

Export check list



Country	ZIP code areas	Original invoice Company stamp Signature Plain writing Tel. no consignee	Export declaration (electronic) Use the eDeclaration-Service! For more information ask your depot. Please note: Only the two-stage export procedure is accepted.	Certificate of origin Declaration of origin when origin country Europ. Community + EFTA	Certificate of origin EUR 1 or authorised sender	Limit for low-value clearance (Incoterm 50)	Please note!
Customs relations							
Norway	all	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	200,- NOK (ca. 26,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: jewels, alcohol, cigarettes, tele-communication equipment. Please note: Customs clearance of parcels with a goods value of less than 200,- NOK only with passport number of consignee.
Switzerland Liechtenstein	all	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	56,50 CHF (ca. 43,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol
Samnaun / Switzerland	7562 (CH), 7563 (CH)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	56,50 CHF (ca. 43,- €)	Separate invoice and export declaration required + 50,- CHF for forwarding dutiable goods. Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol.
Büsingen / Switzerland	6911 (CH)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	56,50 CHF (ca. 43,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol
Turkey	all	in English (original + 3 copies)	Value of goods ≥ 1.000,- EUR	Only country of origin or A.TR. (acc. Euroregion 1)	A.TR.	150,- EUR	Incoterm 50 to be used for commodity value < 100,- US-\$. For higher values all other incoterms can be used.
Air freight destinations							
Greece, Cyprus	all	not required	not required	not required	not required	not required	Copy of invoice or delivery note
Malta	all	not required	not required	not required	not required	not required	Copy of invoice or delivery note
Special areas EU							
Aaland / Finland	22000 - 22999	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR with method CO	only T2LF	T2LF for goods from the EU	not possible	
Faroe Islands / Denmark	all	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	not possible	
Ceuta / Spain	51xxx (ES)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	not possible	Value Added Tax identification number of sender and recipient, phone no of recipient. Only incoterm 20 possible.
Canary Islands / Spain	35xxx (ES), 38xxx (ES)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR with method CO	only T2LF	T2LF for goods from the EU	not possible	VAT-ID number of sender and recipient, phone no of recipient. For Spanish consignees: DIN number. For foreign consignees: NIE number. Only incoterm 20 possible.
Melilla / Spain	52xxx (ES)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	not possible	Value Added Tax identification number of sender and recipient, phone no of recipient. Only incoterm 20 possible.
Livigno / Italy	23030 (IT)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	not possible	
Greece, Mount Athos		required (original + 2 copies)	Value of goods ≥ 1.000,- EUR with method CO	only T2LF	T2LF for goods from the EU	not possible	
Channel Islands / Great Britain	Guernsey (GB): GY + xxxxx Jersey (GB): JY + xxxxx	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR with method CO	only T2LF	T2LF for goods from the EU	not possible	Invoice, Value Added Tax identification number of sender and recipient, phone no of recipient
City states							
Andorra	all	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	not possible	VAT-ID number of sender and recipient, phone no of recipient. For foreign consignees: NIE number. Only incoterm 20 possible
Gibraltar	all	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	≤ 6.000,- EUR	> 6.000,- EUR	not possible	VAT-ID number of sender and recipient, phone no of recipient. For foreign consignees: NIE number. Only incoterm 20 possible.
Vatican	47890-47899 (IT)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	only T2L	T2L for goods from the EU	not possible	
San Marino	47890-47899 (IT)	required (original + 2 copies)	Value of goods ≥ 1.000,- EUR	only T2L	T2L for goods from the EU	not possible	
Global Business-Parcel							
CIS states	all	in English (original + 3 copies)	Value of goods ≥ 1.000,- EUR	only country of origin required	not possible	only Russia with 200,- EUR	
worldwide	all	in English (original +3 copies)	Value of goods ≥ 1.000,- EUR Here also one-stage export procedure possible	Only possible for certain destinations. Please ask your CCI or GLS	Only possible for certain destinations. Please ask your CCI or	only for documents dispatch < 5 kg net	Phone number or mail address of recipient