

## SWITZERLAND – EXPORT REQUIREMENTS

### Customers Who Export to Switzerland

To help ensure that your shipments pass smoothly through customs, with minimum delays, please follow the below **mandatory customs requirements**.

1. **5 Original Invoices:** All with an original signature and printed name. Photocopies will not be accepted. Attached to the parcel in a A5 Documents Wallet.  
Packing Lists and Dispatch Notes will not be accepted as a substitute for a Commercial Invoice.
2. **Full & Detailed Description:** It must be clear exactly what the goods are, abbreviations must not be used. For example, the following descriptions would be classed as inadequate: Gifts, Samples, Car Parts, Clothes, Toys, Textiles, Healthcare Goods, Computer Peripherals, Disks, Stationery, Electronic Goods, Beauty Products etc.

If the Commodity Code / Tariff Number is known, please clearly indicate this.

Tariff Numbers and additional information can also be obtained from HMRC's Tariff Classification Helpline on 01702 366077 or

[http://ec.europa.eu/taxation\\_customs/dds/cgi-bin/tarquer?Lang=EN](http://ec.europa.eu/taxation_customs/dds/cgi-bin/tarquer?Lang=EN)

**Textile Shipments:** state the material, composition, whether the textile is woven or knitted, and whether the article of clothing is to be worn by a man, woman or child. For example: Men's Woven T-Shirts, 50% cotton, 50% polyester

3. **Value:** The true value of the goods. Even if the shipment contains a gift or samples the real value is still mandatory on the invoice. The currency must be clearly stated.  
N.B Items for repair should be sent through Special Services only.
4. **Country of Origin**  
State the Country of Origin. If the contents are from multiple origins, the country of origin must be stated for each item.

For shipments produced wholly in the EU only the following Declaration of Origin can be used:  
*“ the exporter of the products covered by this document declares that, except where otherwise clearly indicated , these products are of.....(1).....preferential origin.  
(1) Enter EU, UE, or the country of origin*

Failure to follow the above will result in the shipment being held for a minimum of 24-hours and possible additional charges.