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Instructions for declaring a live animal imported from outside the EU

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Instructions for declaring a live animal imported from outside the EU, such as from Russia or Switzerland, in the Customs Clearance Service

You can identify yourself in the Customs Clearance Service using your Finnish online banking ID codes, your mobile certificate or your certificate card. Private individuals cannot use the Finnish Authenticator app to identify themselves.

Select how you are submitting the declaration: **I represent myself**
When necessary, another person can declare the animal on your behalf.

Select **+ New declaration**

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Select the declaration type: **Import, I am receiving goods.**

Select the **country of dispatch**, such as Russia or Switzerland. When you have made the selection, click on the box. Clicking the box confirms the country selection and displays a selection of customs procedures below.

As the customs procedure code, select **40 Release for free circulation.**

If you have an arrival ID or a tracking ID that you have received from a transport company enter it in the field and select Apply. If you do not have an arrival ID or a tracking ID, leave the field blank.

Click on **Customs declaration.** The program will take you to the next page, Parties.

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1. Parties

The contact person is you. Do not untick the box "Use the details of the authenticated trader". Add your email address and phone number.

The declarant (the person lodging the customs declaration) is you. Tick the box "Use the details of the authenticated trader". By doing this, some of the importer details will be automatically filled in based on the authentication.

Add your name and address details. In the field "Transaction language", you can choose the language in which you will receive the customs clearance documents.

The importer is you. Tick the box "Use the details of the authenticated trader". By doing this, some of the importer details will be automatically filled in based on the authentication. Add your name and address details.

The exporter is the foreign seller of the animal. Add at least the name of the seller. If you have already owned the animal in the foreign country, add your details.

Once you have completed the above-mentioned mandatory fields, do not open the **Buyer and Seller** menus. Fields in the menus do not need to be completed.

Click on **Next**. The program will take you to the next page, Declaration header.

2. Declaration header

Basic information

Add **Trader reference**, i.e. your free-from reference for the declaration. The reference can contain no more than 22 characters, and it can consist of numbers, letters or special characters. It can be, for example, the microchip number of the animal.

Select A as the **Additional declaration type** if the animal is already in Finland. The animal can be, for example, in a warehouse of a Finnish transport company or in your car.

If the animal has not yet arrived in Finland, select D as the additional declaration type. You can provide a pre-lodged declaration of type D only if, when lodging the declaration, you have access to the details of the previous document provided by the transport company. In such cases, you must provide the entry summary declaration or T1 transit as the previous document.

Leave the **Tax determination date** (Exceptional tax date) field blank. It should only be filled in if the animal has been imported to Finland at an earlier date and the customs declaration is lodged retrospectively.

Leave the blanks **Total amount invoiced**, **Invoice currency** and **Total gross mass** empty. Enter the price and weight details of the animal later.

Select **Nature of transaction** 11 – Outright purchase/sale.

Delivery terms

Provide the **Delivery terms** using an INCOTERM code. You can select also the terms XXX – Other delivery terms.

Leave the **Location (UN/LOCODE)** field blank.

Under **Location** provide the location where the animal is currently located, for example Helsinki-Vantaa or Vaalimaa.

Select **Country** FI - Finland.

Transport information

Provide the **Mode of transport at the border**. When the animal has been brought into the EU by air, select 4 - Air transport. When the animal has been brought into the EU by road, select 3 - Road transport.

Provide the **Nationality of means of transport crossing the border**.

Provide **Inland transport mode**, i.e. the manner in which the animal has been brought to the location where it is currently located.

When the animal has been brought into the EU by air, also the inland transport route is usually 4 - Air transport. When the animal has been brought into the EU by road, also the inland transport mode is usually 3 - Road transport.

Provide the **Identification of means of transport on arrival**, which is e.g. the flight number or the vehicle registration number.

Provide the **Type of identification**. When the animal has been brought into Finland by air, select 40 - IATA flight number. When the animal has been brought into Finland by road, select 30 - Road vehicle registration number.

Route

In the Route details, enter the **Country of destination** FI – Finland.

Locations

When the animal is e.g. in temporary storage, provide the **Identification of warehouse** that you have received from the warehouse or the transport company (format FI1234567-800101). Then you do not need to fill in the address details.

When the animal is somewhere else, as in a customs office, for example, leave the “Identification of warehouse” field blank.

Enter the address of the customs office under **Goods location**. For example, the address of Vaalimaa customs office is Vaalimaantie 2990, 49930 Vaalimaa.

Proposed control location

When the animal is in temporary storage:

Select **Location B - Authorised place**.

Select **Qualifier of location X – Identification of warehouse**.

Provide the **Identification of warehouse**.

When the animal is in a place other than a warehouse:

Select **Location D - Other**.

Enter the **address** where the animal is. For example, the address of Vaalimaa customs office is Vaalimaantie 2990, 49930 Vaalimaa.

Further information

Do not select “Add information” if you do not have additional information to submit with the declaration.

Do not remove the additional information code FIPDF, because you need the decision in PDF format.

Additional documents

Add new document. Select **Type** of additional document N380 – Commercial invoice or 3320 – Order confirmation.

If you are bringing into the country your own animal that has already previously been owned by you, select N325 Proforma.

Enter the number of the document under **Identification**.

You do not need to upload the additional document, unless Customs specifically asks for it.

Select **Next** at the bottom of the page. The program will take you to the next page, Goods items.

3. Goods items

Commodity and basic information

Select **Previous procedure** 00 – No previous procedure.

Select **Additional procedure** 999 – no additional procedure.

Save the selected additional procedure by clicking on **+ Add** so that the additional procedure code is displayed next to the button.

The screenshot shows a form element with the title 'Lisämenettely' and a help icon. Below the title is a dropdown menu with the text 'Valitse...' and a blue downward arrow. To the right of the dropdown is a button with a plus sign and the text 'Lisää'. Further to the right, the text '999 - -- ei lisämenettelyä --' is displayed.

Provide the **Country of origin** of the animal.

Leave the **Country of preferential origin** and **Unique consignment reference (UCR)** fields blank.

The **Commodity code** of a dog and a cat is 0106190000. Look up the commodity code in the Fintaric service, when you are declaring some other animal. Enter the ten-digit code. Do not include spaces in the commodity code.

Provide in your own words a **Goods description** for the animal. You can state e.g. the species of the animal (cat, dog) and the name, breed, year of birth and microchip number of the animal.

TARIC information

You have to comment on whether the animal that you are bringing into the country is subject to any import restriction or ban.

Select the following:

Y929 - Products not covered by Regulation (EC) No 834/2007 (organic products).

Y942 - Commission Implementing Regulation (EU) 2016/1141 does not concern the declared goods (invasive alien species)

C640 - Common health entry document for animals (CHED-A) (as it is indicated in Part II of Section A of Annex II of Commission Implementing Regulation (EU) 2019/1715 (OJ L 261)).
Important: Enter the number of the health certificate under **Reference**.

Y900 - Declared goods do not belong to the Washington Convention (CITES) (endangered species and products made from them)

National additional codes

Do not add or alter the additional codes.

Packages

Provide the **Kind of packages**. When the animal is in a transport box, select SK – Case, skeleton. When the animal is e.g. in a car, you can select NE – Unpacked.

Enter the number of transport boxes under **Number of packages**. If the animal is not in a transport box, enter the number of the animals.

When the animal has arrived by air, enter the number of the waybill under **Shipping marks**. If you do not have a waybill, write “No entries” in the field.

Previous documents

The previous document details must always be provided. If you gave the arrival ID in the beginning, the details have been supplemented based on the information provided by the transport company.

If the animal is in temporary storage, you can obtain the document details from the transport company or the warehouse keeper. Ask it to provide the type of the previous document, the MRN, as well as the sequence number of the goods item. There is no need to provide the sequence number of the goods item if the previous procedure is transit.

Add new document. After that, select **Previous document type**. The type is usually 355 - Entry summary declaration. If you bring the animal by road, select ZZZ – Other previous document. (Please note: If the country of dispatch is Norway and the consignment has no previous procedure, no previous document is provided.)

In the field **Reference** provide the MRN number that you obtained from the transport company or the warehouse keeper. If you bring the animal by road, provide the arrival date of the goods.

Provide the sequence number of the goods item that you obtained from the warehouse operator in the field **Item number**. If you do not have the sequence number, leave the field blank.

Further information

Do not select “Add information” if you do not have additional information to submit with the declaration.

Additional documents

Do not select “Add new document”, if you have no additional documents other than C640 - Common health entry document for animals (CHED-A) i.e. health certificate.

Quantity information of the goods

Indicate as **Gross mass** the aggregate mass of the animal and the possible transport box in kilograms (kg). If the animal is not carried in a transport box, indicate the mass of the animal. Indicate as **Net mass** the mass of the animal in kilograms (kg).

Value information of the goods

In the field **Statistical value** provide the price of the animal (EUR) plus potential transport and insurance costs.

In the field **Transaction price** provide the price paid by you for the animal and the **Currency**. If you have incurred transport or insurance costs, select + Add.

After that, select 1 A – Total to be added, and enter the transport or insurance costs in the original currency.

Select **VAT** on animal i.e. value added tax 24 %.

Select **Valuation method** 1 – Transaction value of the imported goods.

Valuation indicators are all - No. Do not alter them.

Preference and quota

Select **Preference code** 100 – Tariff arrangement erga omnes.

When you have entered all the details of the goods item, you can add another goods item by clicking on “**+Add goods item**”. If you do not have any other goods, select **Next** at the bottom of the page.

The program will take you to the next page, Summary and submission.

If you have left some mandatory fields blank, the system will indicate which fields you must still complete.

When all the details have been provided, you can send the declaration by clicking on **Submit**. After the declaration has been successfully submitted, the declaration has the status “Accepted” and is given an MRN as a reference number.

Customs will email you about the stages of declaration processing, so watch your email.

Payment

When the declaration state is “Waiting for payment”, you can pay for the declaration.

You can pay for the declaration in the Customs Clearance Service, which allows your payment to immediately reach Customs’ bank account. You can also obtain an invoice from the service. Please note that depending on the method of payment, it can take 2–3 banking days for the payment to be registered in Customs’ bank account.

Once the payment has been registered on Customs’ bank account, the service will generate a release decision, which you will find under Summary and submission on the page Documents. If the animal is in a warehouse, submit the release decision to the temporary storage operator.