



THE UNIVERSITY *of* EDINBURGH
Estates Department

International Postage – Custom Requirements

April 2025



When sending goods abroad, customers must attach a customs declaration (CN22 – Value up to £270 or CN23 – Value over £270), available online

www.royalmail.com/business/international/guide/electronic-customs-data

CUSTOMS DECLARATION CN 22 Complete in BLOCK CAPITALS . May be opened officially Further guidance at royalmail.com/customs Great Britain								
Sender's Name								
Sender's Address & Postcode								
<table border="1"> <tr> <td rowspan="3">Contents Tick all that apply</td> <td><input type="checkbox"/> Gift</td> <td rowspan="3">Commercial Sample Returned Goods Other:</td> </tr> <tr> <td><input type="checkbox"/> Documents</td> </tr> <tr> <td><input type="checkbox"/> Sale of Goods</td> </tr> </table>				Contents Tick all that apply	<input type="checkbox"/> Gift	Commercial Sample Returned Goods Other:	<input type="checkbox"/> Documents	<input type="checkbox"/> Sale of Goods
Contents Tick all that apply	<input type="checkbox"/> Gift	Commercial Sample Returned Goods Other:						
	<input type="checkbox"/> Documents							
	<input type="checkbox"/> Sale of Goods							
Description of contents	Quantity	Weight (kg)	Value (GBP)					
Total								
Commercial items only; if known enter HS tariff no. & origin If applicable, VAT reg number								
I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.								
Sign & Date								

Great Britain/Grosse-Bretagne		CUSTOMS DECLARATION CN 23		
From De	Name	Sender's Customs reference (if any) Référence en douane (si applicable)	No. of item (barcode, if any) May be opened officially Important	
To A	Business	DECLARATION EN DOUANE No. de l'envoi (code à barres, s'il existe) Peut être ouvert d'office	No. of item (barcode, if any) May be opened officially Important No. de l'envoi (code à barres, s'il existe) Peut être ouvert d'office	
	Street			
	Postcode City			
	Country			
To A	Name	Importer's reference (if any) (tax code/VAT No./importer Code) (optional) Référence de l'importateur (si applicable) (code fiscal de l'importateur) (facultatif)	Importer's telephone/fax/e-mail (if known) No de téléphone/fax/e-mail de l'importateur (si connu)	
	Business			
	Street			
	Postcode City			
To A	Country	Detailed Description of contents (1) Description détaillée du contenu	Quantity (2) Quantité	
	Net Weight (3) Poids net (in kg)			
	Value (5) Valeur			
	For commercial items only (For use on commercial items only) HS tariff number(7) No. tarifaire du SH			
To A	Country of origin of goods app. d'origine des marchandises (6)	Total gross weight (4) Poids brut total	Total value (6) Valeur totale	
	Postal Charges/Fees (9) Frais de port/Frais			
	Office of origin and Date of posting Bureau d'origine Date de départ			
	Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions) Observations: (p. ex. Marchandise soumise à la quarantaine/des contrôles sanitaires, phytosanitaires ou à d'autres restrictions)			
To A	Licence (12) Licence No(s). of licence(s)	Certificate (13) Certificat No(s). of certificate(s)	Invoice (14) Facture No. of invoice	
	Date and sender's signature (15)			



What we need you to do for us

- To help us process your mail as smoothly as possible we require the sender to attach the relevant customs label (CN22 or CN23) and input the senders name and full address (your School/Department), description of contents, quantity of contents and value of the contents.
- The weight of the package will be applied by us after franking machine weighs item.
- 2kg is the maximum weight allowance for all packages except for printed paper (books, documents etc), which has a weight allowance of 5kg.



Possible VAT & Customs Charges

- When sending goods abroad the recipient may then have to pay customs or VAT charges and a handling fee in the receiving country before they can claim the parcel. These charges will depend on the country they are sending to, the value of the item and whether it is a gift or commercial goods. Letters, postcards and documents are usually exempt.
- When receiving goods from abroad, recipients may have to pay VAT and duties. The VAT and duties will be applied depending on the type and value of the goods. For gifts over £39 and goods over £135, Royal Mail may collect the VAT and customs duties on behalf of HM Revenue & Customs (HMRC) from the recipient prior to delivery. Letters, postcards and documents are usually exempt.



Standard Delivery (Not Trackable)

- International standard delivery is a non trackable service where delivery is estimated at 3-5 business days to Europe and rest of the world in 6-7 business days.
- This service is cheaper than Tracked & Signed for services, so for parcels going outside the UK the cost difference of your package being fully trackable from despatch to delivery would be more expensive. The plus point being that using Tracked & Signed for services enables you to give the recipient tracking details as well.
- For large bulk quantities standard delivery will be more cost effective to your Department.



International Track & Signed Services

- All international track and signed mail continue as before and if you require any information about these methods of postage don't hesitate to contact the Post Room where we will provide all information required. Maximum weight of 2kg still applies and maximum size dimensions are length plus depth plus width no greater than 900mm, with the longest side no greater than 600mm.

International Tracked & Signed

- Provides tracking overseas and takes a signature on delivery.
- Online confirmation of delivery available.

International Signed

- Tracked in the UK, with a signature on delivery.
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DHL

- DHL is the main courier we use outside Royal Mail
- Extensive worldwide coverage: Delivery to over 220 countries and territories worldwide
- Fast and reliable delivery services
- Competitive pricing on both domestic and international mail/packages. DHL rates vary on location but is sometimes cheaper than using Royal Mail
- Superior tracking from pick up to point of delivery
- DHL require contact details (phone number and email) for the recipient.