BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON BACK CAREFULLY!

Your goods may be subject to restrictions

(Designated operator) **The item/parcel may be opened officially**

RECEIPT

No(s). of parcel(s) (barcode, if any)

CP 007 075 992 NO

From	Name	Sender’s customs reference (if any)
	Business	
	Street / Tel. No.	
	Postcode / City	
	Country	
To	Name	
	Business	
	Street / Tel. No.	
	Postcode / City	
	Country	

Insured value – Words | figures

Cash-on-delivery amount – Words | figures

Giro account No. and Giro centre

Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)

Importer/addressee fax/e-mail (if known)

Detailed description of contents (1)	Quantity (2)	Net weight (in kg) (3)	Value (5)	*For commercial items only* HS tariff number (7)	Country of origin of goods (8)

Please indicate service required (tick one box)

☐ International Priority ☐ International Economy

Total gross weight (4) | Total value (6) | Postal charges/Fees (9)

Category of item (10)

☐ Gift ☐ Documents ☐ Commercial sample ☐ Returned goods ☐ Sale of goods ☐ Other (please specify): _____

Explanation:

Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)

Office of origin/Date of posting

Number of parcels | certificates and invoices

Insured value SDR

Total gross weight of the parcel(s) | Charges

☐ Licence (12) — Licence number(s)

☐ Certificate (13) — Certificate number(s)

☐ Invoice (14) — Invoice number

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations

Date and sender’s signature (15)

Sender’s instructions in case of non-delivery

☐ Return to sender after ____ Days ☐ Return immediately to sender

☐ Treat as abandoned

☐ Redirect to address below

Return/Redirect ☐ by surface/S.A.L. ☐ by air

Address

Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

Note:

– To take account of the needs of their service and/or the methods of production of this manifold set, designated operators may alter slightly the sizes of the boxes, the font for the titles and indication, provide the appropriate number of copies for each part, without however deviating too much from the directives contained in the model.

– It is strongly recommended that instructions helping the customer to complete this manifold set should be given on the back of the cover page or on the back (of the last page) of the manifold set itself.

CP 72 (Spot carbon in front of “Address label”)

(Designated operator) **The item/parcel may be opened officially**

CP 007 075 992 NO

From	Name	Sender’s customs reference (if any)	No(s). of parcel(s) (barcode, if any)
	Business		
	Street	Tel. No.	Insured value – Words / figures
	Postcode / City		
	Country		Cash-on-delivery amount – Words / figures
To	Name		Giro account No. and Giro centre
	Business		
	Street	Tel. No.	
	Postcode / City		
	Country		

ADDRESS LABEL

SENDER’S INSTRUCTIONS IN CASE OF NON-DELIVERY

☐ Return to sender after ___ Days
☐ Redirect to address below
Address

☐ Return immediately to sender
☐ Treat as abandoned
Return/Redirect ☐ by surface/S.A.L. ☐ by air

Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

CP 72 (Spot carbon in front of the “Customs declaration”)

(Designated operator)

CP 007 075 992 NO

CN 23 CUSTOMS DECLARATION

From	Name	Sender’s customs reference (if any)	No(s). of parcel(s) (barcode, if any)
	Business		
	Street Tel. No.		
	Postcode City		
	Country		
To	Name		
	Business		
	Street Tel. No.	Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)	
	Postcode City	Importer/addressee fax/e-mail (if known)	
	Country		

Detailed description of contents (1)	Quantity (2)	Net weight (in kg) (3)	Value (5)	*For commercial items only* HS tariff number (7)	Country of origin of goods (8)

Please indicate service required (tick one box)

☐ International Priority ☐ International Economy

Total gross weight (4) | Total value (6) | Postal charges/Fees (9)

Category of item (10)

☐ Gift ☐ Documents ☐ Commercial sample ☐ Returned goods ☐ Sale of goods ☐ Other (please specify): _____

Explanation:

Comments (11): (eg: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)

Office of origin/Date of posting

Number of parcels | certificates and invoices

Insured value SDR

Total gross weight of the parcel(s) | Charges

☐ Licence (12)	☐ Certificate (13)	☐ Invoice (14)
Licence number(s)	Certificate number(s)	Invoice number

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations

Date and sender’s signature (15)

Size 204 x 144 mm (basic format A5) with a tolerance of 2 mm

CP 72 (Spot carbon in front of “Dispatch note”)

(Designated operator) **The item/parcel may be opened officially**

CP 007 075 992 NO

From	Name	Sender’s customs reference (if any)	No(s). of parcel(s) (barcode, if any)
	Business		
	Street Tel. No.		Insured value – Words / figures
	Postcode City		
	Country		Cash-on-delivery amount – Words / figures
To	Name		Giro account No. and Giro centre
	Business		
	Street Tel. No.		Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)
	Postcode City		Importer/addressee fax/e-mail (if known)
	Country		

Office of exchange	Customs stamp	(Please affix official labels here, when required)
Please indicate service required (tick one box) ☐ International Priority ☐ International Economy	Customs duty	

	Office of origin/Date of posting	Number of parcels / certificates and invoices
		Insured value SDR
		Total gross weight of the parcel(s) / Charges

Declaration by addressee	I have received the parcel described on this note Date and addressee’s signature	Sender’s instructions in case of non-delivery ☐ Return immediately to sender ☐ Return to sender after ___ Days ☐ Treat as abandoned ☐ Redirect to address below Return/Redirect ☐ by surface/S.A.L. ☐ by air Address
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations	Date and sender’s signature	

CP 71 DISPATCH NOTE

Size 210 x 144 mm (basic format A5) with a tolerance of 2 mm

CP 72 (Spot carbon in front of “Copy of Address label”)

CP 72 manifold set, fifth part (optional) – “Copy of address label”

(Designated operator) **The item/parcel may be opened officially**

CP 007 075 992 NO

From	Name	Sender’s customs reference (if any)
	Business	
	Street Tel. No.	
	Postcode City	
	Country	
To	Name	
	Business	
	Street Tel. No.	
	Postcode City	
	Country	

No(s). of parcel(s) (barcode, if any)

Insured value – Words figures

Cash-on-delivery amount – Words figures

Giro account No. and Giro centre

SENDER’S INSTRUCTIONS IN CASE OF NON-DELIVERY

☐ Return to sender after ___ Days
☐ Redirect to address below
Address

Return/Redirect
☐ Return immediately to sender
☐ Treat as abandoned
☐ by surface/S.A.L.
☐ by air

COPY OF ADDRESS LABEL

Adhesive surface on back

Self-adhesive area

Instructions

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country. To accelerate customs clearance, complete this declaration in English, French or in a language accepted in the destination country. If available, add importer/addressee telephone number and e-mail address, and sender telephone number.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

(1) Give a detailed description of each article in the item, e.g. “men’s cotton shirts”. General descriptions, e.g. “spare parts”, “samples” or “food products” are not permitted.

(2) Give the quantity of each article and the unit of measurement used.

(3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.

(5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).

(7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. “Country of origin” means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.

(9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.

(10) Tick the box or boxes specifying the category of item.

(11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.

(12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.

(15) Your signature and the date confirm your liability for the item.