

## Import Customs Clearance Order

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

Guarantee repair or replacement

Domestic return goods<sup>3</sup>

Other:

Sample goods

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.

If according to Regulation 2023/956 of the European Parliament and Council the customs-cleared consignment is burdened by an obligation due to the mechanism for offsetting the carbon intensity of imported goods (CBAM), as an indirect customs representative MP Zrt. does not take over the related reporting obligation, it is the obligation of the importer established in a member state.

**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. Goods forwarding**

In the case of goods forwarding customs procedures, MP Zrt. forwards the postal item to the delivery post office according to the address indicated on the item label after it arrives in Hungary. Only the CN23 customs declaration will be delivered. The addressee himself or herself has to take care of customs clearance of the postal item at the competent National Tax and Customs Administration (NTCA) county directorate, within the presentation deadline indicated on the CN23 customs declaration. After customs clearance, the postal item can be taken over at the delivery post office by handing over a copy of the CN23 declaration certified by NTCA upon paying the intermediary service fee for goods forwarding service.

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 Clearance 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 unchanged condition within 3 years. In this case, Posta does not charge a customs service fee.

<sup>4</sup> [https://www.posta.hu/static/internet/download/PASZF\\_ASZF11\\_ASZF\\_angol.pdf](https://www.posta.hu/static/internet/download/PASZF_ASZF11_ASZF_angol.pdf)

<sup>5</sup> [https://www.posta.hu/static/internet/download/PASZF\\_ASZF12\\_Termeklapok\\_angol.pdf](https://www.posta.hu/static/internet/download/PASZF_ASZF12_Termeklapok_angol.pdf)

## **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.