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## **GUIDELINES FOR INDIVIDUALS (CITIZENS)**

### **TO DECLARE GOODS BEING TRANSPORTED AS INTERNATIONAL EXPRESS SHIPMENTS**

Dear Recipient/Declarant (as understood by the Customs Code of Ukraine), if you receive a notification that your international express shipment (IES) requires customs clearance, you are entitled to choose one of the following methods of declaring goods being transported as IES according to Article 236 of the Customs Code of Ukraine:

1. Declare it yourself (to do so, please pre-arrange a meeting with a customs brokerage specialist of Nova Poshta LLC, as the customs office is located on the territory of the central sorting station of Nova Poshta LLC (hereinafter referred to as the CSS)).
2. Authorize the express carrier to do so.
3. Authorize another person.

### **IF YOU AUTHORIZE NOVA POSHTA LLC TO DECLARE GOODS (SERVICES) BEING TRANSPORTED AS IES, PLEASE FOLLOW THESE STEPS:**

- 1 Send the following documents (in good quality) to [brokers.lv@novaposhta.ua](mailto:brokers.lv@novaposhta.ua):
  - i Scan or photo of the first and second pages of the passport of a citizen of Ukraine or both sides of the passport of a citizen of Ukraine issued as a card.
  - i Scan or photo of the taxpayer identification number (identification number).
  - i Scan or photo of a document (receipt, bank statement, etc.) confirming the value of the goods being transported as IES).
- 2 In the email's subject line, specify "Documents for IES customs clearance <IES number>, <full name>".
- 3 Please include the following information in your email:
  - i IES number (indicated in the SMS message) that requires customs clearance.
  - i Your full name.
  - i Your contact mobile phone number.

If additional documents or information are required for customs clearance of your shipment, our customs brokerage specialist will contact you.

### **ADDITIONAL IMPORTANT INFORMATION!**

According to clause 6 of Article 233 of the Customs Code of Ukraine, the IES can be stored under customs control for up to 30 calendar days. The cargo must undergo customs clearance within this period; if not, it will be returned back.

If it takes more than 20 days to clear your cargo, please inform us by calling 0800-500-609 or writing to [brokers.lv@novaposhta.ua](mailto:brokers.lv@novaposhta.ua).

If the IES delivered in your name is not cleared within 20 days from the date of receipt (due to failure to submit documents for customs clearance or failure to choose the appropriate method of declaration according to Article 236 of the Customs Code of Ukraine), the IES shall be returned back according to clauses 6 and 10 of Article 233 of the Customs Code of Ukraine.

If one or more shipments are delivered in your name within the same day, and the total invoice value of the goods (that is, the total value declared in the shipping documents) exceeds the amount equivalent to 150 euros\*: an import duty at the rate of 10% of the amount exceeding the amount of duty-free importation and a value-added tax at the rate of 20% of the amount exceeding the amount of duty-free importation shall be paid.

\* The equivalent is estimated in UAH at the NBU exchange rate at the time of customs clearance.

The customs declaration services offered by Nova Poshta LLC are free of charge.

By submitting the documents required for the customs declaration of IES, you (hereinafter referred to as the Customer) confirm that the Customer has read the terms and conditions of the PUBLIC AGREEMENT on the Provision of International Express Delivery Services by Nova Poshta LLC (hereinafter referred to as the Agreement), which is available by following the link.

The Customer's unconditional and full recognition (acceptance as defined in Part 2 of Article 638 of the Civil Code of Ukraine) of the terms and conditions of the above Agreement shall consist in the Customer's actions aimed at obtaining services, namely the Customer's submission of documents required for customs clearance of the cargo to the Contractor.

## **CONTACTS**

### **Central sorting station of NOVA POSHTA LLC**

Address: 28 b Budivelnna St., bldg. U-1, Murovane village, Lviv district, Lviv region Phone: 0800-500-609; E-mail: lv\_customs.clearance@novaposhta.ua

Working schedule of the brokerage department: Mon-Sun from 8:00 a.m. to 8:00 p.m.

### **Customs Office**

Address: 28 b Budivelnna St., bldg. U-1, Murovane village, Lviv district, Lviv region Customs officers' reception schedule: Mon-Sun from 8:00 a.m. to 6:00 p.m.;

## **GUIDELINES FOR LEGAL ENTITIES**

**YOUR CARGO IS IN THE NOVA POST'S WAREHOUSE AT 28 B BUDIVELNA ST., BLDG. U-1, MUROVANE VILLAGE, LVIV DISTRICT, LVIV REGION**

**Dear Recipient**

**Be kindly informed that there is a shipment in the Nova Post warehouse that requires further customs clearance; the shipping documents for the customs clearance are attached.**

If you are willing to do it with us, please submit the following documents:

- Registration card (an extract from the register of persons conducting transactions with goods)
- Agreement
- Annexes to the agreement (if any)
- Specification (if any)
- A document confirming the cost, if the agreement includes 100% advance payment.
- Be sure to fill out the attached file for the broker to accept this cargo for clearance (the goods must be described in detail).

Since access to public electronic registries is restricted during the period of martial law, please submit the following:

An extract from the Unified State Register of Legal Entities and Individual Entrepreneurs with information on the relevant details: name and location.

Please attach all documents to the same email sent to [lv\\_customs.clearance@novaposhta.ua](mailto:lv_customs.clearance@novaposhta.ua)

**Given the prohibition to import goods originating from the territory of the aggressor state, the country of origin of goods must always be indicated when importing goods into Ukraine.**

**If you lack a certificate of origin, be sure to have the EUR.1 certificate or invoice declaration. Please pay attention to the presence of the country of origin on the invoice received with the shipment. If the country of origin is not indicated on the invoice, please provide scans of the original invoices (with the sender's signature and stamp) with the country of origin indicated.**

### **Sending cargo after electronic declaration**

Send a copy of the declaration to [lv\\_customs.clearance@novaposhta.ua](mailto:lv_customs.clearance@novaposhta.ua) In the subject line, please indicate: - Electronic declaration + waybill number. Attention: Shipping documents are submitted for delivery with the cargo.

## **CONTACTS**

### **Central sorting station of NOVA POSHTA LLC**

Address: 28 b Budivelná St., bldg. U-1, Murovane village, Lviv district, Lviv region Phone:

0800-500-609; E-mail: [lv\\_customs.clearance@novaposhta.ua](mailto:lv_customs.clearance@novaposhta.ua)

Working schedule of the brokerage department: Mon-Sun from 8:00 a.m. to 8:00 p.m.

### **Customs Office**

Address: 28 b Budivelná St., bldg. U-1, Murovane village, Lviv district, Lviv region Customs

officers' reception schedule: Mon-Sun from 8:00 a.m. to 6:00 p.m.

Subdivision	Lviv-Poshtovyi customs post
Subdivision code	UA 209210
Destination	209-250-1-1
The endpoint of the electronic customs declaration referral	A209.POST_NP
Line A	UA 209210
Type of vehicle (line 25)	30
Type of vehicle (line 26)	30
Line 19	0
Line 27	UA 209210
Line 30	(A) 209-250-1-1
Lines 18, 21, 29, 49	Not required
Line 44	waybill under the code - 2751
Line 50	<b>For export:</b> USREOU code 31316718 NOVA POSHTA LLC Ukraine, 03026, 103 STOLYCHNE SHOSSE, Kyiv, building 1, FLOOR 9 +380322405508 lv_customs.clearance@novaposhta.ua