

## Import Customs Clearance Order

for the indirect customs representation of legal entities

Please provide the details of the postal item, including the documents available to you and a printed and signed version of this Declaration, via the contact us menu point available at [www.posta.hu/vam](http://www.posta.hu/vam). If this is not possible, please complete this form and return it as soon as possible to the following postal address: Magyar Posta Zrt., International Postal Exchange Centre, Budapest 1005

Please send the order to us as soon as possible, but preferably within 5 days, failing which customs clearance cannot be performed and your postal item will be returned to the sender after 20 calendar days from the date of receipt in Hungary.

<b>Postal item ID (1)</b>	
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<b>Sender data (2)</b>	<b>Name:</b>	
	<b>Country:</b>	
	<b>Postcode:</b>	
	<b>City:</b>	
	<b>Nearest address:</b>	

<b>Address data on postal item (3)</b>	<b>Name:</b>	
	<b>City:</b>	
	<b>Nearest address:</b>	
	<b>Postcode:</b>	

<b>Data of the declarant (4)</b>	<b>Company name:</b>	
	<b>City:</b>	
	<b>Nearest address:</b>	
	<b>Postcode:</b>	
	<b>Name of contact person:</b>	
	<b>Phone number:</b>	
	<b>E-mail address:</b>	
	<b>Domestic tax administration number<sup>1</sup>:</b>	
	<b>EORI number<sup>2</sup>:</b>	
<b>Postal customer code:</b>		

Postal item contents, exact Hungarian name of the good(s) (5)	Country of origin (6)	Quantity of goods (pcs, kg, other) (7)	Unit price of goods (currency/quantity unit) (8)	Total value of goods (currency) (9)
<b>Attached document (10)</b>				
<b>Delivery cost (11)</b>				

<sup>1</sup>To be completed if the declarant company is a taxable person.

<sup>2</sup>Economic Operators' Registration and Identification number, which can be requested from the National Tax and Customs Administration.

Please indicate below (with an x) which of the customs clearance options, A (postal customs clearance), B (clearance by another customs agency) or C (transit) you wish to select for your above postal item:

A. **Postal customs clearance** (release for free circulation)

Please indicate (with an x) which of the following applies to your postal item.

- Purchased product
- Domestic return goods<sup>3</sup>
- Sample goods
- Guarantee repair or replacement
- Other: .....

Customs cleared postal items will be delivered by the competent post office according to the delivery address. The total amount of the customs duty and the customs clearance fee, as established by the National Tax and Customs Administration, can be paid in advance with an online credit card payment or at the time of delivery. The goods can only be released after payment of the established customs duties and other charges and the customs clearance fee.

Magyar Posta Zrt. (hereinafter: 'MP Zrt.') shall not be liable for any damages arising from the provision of incorrect data or from the use of such data, nor shall it be under any obligation whatsoever.

By indicating postal customs clearance and by signing and returning this document, an import clearance order is created, by which

- > you authorise MP Zrt. to release the postal item for free circulation (import clearance) and to perform and act in the name of and on behalf of the customs administration if it requires the examination of any goods, and
- > you undertake to pay to MP Zrt. the amount of any customs administrative fine imposed on MP Zrt. as a result of any incorrect information provided within 8 days of being requested to do so.

Please send us the necessary document(s) for the customs clearance of your postal item together with this Order. We shall not be liable for the consequences of their absence (failure of customs clearance), and any additional costs will be passed on to you.

Please note that customs clearance is performed after the necessary documents have been received, in the order they were received. This order authorises indirect representation and relates solely to the customs clearance of the above postal item.

B. **Clearance by another customs agency**

I declare that I authorise ..... to perform the customs clearance.

The service consists of the clearance of the postal item by another customs agency in electronic form at the NTCA (National Tax and Customs Administration) Airport Directorate. MP Zrt. charges a fee for the goods declaration activity of the postal item to NTCA, which is payable upon delivery. MP Zrt. forwards the postal item to the addressee as soon as it receives notification of the customs decision from the addressee or the proceeding customs agency.

C. **Transit**

In the case of transit customs procedures, MP Zrt. forwards the postal item to the delivery post office of the addressee's domicile after the postal item arrives in Hungary. The CN23 customs declaration can be used to initiate the customs clearance of the postal item at the competent National Tax and Customs Administration (NTCA) directorate. After customs clearance, the postal item can be accepted at the delivery post office with a copy of the CN23 declaration certified by NTCA.

In order to ensure the transit of the goods, please enclose the document(s) indicated in the information letter.

I acknowledge that MP Zrt. charges a fee for the goods declaration activity of the postal item to NTCA, which is payable upon delivery.

By signing this Document, I declare that the data provided are correct and that the annexes are true and correct, and I declare that I accept the General Terms and Conditions for Postal Services<sup>4</sup> and the conditions of the postal customs agency service<sup>5</sup>, and that I am liable for any legal consequences arising from any incorrect or incomplete data provided by me.

Information on the processing of the personal data of representatives and contact persons is available at [www.posta.hu](http://www.posta.hu) under the Privacy Notice menu point.

Date: ..... day ..... month ..... year .....

**Official signature and name of the  
Principal/Declarant**

<sup>3</sup> Customs goods returned in an unaltered condition.

<sup>4</sup> [https://www.posta.hu/static/internet/download/PASZF\\_ASZF01\\_ASZF.pdf](https://www.posta.hu/static/internet/download/PASZF_ASZF01_ASZF.pdf)

<sup>5</sup> [https://www.posta.hu/static/internet/download/PASZF\\_ASZF02\\_Termeklapok.pdf](https://www.posta.hu/static/internet/download/PASZF_ASZF02_Termeklapok.pdf), 24.13. Postal Customs Clearance Service

## Information on the completion of the form

Please note the following when completing the form:

- (1) Indicate the tracking number of the postal item for which you are making a declaration. The tracking number is indicated in the customer information letter.
- (2) The sender's details must be indicated. Please provide complete data.
- (3) The address details on the postal item must be provided. Please provide complete data.
- (4) Please provide the full details of the declarant company.
- (5) Describe the contents of the postal item in detail, e.g. 'cotton men's shirt'. Please do not use generic wording such as 'clothing', 'spare parts', 'samples' or 'food'.
- (6) Please indicate the country of origin of the goods (e.g. China)
- (7) Indicate the quantity of each item and the unit of measurement used (e.g. 2 pcs).
- (8) Enter the individual value of each good together with the currency used (e.g. EUR 10).
- (9) Enter the total value of the contents, including the applied currency (e.g. EUR 20).
- (10) List the documents you are attaching to the declaration.
- (11) Enter the delivery cost of the goods ordered and the currency in which it is denominated (e.g. EUR 5); if delivery was free, please enter zero.