

TNT RECOMMENDATIONS TO **SHIPPERS** WHEN SHIPPING TO RUSSIA

Prior to shipping to Russia, please check with TNT in the country of origin and the consignee / buyer in Russia to make sure that:

- 1 The goods intended for shipment are not included in the list of goods prohibited for importation into the Russian Federation.
- 2 The service limitations set by TNT Russia have been fully complied with.
- 3 Goods are labelled and can be identified.
- 4 The proforma/commercial invoice are completed in English (if possible, both in English and Russian), it contains valid and correct information, and conforms to the TNT guidelines for drafting invoices.
- 5 All commercial shipments are made in accordance with the contractual obligations of both parties to the foreign economic transaction.
- 6 Make sure that the consignee is an officially registered legal entity in the Russian Federation or an individual entrepreneur.
- 7 Before handing over the original shipping documents to the TNT courier, please make sure that they have been printed on the company letterhead, sealed and signed by the sender.
- 8 The consignee in Russia is aware of the shipment to his/her address and is ready to provide the documents for customs clearance, pay the customs fees, and pay for the TNT Russia services (if applicable).
- 9 The accompanying documents have been forwarded to TNT and to the recipient in Russia.

In most cases, all cargo imported into the Russia Federation is subject to non-tariff regulatory measures. Consignees/declarants must obtain relevant permits/licenses/declarations of conformity/certificates and other letters of authorization from state authorities to prove the legality of the importation of goods into the Russian Federation and their free circulation in Russia.