NOTICE OF THE ARRIVAL OF MAIL FROM ABROAD Date: [DATE]

Recipient’s address:

MRN:

Stock number:

Posting number (reference code):

Type of mail: M bag: Post Office/Country:

Sender:

Content:

Weight:

Annexes:

Note:

Your consignment is subject to customs clearance, so the following documents are necessary for filing a customs declaration form and release of the consignment into free circulation:

**First, you need to decide which method of customs clearance is to be selected:**

* **I want Czech Post to submit my consignment for customs clearance** (read section 1 or 2 and section 4).
  + First specify whether the consignment contains non-commercial goods for private purposes of individuals (section 1) or commercial goods (section 2).
* **I will submit my consignment in person** (read sections 3 and 4).
* **I will use another clearance agent to submit my consignment** (read section 4 and hand over this Notice to your clearance agent).
* **I am not interested in the consignment, please return it back to the sender** (read section 4).
  + Please, send an email with this requirement to our address [sklad.praha120@cpost.cz](mailto:sklad.praha120@cpost.cz). **Please, quote the stock number or the posting number (reference code) of your consignment in the subject line of your email (or on the envelope of your letter).** The consignment will be submitted for exportation back to the destination country. If the exportation is approved by the customs office, the consignment will be sent back to the destination country. If the sender has qualified the consignment as “Do Not Return” (Abandonné), it will be officially destroyed.

**1. NON-COMMERCIAL GOODS FOR PRIVATE PURPOSES OF INDIVIDUALS** (occasionally imported goods; contains only goods intended for personal use by the recipient or his/her family provided that the nature or quantity of the goods do not imply commercial purpose)

If you are interested in having your consignment submitted for customs clearance by Czech Post, please send us the following documents:

* Completed and signed **Authorisation Form** (valid until revoked).
* **Declaration that the consignment** (specify the stock number and the posting number [reference code]) **contains goods for private purposes of an individual.**
* **Specification of the imported goods** (what sort of goods is imported, what is the material, what is the intended use).
* **Document of the type and price of the goods** (order form, invoice, snapshot of the order online shop screen, etc.) with a breakdown of the goods, price and way of transportation, as specified by the seller and the buyer.
* **Payment document** (paypal, account statement, payment card transaction, etc.).

If the consignment contains **non-commercial goods** - a GIFT between private individuals, please send us the following documents:

* Completed and signed **Authorisation Form** (valid until revoked).
* Unless the value of the goods is contained in the despatch note, a **declaration by the sender** that will contain: **a breakdown of the goods, exact value of the goods (incl. currency), information that it is a gift**. If the consignment contains **several items of goods** and only the total value of the goods is given, a **relief** of up to EUR 45 **may only be proposed if the sender specifies unit prices** for individual items.

If there is no information about the price of postage (transportation) in the details on the consignment or in the documents sent by you, the price of postage according to Czech Post’s current Pricelist for International Postal Services will be added to the value of the [goods](https://www.ceskaposta.cz/documents/10180/483930/stanovisko-celni-spravy.docx).

If your consignment contains **personal belongings, tobacco or unlabelled tobacco products, samples, educational materials, goods that are subject to veterinary or phytosanitary check, arms, ammunition or drugs**, you will find information about the documents that are required for customs clearance attached to this Notice or on Czech Post’s website at <https://www.ceskaposta.cz/sluzby/celni-rizeni/ocekavate-zasilku-ze-zahranici>

You can find information about **prices charged** for acts related to customs clearance on Czech Post’s website and in the current version of the Pricelist. <https://www.ceskaposta.cz/documents/10180/282453/celni-deklarace.pdf>

Please send the above-mentioned documents as one email message to [sklad.praha120@cpost.cz](mailto:sklad.praha120@cpost.cz); the acceptable formats are JPG, PDF or DOC and the maximum file size is **4 MB. Quote the stock number and posting number (reference code) of the consignment** as per the heading of this Notice in the subject line of your email. Ordinary letter consignments (whose stock number begins with “O”) have no posting number (reference code). If you send us the documents in a letter, please use this address: Post Office 120, Customs Declaration Department, Plzeňská 139, 220 00 Prague 5 – Košíře. **Only the consignment’s addressee may submit instructions for the consignment.**

If these numbers are not quoted in the subject line of your email message or on the envelope of your letter, your email message or letter may not be processed!

**2. COMMERCIAL GOODS** (goods intended for a legal entity or entrepreneur or self-employed person as part of their business activities or business objects or business assets)

If you want to be represented by Czech Post as your clearance agent and have not yet signed an agency agreement or authorisation form, use the following procedure (depending on the selected form of representation) to contact us.

If you use an authorisation form, you will have to pay the fee for our services and the assessed customs duty in cash on receipt of the consignment. If you are interested in this form of representation, please contact us at the email address: [sklad.praha120@cpost.cz](mailto:sklad.praha120@cpost.cz). We will send you detailed information about the required documentation.

If you are a favourable tariff arrangement beneficiary, you have to sign an agency agreement to be able to be represented by Czech Post in customs clearance.

Regular importers of goods can sign an agency agreement. You will then be able to pay the customs duty within 8 days from release of the consignment into free circulation and pay for our services on a monthly basis. If you want to sign an agency agreement, please call us at 954 380 539 for detailed information.

**3. If you want to SUBMIT THE CONSIGNMENT IN PERSON**, please send an email message with this information to [osobne-praha120@cpost.cz](mailto:osobne-praha120@cpost.cz); in such case, **do not send any documents in advance but bring them with you IN PAPER FORMAT** (**payment document** - paypal, account statement, payment card transaction, etc.; **document of the type and price of the goods** - order form, invoice, snapshot of the online shop screen, etc.; **breakdown of the goods, price and way of transportation**) when you come to the Customs Office. **You will have to pay the customs duty on the spot; cash payment only!**

You will be charged CZK 103 (VAT-free) for the acts related to the submission of your consignment for customs clearance and for preparation of the summary customs declaration form by the Czech Post.

**4. COMMON INFORMATION**

Customs declaration forms cannot be filed for consignments without the above-mentioned documents; in the meantime, your consignment will be stored in an interim warehouse at the Post Office Prague 120 based on the summary declaration form (article 144 of the Regulation (EU) No. 952/2013 of the European Parliament and of the Council laying down the Union Customs Code).

**PLEASE NOTE that the required documents must be delivered to us by [ACCEPTANCE\_DATE\_SD+17], otherwise your consignment will be sent back to the sender. If the sender has qualified the consignment as “Do Not Return” (Abandonné), it will be officially destroyed.** You can request a longer period; in such case, send us an email request to [sklad.praha120@cpost.cz](mailto:sklad.praha120@cpost.cz), at the latest 2 working days before the expiry of the period. Your request will be granted only if a longer period has not been disallowed by the sender or customs officials. A fee of CZK 10 per day will be charged for each calendar day of depositing, starting from: [NOTICE\_DATE +14].

Date of consignment depositing: [ACCEPTANCE\_DATE].

**DELIVERY OF CONSIGNMENT**

Your consignment will be delivered to you by the Czech Post as soon as the customs procedure is finished; **if you handle the customs procedure in person at the Customs Office**, your consignment will be handed over to you at the Post Office Prague 120 (3rd floor) against this Notice and identity card; **if you are represented by a proxy, he/she will also have to produce a letter of authorisation to represent you during the clearance procedure and accept the consignment**.

**INFORMATION AND CONTACT DETAILS**

**For information about consignments**: Phone: +420 954 222 000 **Mon-Fri**: 8 a.m. - 5.30 p.m.

Email: sklad.praha120@cpost.cz

Post Office Prague 120 **Opening hours for public:**

Plzeňská 139 (3rd floor - up the stairs and turn right) Mon, Wed 8 a.m. - 5 p.m.

220 00 Prague 5 - Košíře Tue, Thu, Fri 8 a.m. - 3 p.m.