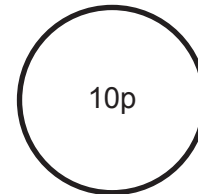


CUSTOMS DECLARATION		CN 22	
Complete in BLOCK CAPITALS .		May be opened officially	
Further guidance at royalmail.com/customs		Great Britain	
Sender's Name			
Sender's Address & Postcode			
Contents Tick all that apply	<input type="checkbox"/> Gift	<input type="checkbox"/> Commercial Sample	
	<input type="checkbox"/> Documents	<input type="checkbox"/> Returned Goods	
	<input type="checkbox"/> Sale of Goods	<input type="checkbox"/> Other:	
Description of contents	Quantity	Weight (kg)	Value (GBP)
Total			
Commercial items only; if known enter HS tariff no. & origin			
If applicable, VAT reg number			
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			
CN22A (Jan 20)			

The print quality and size of your label is important to help ensure your parcel is delivered without delay. Check the size is correct using the print size guide:

Is the image below roughly the size of a 10p coin?

If it isn't, your label is either too large or too small. Check your printer settings and print again.



Next steps

1. Complete the form in **BLOCK CAPITALS** as clearly as you can. Guidance can be found on the next page
2. Cut out the completed form using the guides. Securely attach the form to the outside of your parcel
3. Take your parcel into your Post Office branch
4. Branch staff will help you choose the best postage option for your needs
5. Sign and date your form, pay for your postage, hand over your parcel and you're good to go

IF THE CUSTOMS DECLARATION IS NOT COMPLETED CORRECTLY - YOUR ITEM CAN BE RETURNED OR DELAYED

CN22 Customs Declaration form

Customs forms are mandatory when sending goods or gifts abroad. Items without customs forms or not including all mandatory information can be returned or delayed. If you are sending goods or gifts from Northern Ireland to the EU, no customs declarations are required.

The forms are scanned by optical character recognition, so it is important to fill them in legibly and in block capitals.

Filling in your form

Sender's Details are mandatory - Include your name and address

Description of Contents are mandatory - Include a detailed description of each item enclosed. This will help to avoid delays or customs officials needing to open your item

Value, quantity and weight of each item is mandatory - If there are two or more items of the same commodity, the weight and value sections include the combined weight and combined value of the same items.

Total Quantity is mandatory - Add the total number of items within your item

Total Weight is mandatory - This is the total weight of all the items plus the packaging. If you don't know and can't easily find out, you can leave this blank and weigh in your branch.

Total Value is mandatory - This is the total value of all the items in your package. Please write the value in British Pounds (GBP) £

VAT reg number / EORI number is mandatory for **VAT registered businesses only** - If your business is VAT registered or has an EORI number, give the number here. If your business has both please use the EORI number.

HS Tariff number is **mandatory for VAT registered businesses only** - If you are a business sending commercial items, you need to provide the HS tariff code you can find this on the World Customs Organization website

Sign and date are mandatory - Sign and date the form

IF THE CUSTOMS DECLARATION IS NOT COMPLETED CORRECTLY - YOUR ITEM CAN BE RETURNED OR DELAYED