



# Simplified Custom Declaration COURIER DECLARATION FORM



Form C73A - CUSTOMS

1. Consignor (Name, Address)			4. Regime		FOR OFFICIAL USE		
			5. Tot. No. of Pages				
2. Importer/Consignee (Name, Address)      TIN:			6. Tot. No. & Kind of Pkgs.				
			7. Tot. No. of Items				
3. Clearing Agent/Service (Name, Address)      TIN:			8. Frontier Office		9. Clearing Office		
14. Name of Aircraft		15. Country of Consignment/Origin		10. Currency	11. Exchange Rate		12. T.O.P.
16. D.O.R.	17. Rotation #	18. A.W.B. #		13. Additional Information/Licence No.    Expiry Date			
19. Invoice # & Date	20. Gross Weight	21. Date of Examination					

					28. FOR OFFICIAL USE ONLY					
22. Description of Items	23. CPC	24. Commodity Code	25. Supp. Qty.	26. Declared Value \$	Assessed Value \$	Import Duty \$	Excise Tax \$	Environmental Levy \$	VAT \$	TOTAL \$
<b>GRAND TOTAL</b>										

<p><b>27. I/We hereby declare that the information and particulars mentioned herein are true and correct.</b></p> <p style="text-align: center; margin-top: 20px;">_____ Signature of Declarant/Agent/Consignee/Importer</p>	<p><b>29. Validated for Payment</b></p> <p style="text-align: center; margin-top: 20px;">_____ for Commissioner-General</p>
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**NOTE: Penalties will be imposed under the Customs Act, Chapter 82:01 for making a false declaration**  
Please read instructions for the completion of this form overleaf.

## Instructions for the completion of Form C73A

**BOX # 1 – CONSIGNOR (NAME, ADDRESS)** - The name and address of the exporter (person, company or organization) residing outside of Guyana

**BOX #2 – IMPORTER/CONSIGNEE (NAME, ADDRESS)** - The name and address of the owner of the goods, who is the person or company or organization to whom the goods are consigned along with their TIN Registration number.

**BOX #3 – CLEARING AGENT/SERVICE (NAME, ADDRESS)** - The name and address of the person or company or organization who is responsible for performing the activities for examination and clearance of the goods along with their TIN Registration number.

**BOX #4 – REGIME** - The code that represents the Customs category assigned to the goods.

**BOX #5 – TOT. NO. PAGES** - The total number of pages of this Form prepared and submitted for this transaction. One (1) set of three will be considered as one page.

**BOX #6 – TOT. NO. & KIND OF PKGS** - The total number of packages in figures being declared

**BOX #7 – TOT. NO. OF ITEMS** - Insert total number of items being included on this declaration.

**BOX #8 – FRONTIER OFFICE - IMPORT** – Enter the airport or place where the goods are discharged

**BOX #9 – CLEARING OFFICE** - Enter office where goods are cleared

**BOX #10 – CURRENCY** - Enter the currency as indicated on invoice (foreign currency)

**BOX #11 – EXCHANGE RATE** - This is the rate exchange for Customs purpose only for goods quoted in foreign currency.

**BOX #12 – TERMS OF PAYMENT (T.O.P.)** - Enter the terms by which you are paying the consignor for the goods, e.g. CASH, TT, CREDIT, etc.

**BOX #13 – ADDITIONAL INFORMATION/LICENCE NO. EXPIRY DATE** - Give details for which there is no specific box for supporting documents such as licence, permit, certificate, etc.

**BOX #14 – NAME OF AIRCRAFT** - Enter the name of the aircraft

**BOX #15 – COUNTRY OF CONSIGNMENT/ORIGIN** - The country from which the goods are first exported or consigned along with the name of the country in which the goods have been produced or manufactured are entered in this field.

**BOX #16 – DATE OF REPORT (D.O.R.)** - Enter the date of report for the aircraft. Use the Year, Month and Day format, eg. '2017-06-14'.

**BOX #17 – ROTATION NUMBER** - Enter the rotation number allocated by Customs to identify the flight of the aircraft

**BOX #18 – AIR WAYBILL (A.W.B.)** - Enter the Air Waybill number associated with the goods.

**BOX #19 – INVOICE NUMBER & DATE** – Enter the assigned number on the submitted invoice along with the stated date

**BOX #20 – GROSS WEIGHT** - Enter (IN FIGURES ONLY), in kg. the gross weight of the consignment.

**BOX #21 - DATE OF EXAMINATION** – Enter the Year, Month and Day format, eg. '2017-06-14' of the date the examination was completed

**BOX #22 – DESCRIPTION OF ITEMS** – Enter the normal trade description of goods to enable the immediate and unambiguous identification and classification

**BOX #23 – CUSTOMS PROCEDURE CODE (CPC)** – The Custom Procedure Code (CPC) identifies a particular treatment to be applied to the goods under the Customs Laws. Declaration of a CPC constitutes the necessary form of declaration here and declarants will be held accountable under the law if the goods as declared, are not eligible for treatment under the CPC entered.

**BOX #24 – COMMODITY CODE** - Enter the tariff code number applicable to the items in accordance with the Common External Tariff

**BOX #25 – SUPPLEMENTARY QUANTITY** – Where the Common External Tariff requires some other unit of measure for an item, in addition to weight in kilograms, enter the quantity here.

**BOX #26 – DECLARED VALUE**

IMPORTS: Enter the full value of the goods for Customs purposes. The value should include freight, insurance (if applicable) and any other charges applicable to the goods prior the calculation of duties and taxes.

**BOX #27 – SIGNATURE OF DECLARANT/AGENT/CONSIGNEE/IMPORTER** - The signature is a declaration that all information declared on this FORM are complete, true and correct.

**BOX #28 – FOR OFFICIAL USE ONLY** – The Proper Officer who is acting on behalf of the Commissioner-General, will determine the 'assessed value' and assess the applicable duties and taxes payable.

**BOX # 29 – VALIDATED FOR PAYMENT** - The Proper Officer's signature will certify the correctness of the FORM and the payment applicable on behalf of the Commissioner-General.