

Important points that help in filling correctly the Supplementary Declaration

- Supplementary Declaration forms can be printed from the website link <http://www.nso.gov.mt/site/page.aspx?pageid=122>. There are separate forms for Arrivals and Dispatches, each of which has its own continuation sheet.
- The period covered (month and year) by each declaration together with the number of lines used must be included. For continuation sheets only, indicate the sheet numbers in the appropriate part of the form.
- The VAT number of the Trader and/or of the authorised Agent must be entered clearly. The Trading Licence Number must also be included when available. Otherwise the space allocated should be left empty or simply write 'Not Applicable'.
- A correct CN Commodity Code (8-digit code) **for each item** should be quoted in the appropriate box. A complete list of all CN Commodity codes can be consulted at the above-mentioned link under heading **(CN) with Commodity Description**.
- A list of EU Member States with their respective codes is shown on the reverse side of the Supplementary Declaration form. Consignments arriving in Malta from non-EU countries and dispatches to non-EU countries are not in the Supplementary Declaration system.
- Explanatory information regarding Nature of Transaction, Mode of Transport and Terms of Delivery can be found on the reverse side of the Supplementary Declaration form.
- Values should **only** be quoted in Maltese Lira (Lm) for declarations up till 2007 and **must** be rounded up to the nearest Lm. For declarations from 2008 onwards the values should **only** be quoted in euro currency (€) and **must** be rounded up to the nearest euro.
- You only need to complete the Supplementary Quantity box when the Combined Nomenclature (CN) indicates that a second quantity is required (not kilograms). In the box Supplementary Unit Type you should define what kind of supplementary quantity you are quoting in the previous box. Refer to the above-mentioned link under heading **(CN) with Commodity Description** for more help.
- All forms should be signed and the information in the box at the bottom right-hand side of the form should be duly filled in.
- All Supplementary Declarations should be filled in triplicate and submitted **on a per consignment basis** to the Supplementary Declaration Collection Offices at the Customs department building in Valletta or within the Customs section at the Malta International Airport.
- If you have no access to the internet but have an e-mail address and should like to receive information which is on the website www.nso.gov.mt/SupplementaryDeclaration/introduction.htm, contact us on 25997169/79 to make all necessary arrangements.

Punti importanti sabiex timla' sew id-Dikjarazzjoni Supplimentari

- Il-formoli tad-Dikjarazzjoni Supplimentari jistgħu jiġu ppreżentati minn fuq l-*website* <http://www.nso.gov.mt/site/page.aspx?pageid=122>. Hemm formoli separati kemm għall-Importazzjoni (Arrivals) kif ukoll għall-Esportazzjoni (Dispatches) fejn kull waġda għandha formola ta' kontinwazzjoni tagħha.
- Il-perjodu kopert (xahar u sena) minn kull dikjarazzjoni flimkien man-numru ta' linji wlati f'kull formola għandu jiġi nkluż. Għall-formoli ta' kontinwazzjoni biss, niġvel in-numru tal-formola fil-post allokat.
- In-numru tal-VAT tan-negozjant u/jew tal-Awtorizzat għandu jidher. In-numru tal-liġenzja tal-kummerċ għandu jiġi nkluż fejn ikun il-każ. F'każ kuntrarju dan l-ispażju għandu jibqa' vojta jew inkella tikteb 'Ma Japplikax'.
- Is-*CN Commodity Code* (kodiċi bi 8 numri) għandu jiġi mniġvel korrettament **għal kull oġġett** fil-kaxxa allokata. Lista kompleta ta' dawn il-kowds tinstab fl-indirizz ta' l-internet imniġvel hawn fuq ta' it-titlu **(CN) with Commodity Description**.
- Lista sħiġa ta' l-Istati Membri ta' l-Unjoni Ewropea bil-kowds rispettivi tagħhom tinstab fuq in-naġja ta' wara tal-formola tad-Dikjarazzjoni Supplimentari. Kunsinni li jaslu Malta minn pajjiġi mhux fl-Unjoni Ewropea jew jintbagħtu minn Malta lejn pajjiġi mhux fl-Unjoni Ewropea **m'għandhomx** jiġu nklużi fid-Dikjarazzjoni Supplimentari.
- Aktar informazzjoni rigward it-tip ta' transazzjoni (Nature of Transaction), il-metodu ta' trasport (Mode of Transport) u termini ta' kunsinna (Terms of Delivery) jinstabu fuq in-naġja ta' wara tal-formola tad-Dikjarazzjoni Supplimentari.
- Sal-2007 il-valuri għandhom jiġu kwotati **biss** f'Liri Maltin (Lm), u sa l-egreb lira. Mill-2008 'l quddiem, il-valuri għandhom jiġu kwotati **biss** f'ewro (€), u sa l-egreb ewro.
- Għandek timla' biss il-kaxxa tal-Kwantita' Supplimentari meta l-*Combined Nomenclature(CN)* jindika li t-tieni kwantita' hi meħtieġa (mhux kilogrammi). Fil-kaxxa *Supplementary Unit Type* għandek tniġvel x'tip ta' kwantita' supplimentari qed tniġvel fil-kaxxa ta' qabel. Għal aktar informazzjoni dwar dan idroli fil-*website* imsemmi hawn fuq ta' it-titlu **(CN) with Commodity Description**.
- Kull formola għandha tiġi ffirmata u għandha timtela l-informazzjoni fin-naġja ta' isfel tal-lemin tal-formola.
- Għandu jkun hemm **tlejta (3) kopji** għal kull Dikjarazzjoni Supplimentari u dawn għandhom jiġu ssottomessi fl-Uffiġi ta' { bir ta' l-Infurmazzjoni Supplimentari **għal kull kunsinna**. Dawn l-Uffiġi jinstabu fil-Bini tad-Dwana l-Belt Valletta kif ukoll fis-sezzjoni tad-Dwana ta' l-Ajruport Internazzjonali ta' Malta.
- Jekk m'għandekx aġess għall-internet iġda għandek indirizz tal-email u trid tirievi l-informazzjoni li tinstab fuq il-*website* www.nso.gov.mt/SupplementaryDeclaration/introduction.htm, għandek iġempel fuq in-numri **25997169/79** sabiex naqduk.