

# CN22 Customs Declaration Explained

From Friday 1st January 2021, the requirement for accurate customs documentation for items containing goods sent to Rest of World addresses will also apply to European destinations and the Channel Islands.

The changes are mandated by the Universal Postal Union (UPU) and the World Customs Organisation (WCO). When mailing items containing goods to outside of the UK, you will need to accurately complete and sign a customs declaration. A CN22 should be used when sending items valued at less than £270, for items with a value higher than this a CN23 should be used.

CUSTOMS DECLARATION <b>1</b> CN 22			
Complete in <b>BLOCK CAPITALS</b> . Further guidance at <a href="http://royalmail.com/customs">royalmail.com/customs</a>		May be opened officially Great Britain	
Sender's Name	<b>2</b> Socks R Us		
Sender's Address & Postcode	Middle Snugborough Industrial Estate Douglas Isle of Man IMI 3BD		
Contents <b>3</b> Tick all that apply	<input type="checkbox"/> Gift	<input type="checkbox"/> Commercial Sample	
	<input type="checkbox"/> Documents	<input type="checkbox"/> Returned Goods	
	<input checked="" type="checkbox"/> Sale of Goods	<input type="checkbox"/> Other:	
Description of contents	Quantity	Weight (kg)	Value (GBP)
<b>4</b> Spotty socks	2	0.45	9
Stripy tights	5	0.3	8
Total	<b>5</b> 7	0.75	17
Commercial items only; if known enter HS tariff no. & origin	<b>6</b> 61159400		
If applicable, VAT reg number	<b>7</b> 000 1234 56		
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.			
Sign & Date	<b>8</b> 		20.01.2021
CN22A (Jan 20)			

- 1** This means that customs officials can open the item if they need to inspect the contents.
- 2** Write your name and address in block capitals.
- 3** Completing this section will speed up clearance when your item reaches its destination – some countries have a different threshold for paying duty on gifts.
- 4** Provide as much detail as possible about the individual items within the package including a description, the quantity, weight, and value (sterling) of each item. This will avoid delays or customs officials having to open your package.
- 5** These are the totals for the quantity, weight and value. Weight must be gross weight including packaging and given in kg. Value refers to the monetary values of the items in sterling.
- 6** This box only needs to be completed if you are a business sending commercial items - if so, you need to provide the HS tariff code (you can find this on the WCO website). You will also need to attach an invoice to the item.
- 7** If your business is VAT registered, give the number here.
- 8** Signing here confirms that you as the sender are liable for the item, that the information you've provided is correct and that you are not sending anything dangerous.

To order customs declaration forms please contact [stores@iompost.com](mailto:stores@iompost.com)

For more information visit  
[www.iompost.com/ECD](http://www.iompost.com/ECD) or contact  
Customer Services on **664664**.

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