



# Types of Customs Documents and Express Parcels

Understanding the essential documentation and procedures for international trade compliance and express courier operations

# Understanding Customs Documentation

Customs documentation forms the foundation of legal international trade. These documents enable authorities to verify goods, calculate duties, and ensure regulatory compliance across borders.

Proper documentation prevents delays, reduces costs, and ensures smooth clearance through customs checkpoints worldwide.



# Primary Customs Documents



## Import Declaration

Details goods entering the country, including exporter-importer information, product specifications, tariff classification, and declared value for duty calculation



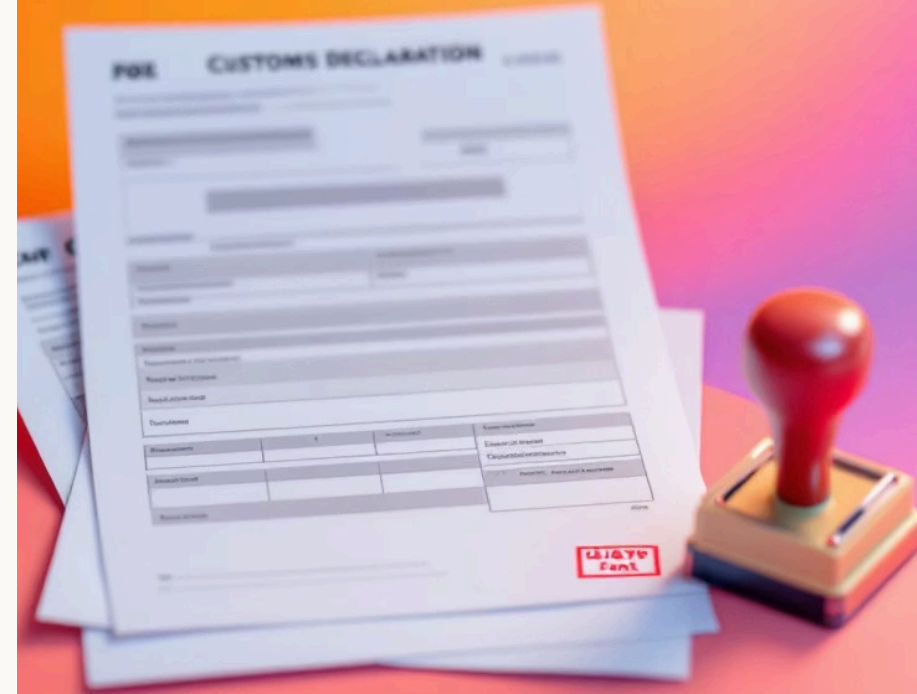
## Export Declaration

Provides information on goods leaving the country, subject to customs verification before authorising international dispatch



## Commercial Invoice

Issued by seller to buyer, specifying pricing, quantities, and product details essential for import tax assessment



# Essential Supporting Documentation

1

## Packing List

Displays quantity, weight, and packaging details of shipment contents for verification at customs checkpoints

2

## Bill of Lading / Air Waybill

Critical document issued by carrier (sea/air) confirming receipt of goods from sender and commitment to transport to destination

3

## Certificate of Origin

Verifies country of manufacture, essential for claiming preferential tariff treatment under FTA or ASEAN agreements



# Additional Required Documents

## Import/Export Licences

Regulatory permits for controlled goods

## Specialised Agency Approvals

Certifications from bodies such as Food and Drug Administration, Department of Livestock, or Energy Department

## Power of Attorney

Authorisation for customs broker representation

## Tax Receipt & Insurance Certificate

Proof of duty payment and cargo protection



# International Express Parcels

Express parcels refer to international shipment of items or documents through expedited courier systems such as DHL, FedEx, UPS, TNT, or EMS, utilising simplified customs procedures for rapid clearance of small-scale consignments.

## Documents

Letters, contracts, quotations, invoices—typically duty-exempt unless commercial value exists

## Commercial Parcels

Product samples or traded goods requiring customs inspection and tariff-based duty payment

## Personal Items

Gifts or personal belongings potentially exempt from duties if value remains below threshold limits



# Express Parcel Customs Process



## Pre-Arrival Data Submission

Courier service provider transmits shipment information to customs systems before arrival in destination country



## Customs Clearance

Verification of documentation, declaration forms, and data accuracy by customs authorities



## Duty Payment

Electronic payment processing through e-Payment systems for applicable tariffs and taxes



## Final Delivery

Upon clearance completion, parcel dispatched to recipient at destination address

# Digital Customs Systems



## e-Customs System

Electronic platform for submitting customs declarations, streamlining documentation and reducing processing time



## Courier Post System

Specialised customs system designed specifically for express parcel clearance procedures



## Tracking System

Real-time monitoring capability for shipment status throughout the customs and delivery process



# Key Benefits of Proper Documentation



## Faster Clearance

Complete, accurate documentation accelerates customs processing and release times



## Cost Reduction

Prevents penalties, demurrage charges, and storage fees from documentation errors



## Legal Compliance

Ensures adherence to international trade regulations and customs requirements

# Essential Takeaways

## Master Core Documents

Import/export declarations, commercial invoices, packing lists, bills of lading, and certificates of origin form the documentation foundation

## Understand Express Procedures

Simplified customs processes enable rapid clearance for courier shipments whilst maintaining regulatory compliance

## Leverage Digital Systems

Electronic platforms streamline submissions, payments, and tracking throughout the customs clearance journey

## Ensure Accuracy

Precise, complete documentation prevents delays, reduces costs, and facilitates smooth international trade operations

