

## Clearance of Postal Parcels Receiving as Gift, Personal Effect, Trade Samples and Commercial Goods

### Location

Postal parcels are cleared through **Central Mail Exchange, Wijewardena Mawatha, Colombo 10.**

### Clearance Procedure

Clearance of Parcels Receiving as Gift, Personal Effect, and Trade Samples by Mail are subjected to Customs inspection for recovery of duty and other levies.

**Gift, Personal Effect, and Trade Samples of Value not Exceeding Rs.10,000/=:**  
Parcels of value not exceeding Rs10, 000 are exempted from duty and VAT. In the case of personal items, no person could utilize this facility more than once within a period of six months.

**Gift, Personal Effect, and Trade Samples of Value exceeding Rs.10,000/=:**  
Parcels of value exceeding Rs. 10,000/= are subjected to applicable customs duty, VAT and other levies.

#### **Commercial Goods:**

Parcels of commercial goods are released after recovering applicable customs duty, VAT and other levies on a Customs declaration (CusDec) through a Customs House Agent.

- **Prohibited goods are liable for forfeiture.**
- **Restricted goods are subjected to Import Control License or necessary approval/permit from relevant authorities.**

#### **Receiving Parcels at Nearest Post office:**

The recipients/consignees, who wish to receive the parcels at nearest Post Office, may return the parcel arrival notice received from Postal Department, completing the necessary information with the consent for inspection of parcels, to Postal Department at Central Mail Exchange, Colombo 10. Such parcels are inspected and released to Postal Department by Customs Officers for delivery to the consignees at the nearest Post Office from whom duty and other levies will be collected on behalf of the Customs by the Postal Department.

### Documents Required for Receipt of Postal Parcel

**A. Document required for fulfilling customs formalities in case of receiving goods by oneself:**

1. The parcel arrival notice received from Postal Department;
2. The National Identity Card or any identity issued by the government agencies of the recipient/consignee whose name appears on the parcel arrival notice;

**B In the case of authority being given to other persons to receive goods on behalf of**

oneself:

1. The parcel arrival notice received from Postal Department, filling the details on the back it with the given authority and signature of the recipient/consignee;
2. A photocopy of identity card of the recipient/consignee;
3. The identity card of the nominee;

C. In the case of the recipient/consignee being a legal entity, such as a company, a firm or a shop

1. The parcel arrival notice received from Postal Department with the signature of authorized person of such entity, stamping company seal on the back of it;
2. A photocopy of identity card of Director/Proprietor/Manager empowered to sign the documents on behalf such legal entity ;
3. If parcels are collected by a nominee, fill the details of nominee on the back parcel arrival notice giving the authority, placing the signature of Director/Proprietor/Manager and company seal;
4. The identity card of the nominee;

**Remark:** A nominee is not allowed to authorize a third person.

## Export of Postal Parcels

Postal parcels to foreign countries can be accepted at the post office island wide. The Postal Department accept parcels without being inspected by the Customs officers under the following conditions, if:

1. Items are not prohibited for export.
2. Items are not subject to export permits.
3. Items are not subject to export duty or government fee(s).
4. Items, regardless of the number of packing, are collectively valued at no more than Rs10, 000/= for each export (other than precious stones, gold and white gold jewelry etc).
5. Items are not subject to duty drawback or duty compensation.
6. Items do not require a re -importation certificate.

However Customs reserves the right for the examination of any such parcels. Export of items which do not categorized under above condition are subject to Export of precious stones, gold and white gold jewelry etc. are subject to inspection of Customs Officers at Gem Unit and accept for export through Post office located at Gems & Jewelry Exchange, Gall-face Terrace, Colombo 03.

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## **Disclaimer**

This guide is intended to provide information to the general public to facilitate trade from Sri Lanka. Every effort has been made to ensure that the information provided is accurate and up to date. However, Sri Lanka Customs (SLC) does not guarantee that it is a comprehensive guide on all postal parcel related aspects. SLC does not hold itself liable for any consequences, legal or otherwise arising out of use of any information in this guide.

## **WARNING**

**TRAFFICKING IN NARCOTIC DRUGS AND PSYCOTROPIC SUBSTANCE IS A PUNISHABLE OFFENCE WITH DEATH PENALTY.**