

Completing Import customs declaration for postal consignments (gifts)



State Revenue Service
Republic of Latvia

Log on to the EDS and select the **Import customs declaration for postal consignments**. This will open the system where you will be able to complete the simplified declaration.

1 Select «Create new» to start the completion.

Consignment data

1 Consignment data 2 Consignor 3 Goods 4 Additional information 5 Tax

Your consignment is: Purchase Gift

2 Indicate that the consignment is a gift.

3 Complete these boxes by entering the data received from Latvijas Pasts / express mail.

Provide the data indicated in the message about the consignment received from Latvijas Pasts, courier or express service:

Tracking number: Mass (kg):

Temporary Storage Declaration (PUD) No: TSD (PUD) item No:

Buttons: Close, Print, Delete, Continue

Consignor

1 Consignment data 2 Consignor 3 Goods 4 Additional information 5 Tax

4 If the consignment contains a gift from your relatives or friends, please indicate the name and surname of the consignor.

5 Select from the list or type in the name of the country from which the consignment is sent.

6 Indicate the address of the consignor. These boxes are not mandatory.

Provide postal address, if known:

Address (street, number) of the consignor (seller): City: Postal code:

Buttons: Close, Print, Delete, Back, Continue

Goods

1 Consignment data 2 Consignor 3 Goods 4 Additional information 5 Tax

Select goods from the classification list:

7 Select the goods received in the consignment from the classification list. This information is available to the company delivering the consignment (Latvijas Pasts/express mail). Contact the postal operator/courier to obtain this information.

8 Enter the price of goods indicated in the accompanying document of the consignment. This information can be provided to you by the postal operator/courier. You may also contact the sender to find out the value of the gift.

9 Select the currency indicated in the accompanying document from the classification list.

10 Leave these boxes empty. There is no need to provide the delivery costs of gifts.

Total price of goods: 0.00 (0.00 EUR)

Delivery costs: 0.00

Buttons: Close, Print, Delete, Back, Continue

Additional information (not mandatory)

1 Consignment data 2 Consignor 3 Goods 4 Additional information 5 Tax

Please provide your contact details so that a customs official can contact you, if necessary:

Telephone number: E-mail address:

11 It is advisable to provide contact information so that you can be reached if necessary. Thus, the customs clearance process will be faster.

Attach proof of purchase documents (provision is recommended, although not mandatory):

12 This box is not mandatory. Additional information has to be provided only if requested by customs.

13 If you wish to provide further information about the consignment to the customs, please type it here.

Buttons: Close, Print, Delete, Back, Continue

Tax and lodging the declaration

1 Consignment data 2 Consignor 3 Goods 4 Additional information 5 Tax

No.	Description of goods	Tax base	VAT rate	Amount of taxes to be paid
1	Kids clothes (tall under 86 cm)	67.00 EUR	21%	14.07 EUR

Amount of taxes to be paid: 14.07 EUR

Buttons: Close, Print, Delete, Back, Submit

14 The system will calculate the amount of VAT to be paid based on the data you provided. Click on «Submit».

Payment of tax

My Declarations / Declaration

1 Verification of the declaration has been completed. Please pay the calculated tax by clicking on Pay under the declaration section Tax.

Basic data

Status: **Gaida maksājumu**

15 Once the data you provided have been checked, the declaration status will change from «Accepted» (Pieņemta) to «Pending payment» (Gaida maksājumu).

No.	Description of goods	Tax base	VAT rate	Amount of taxes to be paid
1	Kids clothes (tall under 86 cm)	67.00 EUR	21%	14.07 EUR

Amount of taxes to be paid: 14.07 EUR

Buttons: Close, Print, Back, Request invalidation, Pay

16 A payment request will be shown on top of the page. Click on «Pay».

Receiving the consignment

Declaration

1 The declaration processing is completed. If the declaration is being delivered by Latvijas Pasts and the parcel is small then you will find it in your mailbox over the next few days, but if it is a larger package you will receive a delivery notification by SMS or written notice. If you received the information about the consignment from a courier or express mail provider, please contact them in order to agree upon the delivery.

Basic data

Status: **Preces izlaistas**

17 Once the payment has been made, it will be processed. The processing takes time. The consignment will be available for collection only when the declaration status will have changed to «The goods have been released» (Preces izlaistas).