

Import Customs Clearance Order

for the indirect customs representation of private individuals

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. 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.

Postal item ID (1)	
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Sender data (2)	Name:	
	Country:	
	Postcode:	
	City:	
	Nearest address:	

Address data on postal item (3)	Name:	
	City:	
	Nearest address:	
	Postcode:	

Data of the declarant (4)	Name:	
	City:	
	Nearest address:	
	Postcode:	
	Phone number:	
	E-mail address:	

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

Attached document (10)	
Delivery cost (11)	

Please indicate below (with an x) which of the customs clearance options, A (postal customs clearance) or B (clearance by another customs agency) you wish to select for your above postal item:

A. Postal customs clearance (release for free circulation)

The customs valuation of the goods is governed by Articles 69-76 of Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code and Articles 127-146 of Commission Regulation (EU) No 2015/2447/EU implementing it. **Please indicate (with an x) which of the following 7 postal item types characterises your postal item.**

- | | |
|---|---------------------------------|
| Ordered postal item worth over EUR 150 | Goods returned to Hungary |
| Gift | Guarantee repair or replacement |
| Postal item for a full-time student (foreign national) | Other:..... |
| Postal item of a natural person repatriating/relocating to the EU | |

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 between You and MP Zrt. By signing this order you declare that

- 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,
- 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.

B. Clearance by another customs agency or the National Tax and Customs Administration (NTCA)

I declare that I authorise to perform the customs clearance.

The service consists of the customs clearance of the postal item initiated by another customs agency or via the NTCA eVÁM web application 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 a certified notification of the final customs decision from the addressee or the proceeding customs agency.

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 Services¹ and the conditions of the postal customs agency service², and that I am liable for any legal consequences arising from any incorrect or incomplete data provided by me.

Date: day month year

.....
Signature of the Principal/Declarant³

¹ https://www.posta.hu/static/internet/download/PASZF_ASZF01_ASZF.pdf

² https://www.posta.hu/static/internet/download/PASZF_ASZF02_Termeklapok.pdf, 24.13. Postal Customs Clearance Service

³Magyar Posta Zrt. does not accept any unsigned order.

Privacy Notice

Please be informed that your personal data provided is processed by Magyar Posta Zrt. (Registered office: 1138 Budapest, Dunavirág utca 2-6, company reg. no.: Cg. 01-10-042463, tax number: 10901232-2-44, postal address: 1540 Budapest, website: www.posta.hu contact details of the data protection officer: adatvedelem@posta.hu) as the data controller, as they are necessary,

- A. where a customs clearance order is granted [Postal customs clearance (A)], for the **conclusion and performance of the** customs clearance order as a **contract**, which is concluded between the declarant and Magyar Posta Zrt. [Article 6 (1) b) of the General Data Protection Regulation] pursuant to Articles 18 and 19 of Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code (hereinafter: 'UCC')
- B. for the fulfilment of obligations arising from customs supervision of a postal item covered by a customs procedure but cleared by another customs agent pursuant to Article 134 of the UCC [Article 6 (1) c) of the General Data Protection Regulation].

The data processing is required for customs procedures, customs valuation, data supply and data recording

- pursuant to Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code,
- Commission Delegated Regulation (EU) 2015/2446 supplementing it with regard to certain provisions of the Union Customs Code and
- Commission Implementing Regulation (EU) No. 2015/2447 laying down detailed rules for implementing certain provisions of the Union Customs Code, and
- Act CLII of 2017 on the Implementation of the EU Customs Law (hereinafter: 'Customs Act'), as well as
- for the fulfilment of the legal obligation to keep accounting records pursuant to Sections 166 (1) and 169 (2) of Act C of 2000 on Accounting [Article 6 (1) c) of the General Data Protection Regulation].

Magyar Posta Zrt. also processes the e-mail address and telephone number of the declarant as it is necessary for the enforcement of the legitimate interest of the data subject and of its own interests in ensuring that all conditions are met for the effective and efficient conduct of the customs agency order and that the information on the missing data is collected quickly, flexibly and resource-efficiently, thereby enhancing customer satisfaction. [Article 6 (1) f) of the General Data Protection Regulation]

Purposes of the processing: to conclude and perform the necessary order with the data subject for the customs clearance of the product in the postal item arriving from outside the European Union, to act on behalf of the data subject in the cases before the customs authorities as provided for in the referenced legislation, to provide data and, in order to fulfil these purposes, to contact the data subject and to provide them with information on the conditions necessary for customs clearance.

Magyar Posta Zrt. keeps the data for 10 years for the purpose of customs obligations pursuant to Section 33 of the Customs Act and for 8 years for the purpose of keeping accounting records.

The data subject may request information about the processing of their data, request the rectification, restriction, erasure or portability of their data and may object to the processing of their data, unless the processing of their data is based on the performance of a legal obligation. In such cases, Magyar Posta Zrt. is unable to fulfil the request for erasure, restriction, data portability or objection to the processing of the data.

Further information on data processing can be found on the www.posta.hu website, under the Privacy Notice menu point, and at postal outlets.

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 you receive.
- (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 data of the declarant. The e-mail address and telephone number are optional, but it is recommended to provide at least one of them for possible further contact.
- (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 and papers 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.