

Important points that help in filling correctly the Supplementary Declaration

- Supplementary Declaration forms can be printed from the website link <http://nso.gov.mt/en/nso/Intrastat/Pages/Supplementary-Declarations.aspx>. 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 Euros (€) and **must** be rounded up to the nearest €. No other currencies should be quoted.
- 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. The use of the Online Declaration System greatly simplifies this requirement.
- 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 duplicate and submitted to the Supplementary Declaration Collection Offices at the Customs Department/National Statistics Office 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 <http://nso.gov.mt/en/nso/Intrastat/Pages/Supplementary-Declarations.aspx>, contact us on 25997169 to make all necessary arrangements.

Punti importanti sabiex timla' sew id-Dikjarazzjoni Supplimentari

- Il-formoli tad-Dikjarazzjoni Supplimentari jistgħu jiġu pprintjati minn fuq l-*website* <http://nso.gov.mt/en/nso/Intrastat/Pages/Supplementary-Declarations.aspx> . Hemm formoli separati kemm għall-Importazzjoni (*Arrivals*) kif ukoll għall-Esportazzjoni (*Dispatches*) fejn kull waħda għandha formola ta' kontinwazzjoni tagħha.
- Il-perjodu kopert (xahar u sena) minn kull dikjarazzjoni flimkien man-numru ta' linji wżati f'kull formola għandu jiġi nkluż. Għall-formoli ta' kontinwazzjoni biss, niżżel in-numru tal-formola fil-post allokat.
- In-numru tal-VAT tan-negozjant u/jew tal-Aġent awtorizzat għandu jitnizzel ċar. In-numru tal-liċenzja tal-kummerċ għandu jiġi nkluż fejn ikun il-każ. F'każ kuntrarju, dan l-ispazju għandu jibqa' vojta jew inkella tikteb 'Ma Japplikax'.
- Is-*CN Commodity Code* (kodiċi bi 8 numri) għandu jiġi mniżżel korrettament **għal kull oġġett** fil-kaxxa allokata. Lista kompleta ta' dawn il-kodiċi tinstab fl-indirizz ta' l-internet imniżżel hawn fuq taħt it-titlu **(CN) with Commodity Description**.
- Lista sñiħa ta' l-Istati Membri ta' l-Unjoni Ewropea bil-kodiċi rispettivi tagħhom tinstab fuq in-naħa ta' wara tal-formola tad-Dikjarazzjoni Supplimentari. Kunsinni li jaslu Malta minn pajjiżi mhux fl-Unjoni Ewropea jew jintbagħtu minn Malta lejn pajjiż 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-naħa ta' wara tal-formola tad-Dikjarazzjoni Supplimentari.
- 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 tniżżel x'tip ta' kwantita' supplimentari qed tniżżel fil-kaxxa ta' qabel. Għal aktar informazzjoni dwar dan idhol fil-*website* imsemmija hawn fuq taħt it-titlu **(CN) with Commodity Description**. L-użu tas-Sistema ta' Dikjarazzjoni *Online*, tissimplifika hafna dan il-bżonn.
- Kull formola għandha tiġi ffirmata u għandha timtela l-informazzjoni fin-naħa t'isfel tal-lemin tal-formola.
- Għandu jkun hemm **zewġ (2)** kopji għal kull Dikjarazzjoni Supplimentari u dawn għandhom jiġu sottomessi fl-Uffiċċji ta' Gbir ta' l-Infommazzjoni Supplimentari. Dawn l-Uffiċċji jinstabu fil-Bini tad-Dwana/l-Uffiċċju Nazzjonali tal-Istatistika, l-Belt Valletta kif ukoll fis-sezzjoni tad-Dwana ta' l- Ajruport Internazzjonali ta' Malta.
- Jekk m'għandekx aċċess għall-internet iżda għandek indirizz tal-email u trid tircievi linformazzjoni li tinstab fuq il-website <http://nso.gov.mt/en/nso/Intrastat/Pages/Supplementary-Declarations.aspx>, għandek iċċempel fuq in-numri **25997169** sabiex naqduk.