

Annex A. CN 23 customs declaration form

Figure A.1. CN 23 customs declaration form

| (Designated Operator) | | CUSTOMS DECLARATION | | | CN23 | | |
|--|----------|---|---|---|---|----------------------------------|----------|
| From | Name | Sender's customs reference (if any) | No. of item (barcode, if any) May be opened officially | | Important! See instructions on the back. | | |
| | Business | | | | | | |
| | Address | | | | | | |
| | Postcode | | | | | | Tel. No. |
| | Country | | | | | | |
| To | Name | Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional) | | Importer/addressee fax/e-mail (if known) | | | |
| | Business | | | | | | |
| | Address | | | | | | |
| | Postcode | | | | | Tel. No. | |
| | 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) | |
| | | | | | | | |
| | | | | | | | |
| | | | Total gross weight (4) | Total value (6) | Postal charges/Fees (9) | | |
| Category of item (10) <input type="checkbox"/> Gift <input type="checkbox"/> Documents | | <input type="checkbox"/> Commercial sample <input type="checkbox"/> Returned goods <input type="checkbox"/> Sale of goods Explanation: | | <input type="checkbox"/> Other (please specify) : Office of origin/Date of posting | | | |
| Comments (11): (e. g.: goods subject to quarantine, sanitary/phytosanitary inspection or other 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) No(s). of licence(s) | | <input type="checkbox"/> Certificate (13) No(s). of certificate(s) | | <input type="checkbox"/> Invoice (14) No. of invoice | | Date and sender's signature (15) | |

Box A.1. 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 email 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, authorisation 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 good 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 charge, 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.

Source: Adapted from Japan Post, www.post.japanpost.jp/int/download/cn23.xlsx.



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