

CUSTOMS DECLARATION

DECLARATION EN DOUANE

Complete in BLOCK CAPITALS. See instructions on reverse.



CN 23

May be opened officially

No. of item (barcode, if any) / No de l'envoi (code a barres, s'il existe)	Office of origin / Date of posting Bureau d'origine / Date de depot
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From / De * Name _____ Business _____ Street _____ Postcode _____ City _____ Country _____	To / A * Name _____ Business _____ Street _____ Postcode _____ City _____ Country _____
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Sender's Customs reference (if any) Reference en douane de l'expediteur (si elle existe)	Importer's reference (if any) tax/VAT/importer code (optional) <u>Reference de l'importateur (si elle existe) (code fiscal/No de TVA/code de l'importateur) (facultatif)</u> Importer telephone/fax/e-mail (if known)
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Detailed description of contents (1) *	Quantity (2) *	Net Weight (3) *	Value (5) *	HS tariff number (7) *	Country of origin (8) *
Description detaillee du contenu	Quantite	Poids Net (kg)	Valeur	No tarifaire du SH	Pays d'origine des marchandises
		Total gross weight (4) Poids brut total	Total value (6) Valeur totale	Postal charges/fees (9) Counter use if applicable	

Category of item (10) / Categorie de l'envoi * (Explanations overleaf) ☐ Gift Cadeau ☐ Commercial Sample Echantillon commercial ☐ Returned Goods Retour de marchandises ☐ E-commerce Goods (B2C) E-commerce ☐ Commercial Sale of Goods (B2B) Vente commerciale B2B ☐ Other Autre	Explanation / office notes: Use for Other category, duty/tax/fee values, or relevant counter notes. _____ _____
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☐ Licence (12) Licence No(s). of licence(s) _____ Attach where required	☐ Certificate (13) Certificat No(s). of certificate(s) _____ Attach where required	☐ Invoice (14) Facture No. of invoice _____ Attach where required	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. Date and sender's signature (15) _____
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IF THE CUSTOMS DECLARATION IS NOT COMPLETED CORRECTLY, YOUR ITEM CAN BE RETURNED OR DELAYED

Complete the form fully, legibly, and in English, French, or a language accepted by the destination country.

REVERSE SIDE

Attach the declaration and supporting documents securely to the outside of the item, preferably in a transparent adhesive envelope. If enclosed inside the item, place a label outside showing that a customs declaration is enclosed. False or misleading declarations may lead to delay, return, seizure, or penalties.

1. Detailed description * Describe each article clearly. It must match the mandatory HS code. Avoid vague terms such as "gift" or "goods". 2. Quantity * Enter the number of each item type. 3. Net weight * Enter the weight of each item type in kg, excluding packaging. 4. Total gross weight Enter the total parcel weight in kg, including packaging. 5. Value * Enter the actual value of each item in GBP, even for gifts, samples, or used items. 6. Total value Add the item values and enter the total in GBP. 7. HS tariff number * Mandatory. Enter the correct HS code for each item.	8. Country of origin * Mandatory. State where the goods were produced, manufactured, or assembled. 9. Postal charges/fees For Post Office or counter use where charges, duty, tax, or fees need to be noted. 10. Category of item * Tick one category only. Use "Other" only if none of the listed categories apply. 11. Explanation / office notes Complete if "Other" is selected. This space may also be used by the counter to note duty, tax, or fee values. 12-14. Supporting documents Tick and list licence, certificate, and invoice numbers. Attach an invoice where required. 15. Signature Sign and date the form. The sender is responsible for the accuracy of the declaration.
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UPDATED ITEM CATEGORIES	
Gift	Genuine non-commercial gift from one private individual to another private individual. Not for business senders.
Commercial Sample	Sample sent to promote future sales and not normally intended for resale.
Returned Goods	Goods previously imported or exported and now being returned to the original sender or seller.
E-commerce Goods (B2C)	Goods sold online to a private individual acting as the end consumer for personal use.
Commercial Sale of Goods (B2B)	Goods sold by a business to another business, organisation, or professional entity for commercial, industrial, resale, or business use.
Other	Use for paper documents sent in a parcel, repairs, warranty replacements, temporary exports, personal effects, exhibition items, or anything not covered above.

MANDATORY FIELDS
Sender; recipient; detailed description; quantity; net weight; value; HS tariff number; country of origin; category of item.

BEFORE POSTING 1. Check that every mandatory field is complete and legible.	2. Take the parcel to the Post Office branch for postage and acceptance.
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