**One-time import customs clearance order concerning indirect representation in connection with international postal items having contents subject to clearance, arriving for private individuals**

**Dear Customer,**

You are hereby informed that a postal item subject to clearance has arrived at your address.

**Please complete and sign this order and return it to the following e-mail address as soon as possible:** [**postaimport@posta.hu**](mailto:postaimport@posta.hu)**, or fax it to: +36/1/297-11-74.** If you fail to make a declaration within 20 calendar days following the date when your item is registered by the customs authorities (see the website posta.hu for the tracking function), your item will be returned to the sender.

Please fill in the following table.

Filling in the table is compulsory, in the lack of this provision of the individual clearance solutions (A, B) cannot be initiated

|  |  |  |  |
| --- | --- | --- | --- |
| **Place of dispatch:** |  | | |
| **Postal identification number:** |  | | |
|  |  |  |  |
| **Sender** | **Name:** |  | |
| **Addressee's data:** | **Name:** |  | |
| **Address:**  **Telephone number:**  **E-mail address:** |  | |
| **Telephone number:** |  | |
| **E-mail address:** |  | |
|  |  |  |  |
| **Contents of item, exact description of the goods in Hungarian** | **Amount of goods (number of pieces, kg, other)** | **Individual value of goods (currency/quantity unit)** | **Total value of goods (currency)** |
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|  |  |  |  |
| **Transportation costs:** |  | | |
| **Note:** | | | |

**On the following sheet please indicate (mark with an X) the procedure you intend to choose in respect of your item above, from the clearance solutions listed and marked A (postal clearance), B (non-postal clearance - forwarding) or C (clearance by other customs agency:**

1. **Postal clearance** (release for free circulation customs procedure). Fee of the service: HUF 3 500 (including VAT)

The methods of determining the customs value of the goods are regulated in **articles 69-76** of Regulation 952/2013/EU of the European Parliament and of the Council on establishing the Community Customs Code, and in **articles 127-146 of Commission Regulation 2015/2447/EU implementing the above regulation.**  
**Please indicate which one of the 7 item types suits your item.** (Please attach to this order the appendices allocated in the information notes to the given category.)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1. Ordered item |  |  |  | 5. Goods returned to Hungary | | | |
|  |  |  |  |  |
|  |  | 2. Gift item |  |  |  | 6. Warranty repairs | | | |
|  |  |  |  |  |
|  |  | 3. Item addressed to full-time students (foreign citizens) |  |  |  | 7. Other: | | | |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | 4. Item addressed to returnees/natural persons transferring their normal place of residence to the territory of the EU |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

The post office competent at the address location of the item will deliver to you the cleared item. Upon delivery you must pay the joint value of the customs duty, other duties and the customs clearance fee determined. The goods can only be released following payment of the service fee, the customs duty and other duties.

Magyar Posta Zrt. (hereinafter referred to as: MP Zrt.) shall not assume responsibility for or bear obligations in connection with damage resulting from providing incorrect information or from using such data.

**Upon signing this order Client declares the following:**

* The undersigned Client hereby authorises MP Zrt. to realise release for free circulation (customs formalities for imports) relating to the above item and to act on its behalf and instead of it in the case of any possible inspection of goods prescribed by the customs authorities.
* I undertake to pay MP Zrt. the amount of customs penalty imposed on MP Zrt. because of providing incorrect information, within 8 days after being called upon to do so.
* I agree to MP Zrt. processing my personal data in connection with the customs procedure.

**You are hereby informed that clearance takes about 10-12 working days following submission of all necessary documents and records.**   
Please send us the missing document(s) needed for the clearance of your item together with the present order. Any additional costs deriving from missing documents will be transferred. The present order allows for indirect representation and it is regarded as an ad hoc contract relating to the customs clearance of the above item.

1. **Goods forwarding** (it means that the item is forwarded to the Directorate of the Tax and Customs Administration (NAV) regionally competent in respect of the recipient, accompanied by a CN23 customs declaration; Magyar Posta Zrt. forwards the item – on the working day following the day when the present order is received at the latest – to the delivering post office, from where you or a person authorised by you, after taking over the CN23 customs declaration, can initiate the clearance of the parcel at the regionally competent NAV Directorate, and then, by presenting a copy of the CN23 customs declaration certified by NAV, you can collect your item at the delivering post office.) **In the interest of ensuring goods forwarding please attach to the order the document(s) indicated in the informing letter.** I accept that Magyar Posta Zrt. charges a customs brokerage fee of HUF 1,100 (including VAT) for its activity of registering the item at the National Tax and Customs Administration, which is to be paid upon delivery.
2. **I instruct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agency, to realise customs clearance.** (It means that the clearance of the item is realised by a different customs agency, in electronic form, at Airport Directorate.) I accept that Magyar Posta Zrt. charges a customs brokerage fee of HUF 1,100 (including VAT) for its activity of registering the item at the National Tax and Customs Administration, which is to be paid upon delivery. Magyar Posta Zrt. forwards the item to the addressee on the following working day at the latest, as soon as it is notified about the customs decision (from the addressee or the proceeding customs agency).

**Magyar Posta Zrt. works in compliance with Act V of 2013 on the Civil Code and the currently valid provisions of the customs legislation.**

**I declare under penalty of perjury that the data provided in this declaration is correct, and the attached documents are true, and I also declare that I have studied the document entitled "General Terms of Contract to Postal Services" valid with respect to this order, together with the relating information referred to therein relating to the postal customs clearance service, (**[**https://www.posta.hu/static/internet/download/PASZF\_ASZF01\_ASZF.pdf**](https://www.posta.hu/static/internet/download/PASZF_ASZF01_ASZF.pdf)**; https://www.posta.hu/static/internet/download/PASZF\_ASZF02\_Termeklapok.pdf, 24.13 Postal customs clearance service),**

**and I accept them upon signing this Order.**

**Date: …………………………….. 20.....**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**signature and ID number of person issuing the order:**