



TULLI
TULL • CUSTOMS

Customs declarations on diplomatic goods

tulli.fi

version 1.0, 19 April 2021

Customs declarations on diplomatic goods

Diplomatic goods are exempt from customs duty on certain conditions. Goods exempt from customs duty must also be declared to Customs.

Conditions for exemption from customs duty

Goods are exempt from customs duty when they are brought into Finland

- for the official use of diplomatic missions operating in Finland or
- for the official use of other foreign missions and consulates that hold an equivalent status.

Goods are also duty-free if they are imported for the personal use of diplomats, consuls or technical personnel and their family members.

The goods cannot be granted exemption without a so-called French paper certified and stamped by the Ministry for Foreign Affairs of Finland. However, the French paper is not required for diplomatic mail containing documents.

How to declare your goods

You identify yourself in the Customs Clearance Service using your Finnish online banking ID codes, your mobile certificate or your certificate card. Please note that private individuals cannot use the Finnish Authenticator app to identify themselves.

Log into the Customs Clearance Service.

- If you are submitting the declaration yourself, select “I represent myself”.
- If you are lodging the declaration on behalf of a company, select “I act on behalf of some company”. You need an authorisation to act on behalf of a company. More information on authorisations: [This is how you grant a mandate in practice](#).

Click on + New declaration.

Select the declaration “Import, I am receiving goods”.

In the box, select the country of dispatch from where the consignment is arriving and confirm the selection by clicking on the box. If the consignment is arriving in Finland from the Canary Islands (tax border declaration), select Spain as the country of dispatch. A customs declaration must be submitted for consignments sent between Åland and mainland Finland. Guidance for this can be found on the page [Åland tax border trade](#) (in Finnish and Swedish).

As the customs procedure code, select 40, Release for free circulation from other customs procedure.

If you have an arrival ID or item tracking ID, enter it in the field. It is not a mandatory detail.

Customs declaration >

Click on the button Customs declaration to proceed to fill in the declaration.

When you click on the question mark with the left button of the mouse, you are shown information on the details to be provided in the field.

Email address for Customs' additional inquiries on this declaration.

Email address

The details marked with a red asterisk are mandatory. This instruction covers the details you need when filling in the customs declaration.

Nature of transaction *

Nature of transaction is not set *

If you have not filled in all the required details, the system will display the missing detail in red when you click on the Next button.

The declaration consists of three parts: Parties, Declaration header and Goods items. Fill in all parts and when complete, submit the declaration to Customs.

Help and documentation

More specific user instructions can be found in the top right corner under Help and documentation.

Authorisations

+ Add authorisation Remove selected

Unselect all

Authorisation number * Alt1

Authorisation ID is not set

If you have added details by mistake by clicking on, for example, + **Add authorisation**, you must remove the additional fields before submitting the declaration. You can remove the field by ticking the box next to the detail you wish to remove and then clicking on the button **Remove selected**.

1. Parties

Contact person

Use the details of the authenticated person

Name and email address of the person providing additional information.

Declarant

Use the details of the authenticated trader

You can tick the box under Declarant to automatically fill in some of the details based on the authentication. In the declarant details, you provide the name, address, postal code and city of the person responsible for the data content of the declaration. Enter the business identifier in the field Identification number. For private individuals, enter the personal identity code and for foreign nationals, the country code and date of birth (ddmmy), e.g. US210360. Provide the trader nature: D – Diplomatic mission.

The image shows a web form field labeled 'Country' with a question mark icon. The input field contains 'FI - Finland' and a search icon. Below the input field, a dropdown list is visible, also showing 'FI - Finland' as the selected option.

You can select the country code in the dropdown list.

The image shows a section titled 'Importer'. Below the title, there is a checkbox labeled 'Use the details of the authenticated trader' which is checked.

You can tick the box under **Importer** to automatically fill in some of the details based on the authentication. In the **Importer** details, you enter the name, address, postal code, city and country code of the consignee. Enter the business identifier in the field **Identification number**. For private individuals, enter the personal identity code and for foreign nationals, the country code and date of birth (ddmmyy), e.g. US210360. Provide the trader nature: D – Diplomatic mission.

The image shows a section titled 'Exporter'.

Enter the details of the sender under **Exporter**. In the **Exporter** details, you enter the sender's name, address, portal code, city and country.

When you have provided all the details, click on **Next**.

2. Declaration header

Trader reference is a mandatory detail that you give to the customs declaration yourself.

Select **A** as the **Additional declaration type** if the consignment is in Finland. If the consignment has not yet arrived, select **D** as the additional declaration type. You can provide a pre-lodged declaration of type **D** only if, when lodging the declaration, you have access to the details of the previous document provided by the transport company. In such cases, you must provide the entry summary declaration or T1 transit as the previous document. It is not possible to select an additional declaration type in tax border declarations.

Leave the field **Exceptional tax determination date** empty. It should only be filled in if the consignment has been imported to Finland at an earlier date and the customs declaration is lodged retrospectively.

The amount and value details, such as **Total amount invoiced** and **Invoice currency** should be left blank.

Enter the **Total gross mass (kg)** of the consignment.

Under **Nature of transaction**, enter code 99 – Other (not specified), if the consignment is non-commercial. If the goods were purchased, enter code 11 – Outright purchase/sale under **Nature of transaction**.

The Delivery terms are provided using an INCOTERMS code. You can for example select the terms **XXX** – Other delivery terms. The field **Location (UN/LOCODE)** should be left blank.

Under **Location**, you provide the location, for example Helsinki, and under **Country**, which is a mandatory field, you provide FI – Finland.

Under **Transport information**, you should first provide the mode of transport and the nationality of the means of transport that crosses the border of the EU territory.

Under **Inland transport mode**, you should provide the means of transport on which the consignment has been brought or will be brought to the location. The location can be, for example, the customs office of entry to which the consignment has been carried by sea, air or road.

Arrival transport means		
Inland transport mode *	Identification of means of transport on arrival *	Type of identification *
4 - Air transport	AY1314	40 - IATA flight number

In the **Route** details, enter the country of dispatch (e.g. China) and the destination country (e.g. Finland). These details are prefilled in a tax border declaration.

In the details on **Locations**, you must provide the Identification of warehouse (format: FI1234567-800101) if the consignment is in, for example, a customs warehouse. If the goods are at the customs office of entry, provide the address details of the customs office.

The **Proposed control location** is **B – Authorised place** if, for example, the consignment is in a customs warehouse (Qualifier of location X and warehouse identifier FI1234567-800101). If the consignment is not in a warehouse, select **D – Other**. Enter the address of the location: street address, postal code and city.

Do not select Add information if you do not have additional information to submit with the declaration.

Do not remove the additional information code FIPDF, because you need the decision in PDF format

Enter the container ID, if the consignment arrives in a container.

When you have provided all the details, click on **Next**.

3. Goods items

Goods item 1

Add the **previous procedure** 00 – No previous procedure.

Additional procedure ?	
622 - Diplomatic goods (Customs Act, section 44; VAT Act, section 94(1)(20); Act on Excise Duty :	+ Add

Select 622 – Diplomatic goods as an **additional procedure**. **Confirm the selection by clicking on the + Add button.**

3RJ - Miscellaneous documents and articles sent free of charge to authorities and organisations (Article 104 Duty Relief Regulation, section 94(1)(16) VAT Act)

Select 3RJ – Miscellaneous documents and articles sent free of charge to authorities and organisations as an **additional procedure**, if the consignment only contains documents. **Confirm the selection by clicking on the + Add button.**

F15 - Goods introduced in the context of trade with special fiscal territories (H5-EU)

In tax border declarations, the **additional procedure** F15 is prefilled. Add the **additional procedures** 622 and 3RJ to the declaration.

Origin country is a mandatory detail, so provide the country of dispatch here.

The **commodity code** of diplomatic goods is provided using code 9905000000 – personal property belonging to natural persons transferring their normal place of residence. The commodity code of diplomatic mail can be provided using, for example, code 4911990000. Do not include spaces in the commodity code.

Combined nomenclature code * ⓘ

Commodity code service Fintatic ⓘ

49119900

49119900 - Other

4911990000 - Other

As the **goods description**, describe the content of the consignment, e.g. Diplomatic goods. If the consignment only contains documents, describe the content as e.g. Diplomatic mail.

Commodity code 4911990000 is subject to restrictions. If the consignment does not contain any goods subject to restrictions, select Y069 and/or Y949 as the negation code.

Select ⓘ	CERT	DESCR
<input checked="" type="checkbox"/>	Y949	Good other than those described in the footnotes linked to the measure (Reg 267/2012)
<input type="checkbox"/>	C067	Import authorisation for restricted goods and technologies (Council Regulation (EU) No 267/2012)
<input checked="" type="checkbox"/>	Y069	Goods not consigned from Iran

Under **Kind of packages**, you should provide the package type (e.g. BX – Box or BG – Bag), the number of packages and shipping marks. If the packages are unmarked, enter the text “No markings”.

A **previous document** must always be provided. Ask the freight carrier to provide the type of the previous document and the MRN, as well as the sequence number of the goods item. The goods item sequence number is not needed in the case of transit declarations. If you are transporting the consignment yourself, provide *ZZZ* as the document type and the date of arrival as the reference.

Previous document type ⓘ * Reference ⓘ * Item number ⓘ

355 - Entry summary declaration 21F1123400005678I7 3

If the consignment contains a vehicle, enter the vehicle identification number under **Additional information** using additional information code FIXBC.

Additional information

+ Add information Remove selected

Select all

Code ⓘ * Description ⓘ

FIXBC - Vehicle production number 123456789123456

Enter the “French paper” under **Additional documents** using additional document code 1ZZZ or 3EHS. You can add additional documents by clicking on + Add document.

Additional Documents

+ Add document Remove selected

Select all

Type ⓘ * Identifier ⓘ *

1ZZZ - Other document French paper

Enter the **net mass** of the consignment.

Enter the **statistical value** of the consignment. The statistical value cannot be 0.

The **transaction price** is a mandatory detail. Enter the transaction price using the value 0 – EUR Euro.

Valuation method * ⓘ

6 - Value based on the data available ("fall-back" method) ▼


As the **valuation method**, select 6 – Value based on the data available.

As the **preference code**, select 100 – Tariff arrangement erga omnes.

You can add additional goods items by clicking on + Add goods item.

If the declaration is complete, you can click on **Next**.

Validation errors

 [Parties > Exporter](#)
C0618 - This detail is mandatory, except in customs warehousing, where it must not be provided.

If you have not provided all the required details, the system will display a validation error on the page Summary and submission, and this will help you find the detail that is missing. In this example, the missing detail is found in the tab Parties under the heading Exporter. The details on the Exporter are missing from the declaration.

When the declaration is complete, send the declaration by clicking on the **Submit** button. After the declaration has been successfully submitted, the declaration has the status Accepted and is given an MRN as a reference number. Completed decisions can be found on the page Summary and Submission under Documents.