quantité	Net Weight (3) Poids Net (in kg)	Value (5) Valeur	For commercial items only Pour les envois commerciaux seulement		
					HS tariff number (7) N° tarifaire du SH	Country of origin of goods (8) Pays d'origine des marchandises	
			Total gross weight (4) Poids brut total	Total value (6) Valeur totale	Postal charges/Fees (9) Frais de port/Frais		
Category of item (10) Catégorie de l'envoi		Commercial sample Echantillon commercial		Explanation: Explication:		Office of origin/Date of posting Bureau d'origine/Date de dépôt	
<input type="checkbox"/> Gift Cadeau		Returned goods Retour de marchandise					
<input type="checkbox"/> Documents		Other Autre					
Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions) Observations: (p. ex. Marchandise soumise à la quarantaine/à des contrôles sanitaires, phytosanitaires ou à d'autres restrictions)							
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations							
<input type="checkbox"/> Licence (12) Licence No(s). of licence(s)		<input type="checkbox"/> Certificate (13) Certificat No(s). of certificate(s)		<input type="checkbox"/> Invoice (14) Facture No. of invoice		Date and sender's signature (15)	

The print quality and size of your label is important to help ensure your parcel is delivered without delay. Check the size is correct using the print size guide:

Is the image below roughly the size of a 10p coin?

If it isn't, your label is either too large or too small. Check your printer settings and print again.



#### Next steps

1. Complete the form in **BLOCK CAPITALS** as clearly as you can. Guidance can be found on the next page
2. Cut out the completed form using the guides. Securely attach the form to the outside of your parcel
3. Take your parcel into your Post Office branch
4. Branch staff will help you choose the best postage option for your needs
5. Sign and date your form, pay for your postage, hand over your parcel and you're good to go

IF THE CUSTOMS DECLARATION IS NOT COMPLETED CORRECTLY - YOUR ITEM CAN BE RETURNED OR DELAYED