

## Completion Instructions

### **An organisation\*s declaration of documents imported from outside the customs and fiscal territory of the EU**

Please note that this form is only intended for declaring consignments of documents addressed to an organisation. Fill in all the fields in the form.

#### **1. Declarant details**

Enter the organisation's name and Business ID as well as the contact person's name, street address, postal code and town/city. Enter also the contact person's telephone number and email address that Customs can contact them on if required.

#### **2. I wish to declare**

Please specify what the consignment contains.

#### **3. Consignment details**

Enter the name and address of the consignor.

Enter the country of dispatch, i.e. the country from where the consignment was originally sent.

Enter the arrival ID or consignment ID provided by the transport company, which you can find in the arrival notice sent by the transport company.

If the consignment is delivered by some other operator than Posti, enter the warehouse ID. You'll find this detail in the arrival notice sent by the transport company.

Enter the gross weight, that is, the total weight in kg, e.g. 0.150 kg.

Enter the number of packages.

Enter the date of arrival, which can usually be found in the arrival notice.

#### **Date and signature**

Enter the date and sign the form. Also provide your name in print.

#### **APPENDICES**

Attach at least the arrival notice to the declaration. Also attach any other appendices.