

BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON BACK CAREFULLY!
Your goods may be subject to restrictions

(Designated operator)

The item/parcel may be opened officially

RECEIPT

From	Name		Sender's customs reference (if any)	No(s). of parcel(s) (barcode, if any)			
	Business						
	Street		Tel. No.		Insured value – Words	figures	
	Postcode		City		Cash-on-delivery amount – Words		figures
	Country				Giro account No. and Giro centre		
To	Name		Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)				
	Business		Importer/addressee fax/e-mail (if known)				
	Street		Tel. No.				
	Postcode		City				
	Country						
Detailed description of contents (1)		Quantity (2)	Net weight (in kg) (3)	Value (5)	<i>For commercial items only</i>		
					HS tariff number (7)	Country of origin of goods (8)	
Please indicate service required (tick one box)			Total gross weight (4)	Total value (6)	Postal charges/Fees (9)		
<input type="checkbox"/> International Priority <input type="checkbox"/> International Economy							
Category of item (10)	Commercial sample <input type="checkbox"/> Other (please specify):		Office of origin/Date of posting		Number of parcels certificates and invoices		
<input type="checkbox"/> Gift	<input type="checkbox"/> Returned goods Explanation:				Insured value SDR		
<input type="checkbox"/> Documents	<input type="checkbox"/> Sale of goods				Total gross weight of the parcel(s) Charges		
Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)							
<input type="checkbox"/> Licence (12)		<input type="checkbox"/> Certificate (13)		<input type="checkbox"/> Invoice (14)		Sender's instructions in case of non-delivery	
Licence number(s)		Certificate number(s)		Invoice number			
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations			Date and sender's signature (15)		Declaration by addressee	I have received the parcel described on this note Date and addressee's signature	

Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

Note:

- To take account of the needs of their service and/or the methods of production of this manifold set, designated operators may alter slightly the sizes of the boxes, the font for the titles and indication, provide the appropriate number of copies for each part, without however deviating too much from the directives contained in the model.
- It is strongly recommended that instructions helping the customer to complete this manifold set should be given on the back of the cover page or on the back (of the last page) of the manifold set itself.

Instructions

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. If available, add importer/ addressee telephone number and e-mail address, and sender telephone number.

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) Give a detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, e.g. "spare parts", "samples" or "food products" are not permitted.
- (2) Give the quantity of each article and the unit of measurement used.
- (3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.
- (5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).
- (7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
- (9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (10) Tick the box or boxes specifying the category of item.
- (11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- (12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.
- (15) Your signature and the date confirm your liability for the item.