

## Forms

### Form CN 22 Customs declaration label

This form has been amended as shown below:

 <small>01 000 000 000 000</small>				
<b>CUSTOMS DECLARATION</b>		May be opened officially		<b>CN 22</b>
Designated operator			<b>Important!</b> See instructions on the back.	
<input type="checkbox"/>	Gift (non-commercial)	<input type="checkbox"/> Commercial sale of goods (B2B)		
<input type="checkbox"/>	Documents	<input type="checkbox"/> Returned goods		
<input type="checkbox"/>	E-commerce goods	<input type="checkbox"/> Other (please specify): _____		
Quantity and detailed description of contents (1)	Net weight (2)	Value and currency (3)	H S tariff number* (4)	Country of origin* (5)
Total weight (in kg) (6)		Total value (7)		
I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations Date and sender's signature (8)				

Minimum size 74 x 105 mm, white or green  
Maximum size 105 x 148 mm, white

Optional. Must meet S10 standard, including barcodes height

CN 22 (Back)

#### Instructions

To accelerate customs clearance, you must complete all applicable fields, and fill in this form in English (preferably), French or in a language accepted by the origin and destination countries. If the content of the fields does not fit in the space available, you must use a CN 23 form. You must give the sender's full name and address on the front of the item.

For commercial items, it is recommended that you complete the fields marked with an asterisk (\*), and attach an invoice to the outside, as it will assist Customs in processing the items.

Select a reason for export. ("Gift" (non-commercial) is not an acceptable reason for export for commercial items.) An item is considered to be commercial in nature if there is a financial transaction between the sender and addressee associated with it. "Commercial sale of goods (B2B)" may be used only for items sent from one business to another business. "E-commerce goods" may be used only for items sent as a result of an online (B2C) transaction.

(1) Give a detailed description (generic descriptions such as "clothes" are not acceptable), quantity and unit of measure for each article, e.g. two men's cotton shirts.

(2), (3) Give the total weight and total value with currency for each article, (line item) e.g. CHF for Swiss francs.

(4\*) The HS tariff number (6 digits) is based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.

(5\*) Country of origin means the country where the goods originated, e.g. were produced, manufactured or assembled.

(6), (7) Give the total value, indicating the currency, and total weight of all articles (line items).


(8) Your signature and the date confirm your liability for the item.




Form CP 72  
Manifold set. Customs declaration/Dispatch note

This form has been amended as shown below:

CP 72 manifold set, first part - "Receipt"

(Designated operator)		The item/parcel may be opened officially		<b>RECEIPT</b>		<b>CP 007 075 992 NO</b>			
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								
To	Name			Giro account No. and Giro centre					
	Business			Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)					
	Street	Tel. No.		Importer/addressee tax/e-mail (if known)					
	Postcode	City							
	Country								
Detailed description of contents (1)		Quantity (2)	Net weight (in kg) (3)	Value (5)	For commercial items only				
					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)		E-commerce goods <input type="checkbox"/> Other (please specify):		Office of origin/Date of posting		Number of parcels <input type="checkbox"/> certificates and invoices			
<input type="checkbox"/> Gift (non-commercial)		Returned goods Explanation:				Insured value SDR			
<input type="checkbox"/> Documents		Commercial sale of goods (B2B)				Total gross weight of the parcel(s)			
Comments (11): (e.g. goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)						Charges			
<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		Treat as abandoned <input type="checkbox"/> Return to sender <input type="checkbox"/> Priority <input type="checkbox"/> Non priority <input type="checkbox"/>			
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			

CP 72 manifold set, third part - "Customs declaration"

(Designated operator)		The item/parcel may be opened officially		<b>RECEIPT</b>		<b>CP 007 075 992 NO</b>			
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								
To	Name			Giro account No. and Giro centre					
	Business			Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)					
	Street	Tel. No.		Importer/addressee tax/e-mail (if known)					
	Postcode	City							
	Country								
Detailed description of contents (1)		Quantity (2)	Net weight (in kg) (3)	Value (5)	For commercial items only				
					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)		E-commerce goods <input type="checkbox"/> Other (please specify):		Office of origin/Date of posting		Number of parcels <input type="checkbox"/> certificates and invoices			
<input type="checkbox"/> Gift (non-commercial)		Returned goods Explanation:				Insured value SDR			
<input type="checkbox"/> Documents		Commercial sale of goods (B2B)				Total gross weight of the parcel(s)			
Comments (11): (e.g. goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)						Charges			
<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		Treat as abandoned <input type="checkbox"/> Return to sender <input type="checkbox"/> Priority <input type="checkbox"/> Non priority <input type="checkbox"/>			
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			

**Instructions**

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. To accelerate customs clearance, complete this declaration in English (preferably), French or in a language accepted by the origin and destination countries. If available, add importer/addressee telephone number and e-mail address, and sender telephone number.

An item is considered to be commercial in nature if there is a financial transaction between the sender and addressee associated with it.

- (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 total value of each article (line item), and the total value of all articles (line items), indicating the currency used in both fields (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. ("Gift (non-commercial)" is not an acceptable reason for export for commercial items). "Commercial sale of goods (B2B)" is to be used only for items sent from one business to another business. "E-commerce goods" is to be used only for items being sent as a result of an online (B2C) transaction.
- (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.

## Form CN 07

## Advice of receipt/of delivery/of payment/of entry

This form has been amended as shown below:

Designated operator of origin		ADVICE of receipt/of delivery/of payment/of entry		CN 07	
Office of posting		Date		<b>A.R.</b> On postal service Stamp of the office returning the advice	
Addressee of the item					
Nature of the item					
<input type="checkbox"/> Priority/ Letter		<input type="checkbox"/> Non priority/ Printed paper			
<input type="checkbox"/> Registered No of item		<input type="checkbox"/> Insured Amount			
<input type="checkbox"/> Ordinary money order/inpayment		<input type="checkbox"/> Outpayment check		Amount	
The item mentioned above has been duly					
<input type="checkbox"/> delivered		<input type="checkbox"/> paid		<input type="checkbox"/> credited to giro account	
Date		Signature*			
Name of recipient in capital letters (or other clear identification)					
* This advice may be signed by the addressee or, if the regulations of the country of destination so provide, by another authorized person					

To be filled in by the sender

To be completed by office of destination

Return to  
 Name  
 Street and No  
 Locality and country