

# Easy steps to fill up Speedpost EMS Consignment Note

**Speedpost EMS - Consignment Note**



EC 410510772 SG



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Quote this shipment number for enquiries

**1 From (Sender)** **2 To (Recipient)**

Reg. No. 199201623M

Name: _____	Name: _____
Tel: _____	Tel: _____
Company Name: _____	Company Name: _____
Email: _____	Email: _____
Address: _____	Address: _____
Country: _____	Country: _____
Postcode: _____	Postcode: _____
Sender Ref: _____	City: _____
Acct No: _____	Postcode: _____
Cost Centre: _____	Country: _____

**3 Category of Item**

Document  
  Package  
  Saver 5 / 10 / 20kg / Prepaid (please circle where applicable)

*For Non-Documents, please indicate:*
 Sample  
  Merchandise  
  Others \_\_\_\_\_

**4 For Customs Declaration - To avoid delay, please provide full description. For non-documents, please attach a separate invoice for all contents.**

Content Description	Quantity	Weight	Value (SGD)	HS Tariff No.	Country of Origin
Total					

**5 Instructions to Speedpost - If none selected, options marked with '+' are assumed**

<b>(A) For items not delivered</b> <input type="checkbox"/> Return to Sender (at Sender's Expense)* <input type="checkbox"/> Treat as Abandoned and Dispose	<b>(B) Enhanced Liability - For items lost/damaged in Transit</b> <input type="checkbox"/> I accept SingPost's limited liability of \$150 (package) / \$60 (document)* <input type="checkbox"/> I wish to take up enhanced liability of Amount: SGD _____	<b>(C) Duties / taxes (if any) to be paid by</b> <small>(For selected countries)</small> <input type="checkbox"/> Recipient+ <input type="checkbox"/> Sender
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**6 Sender's Agreement** **For Official Use**

I certify that this shipment does not contain any cash, prohibited or dangerous goods. All information declared is true and accurate. I accept the Terms and Conditions of carriage as stated overleaf.	Signature _____ Date / Time _____
<b>Acknowledgement of Receipt</b>	Collection by <input type="checkbox"/> Cash <input type="checkbox"/> Cheque; Amount: SGD _____ _____ Postman ID _____   Date/Time _____
I confirm shipment is received in good condition. Name _____ Date and Time _____	Signature / Company stamp _____

Quote your consignment number to track your shipment

Harmonized System (HS) codes are used by customs authorities around the world to classify trade products for the application of duties and tax. The basic HS codes for general categories contain 6-digits. Please ensure you complete accurately for customs clearance purpose.

DELIVERY OFFICE'S COPY

- ◆ 1 Give us your details
- ◆ 2 Tell us who you are shipping to
- ◆ 3 Indicate your item type
- ◆ 4 Provide your content details
- ◆ 5 Indicate your special instructions
- ◆ 6 Accept and sign here

For enquiries, please call 1800-222 5 777 or visit our website [www.speedpost.com.sg](http://www.speedpost.com.sg)