

Customs declaration for postages – avoiding additional costs

To whom it may concern,

We would like to take this opportunity to draw your attention to the following:

When sending documents to us via post, a number of formal requirements need to be met for the postage to be delivered without delay.

Therefore, we kindly ask you to do the following for all postages:

- enclose a **pro-forma invoice** with your item (material value of: paper, envelope, binding, etc.);
- fill in the international form **CN22** (customs declaration);
- note down the **EU-Code C20** (non-tariff relief for charitable or philanthropic organisations) on the customs declaration and make sure that it is easily visible;
- stick the completely filled-in form **CN22** to your postage and make sure that it is easily visible.

Please note that the above information needs to be provided for electronic customs declarations as well.

Should additional costs (customs duty, import VAT, service fees) arise due to missing or insufficient information, these costs will be refunded from the relevant project fund.

Bischöfliches Hilfswerk Misereor e. V.

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