

Annex 5

*Annex 30A***1. Introductory notes to the tables****Note 1.**

- 1.1 The summary declaration that must be lodged for goods entering or leaving the customs territory of the Community and the declarations for simplified procedures referred to in Articles 254, 260, 266, 268, 275, 280, 282, 285, 286, 288 and 289 contain the information detailed in the following matrix for each type of goods.
- 1.2 The matrix includes all elements necessary for the procedures and declarations concerned, with suggested names, and, where necessary, some descriptions, references and notes. It provides a synoptic view of the requirements necessary for the various procedures and declarations.
- 1.3 The headings of the columns are self-explanatory and refer to these procedures and declarations. The column "Pre-arrival summary declaration" covers also transshipments and temporary storage.
- 1.4 An "I" in a given cell of the matrix indicates that the data element concerned is requested for the procedure or declaration described in the title of the relevant column at the declaration item of goods level. An "H" in a given cell of the matrix indicates that the data element concerned is requested for the procedure or declaration described in the title of the relevant column at declaration header level.
- 1.5 The reduced format for certain data elements provided for simplified procedures does not limit or influence the requirements provided for under annexes 37 and 38, notably in respect with the information to be provided in supplementary declarations.

Note 2. Customs declaration used as a summary declaration (imports)

- 2.1 Where a customs declaration is used as a summary declaration, in accordance with Article 36c (1) of the Code, that declaration must, in addition to the particulars required for the specific procedure under Annex 37 or Annex 37A, include the particulars set out in column " Pre-arrival summary declaration".

Note 3. Customs declaration at export

- 3.1 Where a customs declaration is required, in accordance with Article 182 b of the Code, that declaration must, in addition to the particulars required for the specific procedure under Annex 37 or Annex 37A, include the particulars set out in column "Pre-departure summary declaration".

2. Requirements for pre-arrival and pre-departure declarations – Table 1.

Name		Pre- departure summary declaration (See note 3.1)	Pre – arrival summary declaration (See note 2.1)
Number of items		H	H
Unique consignment reference number		H/I	H/I
Transport document number		H/I	H/I
Consignor		H/I	H/I
Person lodging the summary declaration		H	H
Consignee		H/I	H/I
Carrier			H
Notify party			H/I
Identity and nationality of active means of transport crossing the border			H
Conveyance reference number			H
First place of arrival code			H
Date and time of arrival at first place of arrival in Customs territory			H
Country(ies) of routing codes		H	H
Customs office of exit		H	
Location of goods		H	
Place of loading			H/I
Place of unloading code			H/I
Goods description		I	I
Type of packages (code)		I	I
Number of packages		I	I
Shipping marks		H/I	H/I
Equipment identification number, if containerized		H/I	H/I
Goods item number		I	I
Commodity code		I	I
Gross mass (kg)		H/I	H/I
UN Dangerous Goods code		I	I
Seal number		H/I	H/I
Transport charges method of payment code		H/I	H/I
Declaration date		H	H
[Signature -] Authentication		H	H
Specific circumstance indicator		H	H

3. Requirements for simplified procedures – Table 2.

Name	Local Clearance export (See note 3.1)	Simplified Declaration export (See note 3.1)	Incomplete Declaration export (See note 3.1)	Local clearance import (See note 2.1)	Simplified Declaration import (See note 2.1)	Incomplete declaration import (See note 2.1)
Declaration		H	H		H	H
Number of items		H	H		H	H
Unique consignment reference number	I	I	I	I	I	I
Transport document number	H/I	H/I	H/I	H/I	H/I	H/I
Consignor / exporter	H/I	H/I	H/I			
Consignee				H/I	H/I	H/I
Declarant / representative	H	H	H	H	H	H
Declarant / representative status code	H	H	H	H	H	H
Currency code				I	I	I
Customs office of exit	H	H	H			
Goods description	I	I	I	I	I	I
Type of packages (code)	I	I	I	I	I	I
Number of packages	I	I	I	I	I	I
Shipping marks	H/I	H/I	H/I	H/I	H/I	H/I
Equipment identification number, if containerized				H/I	H/I	H/I
Goods item number		I	I		I	I
Commodity code	I	I	I	I	I	I
Gross mass (kg)				I	I	I
Procedure	I	I	I	I	I	I
Net mass (kg)	I	I	I	I	I	I
Item amount				I	I	I
Reference number for simplified procedures	I			I		
Number of the authorization	I	I		I	I	
Declaration date	H	H	H	H	H	H
[Signature -] Authentication	H	H	H	H	H	H

4. Data elements explanatory notes.

Declaration

Enter the codes provided for in annex 38 for SAD box 1 1st and 2nd subdivisions.

Number of itemsⁱ

Total number of items declared in the declaration or in the summary declaration.

Note: This element, which is automatically generated by computer systems, has no relevance for security purposes. [Ref.: SAD box 5]

Unique consignment reference number

Unique number assigned to goods, both for import and export. WCO (ISO15459) codes or equivalent should be used.

- Summary declarations: it is an alternative to the Transport document number when the latter is not available.
- Simplified procedures: the information can be provided where available.

This element provides a link to other useful sources of information.

Transport document number

Reference of the transport document that covers the transport of goods in or out of the customs territory.

This includes the code for the type of transport document as provided for in annex 38, followed by the identification number of the document concerned.

This element is an alternative to the Unique consignment reference number [UCR] when the latter is not available. It provides a link to other useful sources of information.)

Pre-departure ship supplies: invoice or loading list number

[Ref.: SAD box 44]

Consignorⁱⁱ Party consigning goods as stipulated in the transport contract by the party ordering transport.

For pre-departure declarations, this element must be provided when different from the person lodging the summary declaration "

Consignor / exporter²

Export simplified procedures: Party who makes - or on whose behalf - the export declaration - is made - and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted. [Ref.: SAD box 2]

Person lodging the summary declaration²

Pre-arrival declarations: One of the persons mentioned in Article 36b, paragraphs 3 and 4 of the code.

Pre-departure declarations: Party defined in Article 182d, paragraph 3 of the code. This information should not be provided where, in accordance with Article 182a, paragraph 1 of the code, an export customs declaration is established without using a summary declaration. In this case, the particulars of the declarant/representative are provided on the export declaration.

Note: This element is necessary to identify the person responsible for presenting the declaration but has no relevance for security purposes.

Consignee²

Party to whom goods are actually consigned. For pre-arrival declarations, this element must be provided when different from the person lodging the summary declaration ". This information should be provided where available.

[Ref.: SAD box 8]

Declarant / representative²

To be required if different to the consignor at export / the consignee at import. [Ref.: SAD box 14]

Declarant / representative status code

Code that represents the declarant or the status of the representative. The codes to be used are those provided for in annex 38 for box 14 of the SAD.

Carrier²

- Import: Party that transports the goods at entry in the customs territory. This information should be provided where it is different to the person lodging the summary declaration.

Notify party²

Party to be notified at import of the arrival of the goods. This information needs to be provided where applicable.

Identity and nationality of active means of transport crossing the border

Identity and nationality of active means of transport crossing the border of the EU Customs territory. The definitions provided for in annex 37 for SAD box 18 should be used for identity. The codes provided for in annex 38 for SAD box 21 should be used for nationality.

For transhipments, it is necessary to provide both inbound and outbound means of transport details [Ref: SAD box 21]

Conveyance reference numberⁱⁱⁱ

Identification of the journey of the means of transport, for example voyage number, flight number, trip number, if applicable.

First place of arrival code

Identification of the first arrival location. This would be a port for sea, airport for air and border post for land crossing.

The code should affect the following pattern: UN/LOCODE (an..5) + national code (an..6) or national code (an..11)

Date and time of arrival at first place of arrival in Customs territory

Date and time / scheduled date and time of arrival of means of transport at (for air) first airport, (land) arrival at first border post and (sea) arrival at first port, coded. n8 (CCYYMMDD) should be used.

Country(ies) of routing codes

Identification of the countries through which goods are routed between the country of original departure and final destination. This comprises the countries of original departure and of final destination of the goods. Codes provided for in annex 38 for SAD box 2 should be used. This information is to be provided to the extent known.

Currency code

Code provided for in annex 38 for SAD box 22 for the currency in which the commercial invoice was drawn up.

This information is used in conjunction with "Item amount" where it is necessary for the calculation of import duties.

Member States may waive this requirement for simplified declarations and local clearance procedures at import where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration. [Ref.: SAD boxes 22 and 44]

Customs office of exit

Code provided for in annex 38 for SAD box 29 for the customs office by which it is intended that the goods should leave the customs territory of the Community

Location of goods ⁽³⁾

Precise location where the goods may be examined. [Ref.: SAD box 30]

Place of loading ⁽²⁾

Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of transport being used for their carriage, including the country where it is located.

Place of unloading code ⁽²⁾

Name of the seaport, airport, freight terminal, rail station or other place at which the goods are unloaded from the means of transport having been used for their carriage, including the country where it is located.

Note: This element, which provides useful information for procedure management, has no relevance for security purposes.

Goods description

- Summary declarations, it is a plain language description that is precise enough for Customs services to be able to identify the goods. General terms (i.e. "consolidated", "general cargo" or "parts") cannot be accepted. It is not necessary to provide this information where the Commodity code is provided.
- Simplified procedures, it is a description for tariff purposes. [Ref.: SAD box 31]

Type of packages (code)

Code specifying the type of package as provided for in Annex 38 for SAD box 31 (UN/ECE Recommendation 21 Annex VI)

Number of packages

Number of individual items packaged in such a way that they cannot be divided without first undoing the packing, or number of pieces, if unpackaged. This information should not be provided where goods are in bulk. [Ref.: SAD box 31]

Shipping marks

Free form description of the marks and numbers on transport units or packages.

This information should only be provided for packaged goods where applicable. Where goods are containerized, the container number can replace the shipping marks, which can however be provided by the trader where available. A UCR or the references in the transport document that allows for the unambiguous identification of all packages in the consignment may replace the shipping marks.

Note: This element helps to identify consignments but has no relevance for security purposes. [Ref.: SAD box 31]

Equipment identification number, if containerized

Marks (letters and/or numbers) which identify the container. [Ref.: SAD box 31]

Goods item number ⁽¹⁾

Number of the item in relation to the total number of items contained in the declaration or the summary declaration.

To be used only where there is more than one item of goods.

Note: This element, which is automatically generated by computer systems, helps to identify the item of goods concerned within the declaration but has no relevance for security purposes. [Ref.: SAD box 32]

Commodity code

Code number corresponding to the item in question;

- Pre-arrival summary declarations: First 4 digits of the CN code; It is not necessary to provide this information where the goods description is provided.
- Simplified procedures at import: 10-digit TARIC code. Traders may complement this information, where appropriate, with additional TARIC codes. Member States may waive this requirement for simplified declarations and local clearance procedures at import where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration.
- Pre-departure summary declarations: First 4 digits of the CN code. It is not necessary to provide this information where the goods description is provided.
- Simplified procedures at export: 8-digit CN code. However, where there is no export declaration available, the 4-digit CN code should be provided. Traders may complement this information, where appropriate, with additional TARIC codes. Member States may waive this requirement for simplified declarations and local clearance procedures at export where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration. [Ref.: SAD box 33]

Gross mass (kg)

Weight (mass) of goods including packaging but excluding the carrier's equipment for the declaration.

Where possible, the trader can provide that weight at declaration item level.

Import simplified procedures: This information should be provided only where it is necessary for the calculation of the import duties.

Member States may waive this requirement for simplified declarations and local clearance procedure at import where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration. [Ref.: SAD box 35]

Procedure

Procedure code as provided for in Annex 38 for SAD box 37, 1st and 2nd subdivisions.

Member States may waive the obligation to provide the codes as defined in Annex 38 for box 37, 2nd subdivision of the SAD for simplified declarations and local clearance procedures at import and export where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration.

Net mass (kg)

Weight (mass) of the goods themselves without any packing.

Member States may waive this requirement for simplified declarations and local clearance procedures at import and export where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration. [Ref.: SAD box 38]

Item amount

Price of the goods for the declaration item concerned. This information is used in conjunction with " Currency code " where it is necessary for the calculation of import duties.

Member States may waive this requirement for simplified declarations and local clearance procedures at import where the conditions prescribed in the authorisations associated with these procedures allow them to defer the collection of this data element in the supplementary declaration. [Ref.: SAD box 42]

Reference number for simplified procedures

It is the reference number of entry into the records for the procedures described in Articles 266 and 285a. Member States may waive this requirement where other satisfactory consignments tracing systems are in place.

Number of the authorization

Number of the authorization for simplified procedures. Member States may waive this requirement where they are satisfied that their computer systems are able to derive this information without ambiguity from other elements of the declaration, such as the trader identification.

UN Dangerous Goods code

The United Nations Dangerous Goods Identifier (UNDG) is the unique serial number (n4) assigned within the United Nations to substances and articles contained in a list of the dangerous goods most commonly carried.

This element should only be provided where it is relevant.

Seal number ⁽³⁾

The identification numbers of the seals affixed to the transport equipment, where applicable.

Transport charges method of payment code

The following codes should be used:

- A Payment in cash
- B Payment by credit card
- C Payment by cheque
- D Other (e. g. direct debit to cash account)
- H Electronic credit transfer
- Y Account holder with carrier
- Z Not pre-paid

For pre-departure declarations, this information is to be provided only where available.

Declaration date ⁽¹⁾

Date at which the respective declarations were issued and when appropriate, signed or otherwise authenticated.

For Local clearance procedures pursuant to Articles 266 and 285a, this is the date of entry into the records.

Note: This element, which is automatically generated by computer systems, has no relevance for security purposes. [Ref.: SAD box 54]

[Signature -] Authentication ⁽¹⁾

Note: This element, which is automatically generated by computer systems, has no relevance for security purposes. [Ref.: SAD box 54]

Specific circumstance indicator

Coded element that indicates the special circumstance the benefit of which is claimed by the trader concerned. (See appendix to Annex 5)

- A Postal consignments
- B Ship and aircraft supplies
- C Express consignments

This element needs to be provided only where the benefit of a special circumstance is requested by the person lodging the summary declaration.

This element needs not to be provided where it can be deducted automatically and unambiguously from other data elements provided by the trader.

ⁱ Automatically generated by computer systems.

ⁱⁱ Coded version, where available.

ⁱⁱⁱ Information to be produced where appropriate.

Appendix to Annex 30A

Specific circumstances in respect of pre-departure and pre-arrival declarations – Particular types of goods traffic.

1. Introductory notes to table 3.

Note 4

- 4.1 The columns "Pre-departure – postal consignments" and "Pre-arrival – postal consignments" cover the data requirements which may be provided electronically to Customs authorities for risk-analysis purposes prior to departure or arrival of postal consignments. For the purpose of this appendix, a postal consignment means an individual item of a maximum weight of 50 kgs, conveyed under the postal system in accordance with the acts of the Universal Postal Union, when the goods are carried by or on behalf of holders of rights and obligations under such acts.
- 4.2 The column "Pre-departure – ship and aircraft supplies " covers the data requirements in respect of pre-departure summary declarations for ship and aircraft supplies.
- 4.3 The columns "Pre-departure – Express consignments" and "Pre-arrival – Express consignments " cover the data requirements in respect of pre-departure and pre-arrival summary declarations for Express consignments. For the purpose of this appendix, an express consignment means an individual item carried through an integrated service of expedited/time-definite collection, transport, customs clearance and delivery of parcels whilst tracking the location of, and maintaining control over such items throughout the supply of the service.
- 4.4 The descriptions and notes contained in section 4 in respect of pre-arrival and pre-departure declarations apply to the data elements referred to in the following table.

2. Data requirements for specific circumstances and particular types of goods traffic

2.1 Postal and express consignments, ship and aircraft supplies - Table 3

Name	Pre-departure – Postal and express consignments (See notes 4.1 and 4.3)	Pre-departure – ship and aircraft supplies (See note 4.2)		Pre – arrival – Postal and express consignments (See notes 4.1 and 4.3)	
Unique consignment reference number		H/I			
Transport document number		H/I			
Consignor	H/I	H/I		H/I	
Person lodging the summary declaration	H	H		H	
Customs office of exit		H			
Location of goods			H		
Place of loading	H/I	H			
Equipment identification number, if containerized.		HI			
Goods item number	I	I	I		
Commodity code	I	I		I	
Declaration date	H	H		H	
Signature - Authentication	H	H		H	
Specific circumstance indicator	H	H		H	

2.2 Road transport - Table 4

Name	Road	Comments
Nr. of items	H	
Unique consignment reference Nr.	H/I	
Transport document Nr.	H/I	To be provided to the extent available
Consignor	H/I	
Person lodging the summary declaration	H	
Consignee	H/I	
Carrier	H	
Identity and nationality of active means of transport	H	
First place of arrival code	H	Where the code is not available, the name of the place, with the maximum level of precision available.
Date and time of arrival at first place of arrival in Customs territory	H	
Countries of routing codes	H	
Place of loading	H/I	This can be the place of taking goods over the contract or the TIR customs office of departure.
Place of unloading code	H/I	Where the code is not available, the name of the place, with the maximum level of precision available.
Goods description	I	
Type of packages code	I	
Nr of packages	I	
Equipment identification Nr., if containerised	H/I	
Goods item Nr.,	I	
Commodity code	I	
Gross mass	H/I	
UN Dangerous Goods Code	I	
Seal Nr.	H/I	
Declaration date	H	
Signature/authentication	H	

2.3 Rail transport – Table 5

Name data element	Rail	Comments
Nr. of items	H	
Unique consignment reference Nr.	H/I	
Transport document Nr.	H/I	
Consignor	H/I	
Person lodging the pre-arrival declaration	H	
Consignee	H/I	
Carrier	H	
Identity and nationality of active means of transport	H	Nr. of wagons.
Conveyance reference Nr.	H	train Nr
First place of arrival code	H	A rail code of the first railway station.
Date and time of arrival at first place of arrival in Customs territory	H	
Countries of routing codes	H	
Place of loading	H/I	This can be the place of taking goods over the contract.
Place of unloading code	H/I	Where the code is not available, the name of the place, with the maximum level of precision available.
Goods description	I	
Type of packages code	I	
Nr. of packages	I	
Equipment identification Nr., if containerized	H/I	
Goods item Nr.	I	
Commodity code	I	
Gross mass	H/I	
UN Dangerous Goods Code	I	
Seal Nr.	H/I	
Declaration date	H	
Signature/authentication	H	