



THE UNIVERSITY  
of EDINBURGH



# International Postage





CUSTOMS  
REQUIREMENTS

# **Sending and receiving items abroad from 1<sup>st</sup> January 2021**

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On 24<sup>th</sup> December 2020, the UK and the EU reached an agreement on how to trade ( The Trade and Cooperation Agreement). It entered into force on 1<sup>st</sup> January 2021. As a result of the agreement, the UK is no longer part of the EU's single market and customs union and new rules apply.

From 1<sup>st</sup> January, the UK has extended the rules which applied to non-EU postal items before. Similarly, the EU now treats postal items from the UK as it did non-EU items before. This means there may be changes to how you send and receive items from abroad.

			
<h1>CUSTOMS DECLARATION</h1> <p>Complete in <b>BLOCK CAPITALS</b>. Further guidance at <a href="http://royalmail.com/customs">royalmail.com/customs</a></p>		<h1>CN 22</h1> <p>May be opened officially Great Britain</p>	
Sender's Name			
Sender's Address & Postcode			
<b>Contents</b> Tick all that apply		<input type="checkbox"/> Gift <input type="checkbox"/> Documents <input type="checkbox"/> Sale of Goods	<input type="checkbox"/> Commercial Sample <input type="checkbox"/> Returned Goods 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			
			

Great Britain/Grande-Bretagne		CUSTOMS DECLARATION		CN 23	
From De	Name	Sender's Customs reference (if any) Référence en douane de l'expéditeur (s'il existe)		No. of item (barcode, if any) May be opened officially Déclaration EN DOUANE No de l'envoi (code à barres, s'il existe) Peut être ouvert d'office	
	Business			Important! See instructions on the back	
	Street				
	Postcode	City			
	Country				
To À	Name	Importer's reference (if any) (tax code/VAT No./Importer Code) (optional) Référence de l'importateur (s'il existe) (code fiscal/No de TVA/code de l'importateur) (facultatif)			
	Business				
	Street				
	Postcode	City	Importer's telephone/fax/e-mail (if known) No de téléphone/fax/e-mail de l'importateur (si connu)		
	Country				
Detailed Description of contents (1) Description détaillée du contenu		Quantity (2) Quantité	Net Weight (3) Poids Net (in kg)	Value (5) Valeur	For commercial items only Pour les articles commerciaux seulement
					HS tariff number(7) No tarifaire du SH
					Country of origin of goods pays d'origine des marchandises (8)
			Total gross weight (4) Poids brut total	Total value (6) Valeur totale	Postal Charges/Fees (9) Frais de port/Frais
Category of item(10) Catégorie de l'envoi		Commercial sample Echantillon commercial			Office of origin and Date of posting Bureau d'origine Date de dépôt
<input type="checkbox"/>	Gift Cadeau	Returned goods Retour de marchandise			
<input type="checkbox"/>	Documents	Other Autre Explanation:			
Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions) Observations: (p. ex. Marchandise soumise à la quarantaine/à des contrôles sanitaires, phytosanitaires ou à d'autres 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) Licence	<input type="checkbox"/>	Certificate (13) Certificat	<input type="checkbox"/>	Date and sender's signature (15)
No(s). of licence(s)		No(s). of certificate(s)		No. of invoice	

# What we need you to do for us!

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To help us process your mail as smoothly as possible **we need the sender** to attach the relevant customs label (**CN22** or **CN23**) and input the senders name and full address, description of contents, quantity of contents and the value of the contents.

Please **do not** enter a weight on the label as we do this from our franking machine scales in the post room. 2kg is the maximum weight allowance for all packages **except for printed paper** (books, documents etc), which has a weight allowance of 5kg. We also will need the sender to input the “tariff code” of the contents, which can be found at the following link:

<https://apps.parcelforce.com/tariffcode>

# Possible VAT & Customs Charges

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- When **sending** goods abroad the recipient may then have to pay customs or VAT charges and a handling fee in the receiving country before they can claim the parcel. These charges will depend on the country they are sending to, the value of the item and whether it is a gift or commercial goods. Letter, postcards and documents are usually exempt.
- When **receiving** goods from abroad, recipients may have to pay VAT and duties. The VAT and duties will be applied depending on the type and value of the goods. For gifts over £39 and goods over £135, Royal Mail may collect the VAT and customs duties on behalf of HM Revenue & Customs (HMRC) from the recipient prior to delivery. Letters, postcards and documents are again usually exempt.

# Standard Delivery (Not Trackable)

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- International standard delivery is a non trackable service where delivery is estimated at 3-5 business days to Europe and rest of the world in 6-7 business days.
- This service is only marginally cheaper than tracked & signed for services listed on the following page, so for parcels going outside the UK the cost difference of your package being fully trackable from despatch to delivery is very small. The plus point being that using tracked & signed for services enables you to give the recipient tracking details as well.
- For large bulk quantities obviously standard delivery will be more cost effective to your department.

# International Track & Signed Services

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All international track and signed mail continue as before and if you require any information about these methods of postage don't hesitate to contact the post room where we will provide all information required. Maximum weight of 2kg still applies and maximum size dimensions are length plus depth plus width no greater than 900mm, with the longest side no greater than 600mm.

## International Tracked & Signed:

Provides tracking overseas and takes a signature on delivery.

Online confirmation of delivery available.



## International Signed:

Tracked in the UK, with a signature on delivery.

