

## Completion instructions

### Private person's declaration of goods imported from outside the customs and fiscal territory of the EU

#### 1. Details of the declarant, i.e. the consignee

The declarant is usually the consignee (recipient) of the goods. If you're declaring goods on behalf of someone else, enter your own details here and the consignee details in field "5. Additional information."

Enter first name and surname.

Enter the personal identity code. If you don't have a Finnish personal identity code, provide your date of birth (dd.mm.yyyy) and citizenship.

Enter the street address, postal code and town/city.

Enter a telephone number that Customs can contact you on if required.

Enter an email address that Customs can contact you on if required.

#### 2. I wish to declare

Enter what you're declaring. Choose one option. Gift consignments worth no more than €45 are usually exempt from tax. [Read more about gift consignments.](#)

#### 3. Consignment details

Enter the name of the consignor (sender). If you've bought the goods, enter the name of the seller.

Enter the country of dispatch, i.e. the country from where the goods were originally sent.

You'll find the consignment details in the arrival notice sent by the transport company. Provide the following details:

- arrival ID or consignment ID provided by the transport company
- MRN of previous document provided by the transport company and goods item number
- arrival date of the consignment
- name of transport company
- warehouse ID of transport company (format: FI1234567-800101)
- number of packages and gross weight of the consignment in kg
- any transport and insurance costs and their currency
- number of air waybill (AWB) and flight number (in the case of an air cargo consignment)
- the terms of delivery you have agreed on with the consignor. If you are paying the transport costs, the terms of delivery are usually "EXW", "FOB" or "FCA". If the consignor pays the transport costs, the terms of delivery are usually "CIP", "CPT", "DAP" or "DDP".

If the consignment is delivered by Posti, enter Posti's handling fee. You can find the amount to be paid in Posti's notice of arrival. Information on the handling fee is requested because you have to pay VAT on the fee. If the consignment is delivered by Åland Post or some other transport company, do not enter anything for "Posti's handling fee."

#### 4. Details of the goods to be cleared

Enter the details of the goods to be declared. Similar goods are all entered in one field (for example, five cotton T-shirts under "Goods item 1"). Different goods are entered in their own fields ("Goods item 1" and "Goods item 2"). If there are more than two types of goods, enter the details for them in field "5. Additional information".

Enter the commodity code of the goods. A commodity code is a number sequence with six or ten digits. Without it, the goods cannot be cleared. If the value of the consignment does not exceed 150 euros and the consignment does not contain products that are subject to restrictions or excise duties, enter the commodity code at the level of six digits. (Leave out the final four digits of the 10-digit commodity code.) Otherwise, enter the 10-digit commodity code. You can look up the commodity codes in [Fintaric](#) or ask the [Customs Information Service](#).

Please note that when you declare a gift consignment that does not contain any goods that are subject to restrictions, prohibitions or excise duty, the commodity code is not required. Nor is it necessary to enter the commodity code if the consignment is delivered from the Canary Islands.

In the goods description, please specify what the goods are and what they are made of (e.g. T-shirt made of cotton).

Enter the country of manufacture as the country of origin. If you don't know the country of manufacture, enter the country of dispatch.

Enter the price of the goods without transport costs. Enter the price of the goods in the currency in which it has been provided in the order confirmation or some other document, and enter the currency. If you're declaring several goods of the same kind in the same field, enter their total price. If, for example, you're declaring five T-shirts, provide the total VAT-free price of the five T-shirts. If the declaration involves repairs subject to charge, enter the cost of the repairs.

Enter the number of pieces or pairs. If you are declaring e.g. a pair of shoes, enter 1 as the total.

### **Value added tax rate**

Select the value added tax rate. The general value added tax rate is 24%. A reduced VAT rate is applied to, for example, foodstuffs (14%) and books (10%). If needed, find out the VAT rate from the Tax Administration.

## **5. Additional information**

If there are several goods, enter the same details here as in field 4 (commodity code of the goods, goods description, country of origin, price without VAT, currency, total pieces/pairs, VAT rate).

If you're declaring on someone else's behalf, enter the person's name, address in Finland and personal identity code. If the person you're representing is a foreign citizen, enter the person's date of birth and citizenship instead of the personal identity code.

If you're declaring alcohol or a vehicle, enter here more information on these goods. Declare the alcohol amount in litres and percentage of alcohol by volume (ABV). If you're declaring a vehicle, enter the vehicle's identification number (VIN) and attach a copy of the vehicle's registration certificate.

### **Date and signature**

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

### **Attachments**

You should attach at least the arrival notice and the order confirmation or some other document that shows the contents of the consignment and the values and quantities of the goods.

You should also attach any other documents relating to the declaration (such as certificate of student status certified by the educational establishment, proof of the goods being exported for repairs or replacement, document concerning preferential treatment, other proof or authorisation). Check the box to indicate what kind of document you are attaching.