

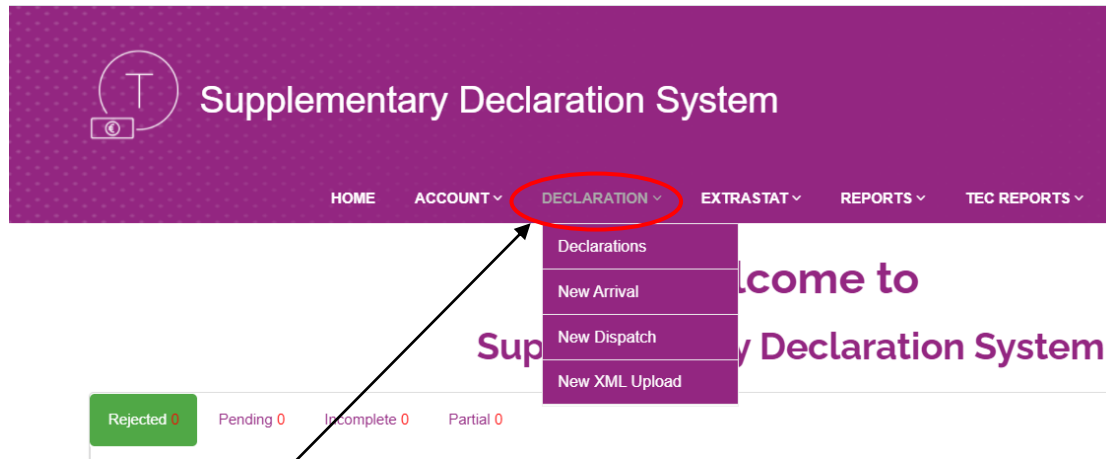
ONLINE SUPPLEMENTARY DECLARATION (INTRASTAT)

Enter site: <https://intrastat.gov.mt> or <https://secure3.gov.mt/intrastat/default.aspx>

Before logging in, it is advisable to take note of any notices, which are displayed just under the login facility.

Click on **'Sign-in'** and enter the Username and Password. Subsequently tick **'I am not a robot'** (Captcha box). You have to follow the instructions provided, ticking the boxes requested. This procedure is a google requirement and is for security reasons. Finally click on **'Sign in'**.

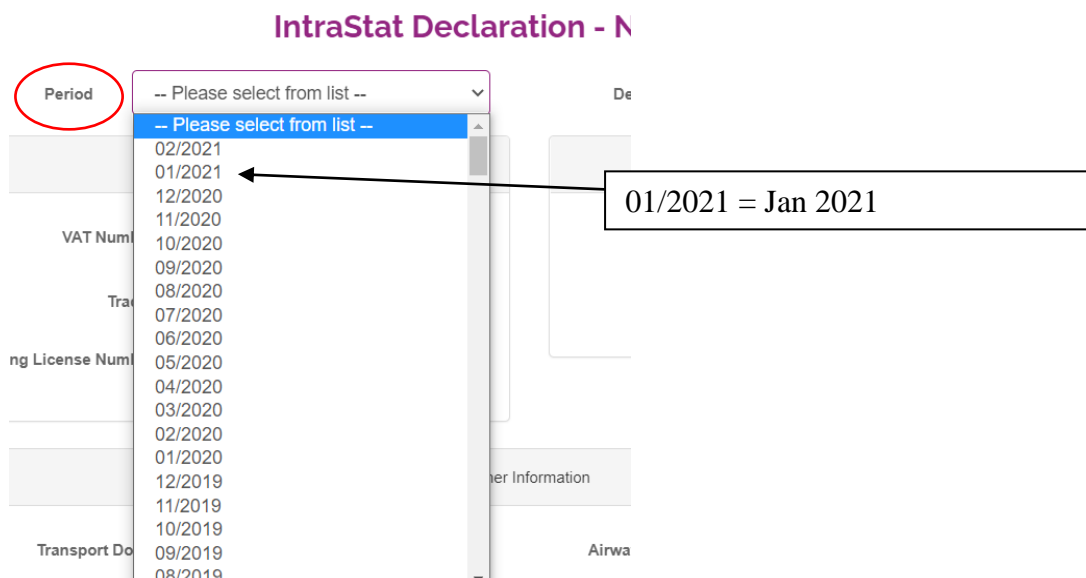
Screen 1:



Click on **'Declaration'** and from the dropdown menu choose either:

- **'New Arrival'** (for **import** declarations) or;
- **'New Dispatch'** (for **export** declarations).
- **'New XML Upload'** is used for bulk data input. The Schema file for XML upload can be found in the following link: <https://secure3.gov.mt/intrastat/QuesXmlEditor.aspx> More information on this functionality can be obtained by sending an email to intastat@gov.mt

Choose the correct **'Period'** from the drop-down menu. Make sure you select the correct month/year (mm/yyyy).



Enter your company's 'Vat No.' under Trader information.

Trader Information

VAT Number

Trader

Trading License Number

Enter TRADER VAT number

Agent information: Unless you are an agent making a declaration on behalf of a trader you are not required to fill in details under Agent information.

Trading Licence number, Transport Document ID and Airway Bill are not mandatory but are to be completed if available.

Click on 'Enter a New Item'.

Items

Enter a new item

HS Code Search

CN Commodity Code	Country of Origin	VAT Number	Country of Consignment	Nature of Transaction	Mode of Transport	Terms of Delivery	Invoice Value €	Statistical Value €	Net Mass Kgs.	Supp Quantity	Type of Qty.	Delete
-------------------	-------------------	------------	------------------------	-----------------------	-------------------	-------------------	-----------------	---------------------	---------------	---------------	--------------	--------

Previous page | Next page

Statistical Value Running Total

A form to enter the details of each item to declare opens:

Enter a new item

HS Code Search

Commodity Code

Country of Origin:

Country of Consignment:

Supplier's VAT ID No:

Nature of Transaction:

Mode of Transport:

Terms of Delivery:

Invoice Currency:

Ensure that no decimal values are included in the inputted values.

Enter BOTH Invoice and Statistical Value in EURO currency. If invoice is in a different currency, convert the values to EURO.

Invoice Value € Stat Value €

Net Mass Kg

Supplementary

Origin country of your item.

Enter the correct VAT ID of the supplier in case of imports. Enter the correct VAT ID of the consignee in case of exports.

Select the correct HS Code for your item.

Select the EU country from where you imported the item (in case of Arrival). Select the EU country where you are going to export the item (in case of Dispatch).

Supplier's VAT ID No:

Nature of Transaction

-- Please select from list --

Normally if it is a purchase or sale SELECT 10. For other special cases/options please consult with NSO.

Mode of Transport

-- Please select from list --

Terms of Delivery

-- Please select from list --

Invoice Currency

-- Please select from list --

Select the Currency shown on the invoice. (Example: If invoice is in Danish Krone: select DKK)

Mode of Transport

1 = Sea Transport (select if good were transported by sea. If you brought the goods yourself and travelled by sea, you need to select this mode.)

4 = Air Transport (select if goods were transported by air. If you brought the goods yourself (e.g. in a luggage) and travelled by air, you need to select this mode.)

5 = Consignment by post (select this if goods were received or sent by post.)

7 = Fixed Installation (This applies only for interconnector or gas pipeline.)

9 = Own Propulsion (This applies only for aircrafts and vessels.)

Select the correct Terms of Delivery (Incoterm)

Terms of Delivery	Dispatch/Export Declaration	Arrival/Import Declaration
EXW	Statistical value = Invoice Value	Statistical Value > Invoice Value
FCA/FAS/FOB	Statistical value >= Invoice Value	Statistical Value > Invoice Value
CFR/CIF/CPT/CIP	Statistical value >= Invoice Value	Statistical Value >= Invoice Value
DAP/DAT/DDP	Statistical value >= Invoice Value	Statistical value >= Invoice Value

Important NOTE:

The Invoice Value and the Statistical Value should be entered:

- i) In EURO currency only. If the Invoice is in another currency, you must convert that currency value into Euro equivalent.
- ii) In Whole numbers only. No decimals should be entered (e.g.: €1510.85 = €1511)

Ensure that no decimal values are included in the inputted values.

Enter BOTH Invoice and Statistical Value in EURO currency. If invoice is in a different currency, convert the values to EURO.

Invoice Value	€	<input type="text"/>	Stat Value	€	<input type="text"/>
Net Mass Kg	<input type="text"/>				
Supplementary Quantity:	<input type="text"/>				

i) Invoice Value and Statistical Value must be only in €uro and whole numbers only.
ii) Please refer to Terms of Delivery Table for correct entry of Invoice value and Statistical Value according to TOD chosen.
iii) Invoice Value = Value of Goods only.
iv) Statistical Value = Value of Goods + Shipping/Insurance

Net Mass (kg):
mandatory for almost all HS Codes.

Supplementary Quantity: mandatory only for selected HS Codes.

After entering all mandatory fields for an item, click on **‘Ok’** to proceed or on **‘Cancel’** to go back. (All values are to be entered as whole numbers without any decimals)

Click **‘Enter a New Item’** for entering a second different item. When entering the second and consecutive items, you may utilise the toggle button located at the bottom of the page, which enables you to copy common details into a new item. When finished entering the second item click on **‘Ok’**

When declaring commodity codes that require approval from the following Directorates, the trader is requested to upload the invoice so that the respective Directorate will approve/reject the declaration:

- Environmental Health Directorate (food, beverages, tobacco and tobacco products, vitamins/pharmaceuticals, tableware etc);
- Veterinary Regulation Directorate (animals, fresh and frozen animal meat, animal products, animal feed, other animal related items etc), and
- Plant Protection Directorate (plants and trees, fresh or frozen fruits and vegetables, plant/tree related items including seeds, wood and sawdust etc)

This system will replace the obligation of traders to visit the respective Directorates to present the invoices for approval.

When all items are completed, click on **‘Proceed’**.

Choose either **‘This questionnaire is complete’** or **‘Not complete, Will come back to continue entry of data’**.

Click on **‘Submit’** being careful to avoid double clicking. A **Data Receipt** appears on the screen if **‘This questionnaire is complete’** is chosen. Always keep a copy of the receipt for future reference as this also records the declaration reference.

If you want to enter a second declaration, go on **‘Click here to go back to the Questionnaire Management page’**. Never click back from your browser as this will log you out from the system.

To view or print a declaration, enter the Period and Vat number and click on Search. Following this click on the Item Reference Number found on the left. Finally click on Printer Friendly at the bottom of the page and print a copy of the declaration.

If when submitting a declaration, you have chosen '**Not complete, Will come back to continue entry of data**' before clicking on '**Submit**', make sure you click on the reference number column to complete the declaration.

Additionally, the site has the facility to view all past declarations and also to download declaration details by flow to Excel using the **Report** menu and selecting a from/to Period.

Remember to log out from the system when you finish using the service.

Important: Documents can be downloaded from the NSO Website on <https://nso.gov.mt/en/nso/Intrastat/Pages/Supplementary-Declarations.aspx>

IN CASE OF ANY DIFFICULTY, PLEASE CALL ON TEL. NO 25997161- 25997168.