

**Guidelines for completion of mandatory and supplementary fields of
SAD 4 for the Proof of Community status**

**(Annexes 37 and 38 of the Implementing Provisions of the Community
Customs Code of Commission Regulation (EEC) No 2454/93)**

MANDATORY FIELDS / SAD 4

BOX 1: DECLARATION / THIRD SUBDIVISION:

T2L: Form establishing the Community status of goods.

T2LF: Form establishing the Community status of goods consigned to, or from, a part of the customs territory of the Community where the provisions of Directive 77/388/EEC do not apply.

T2LSM: Form establishing the Community status of goods destined for San Marino in application of Article 2 of Decision No 4/92 of the EEC-San Marino Cooperation Committee of 22 December 1992.

BOX 2: CONSIGNOR / EXPORTER

Optional indication of the name or business name and full address of the exporter / consignor.

Mandatory indication of the EORI number.

BOX 3: FORMS

Enter the number of the subset in relation to the total number of subsets of forms and continuation forms used (forms and continuation forms used).

BOX 5: ITEMS

Enter in figures the total number of items declared by the person concerned in all the forms and continuation forms (or loading lists or commercial lists) used. The number of items must correspond to the number of boxes 31 to be completed.

BOX 14: DECLARANT/REPRESENTATIVE

Optional indication of the name or business name and address of the person concerned.

Mandatory indication of the EORI number, according to the structure described in Box 2.

BOX 31: PACKAGES AND DESCRIPTION OF GOODS

Enter the marks, numbers, quantity and kind of packages or, in the case of unpackaged goods, enter the number of such goods covered by the declaration together with the particulars needed to identify them. The description of the goods means the normal trade description. Where box 33 Commodity Code is to be completed, the description must be precise enough to allow the goods to be classified. This box must also contain the particulars required by any specific legislation. Using the relevant Community code from Annex 38, enter the kind of the packages.

If containers are used, their identifying marks should also be entered in this box.

BOX 32: ITEM NUMBER

Enter the number of the item in question in relation to the total number of items declared in the forms and continuation forms used, as described in the note to box 5.

Where the declaration relates to a single item will not enter anything in this box. The number 1 will appear in box 5.

BOX 35: GROSS MASS (Kg)

Enter the gross mass, expressed in kilograms, of the goods described in the relevant box 31. The gross mass is the aggregate mass of the goods with all their packing, excluding containers and other transport equipment.

Where a gross mass greater than 1 kg includes a fraction of a unit (kg), it may be rounded off in the following manner:

- from 0.001 to 0.499: rounding down to the nearest kg,
- from 0.5 to 0.999: rounding up to the nearest kg.

A gross mass of less than 1 kg should be entered as 0.xyz (e.g. 0.654 for a package of 654 grams).

BOX 54: PLACE AND DATE, SIGNATURE AND NAME OF THE DECLARANT OR HIS REPRESENTATIVE

This box is filled by the declarant or his authorized representative. Subject to specific provisions to be adopted with regard to the use of computerised systems, the original of the handwritten signature of the person concerned must be given on the copy which is to remain at the office of export/dispatch, followed by the full name of that person. Where that

person is a legal person, the signatory should add his capacity after his signature and full name.

COMPLEMENTARY FIELDS

(In the cases where the Community Customs Legislation provides, e.g. goods relating to Annex 44c, or when proof of Community status follows a customs transit declaration).

BOX 4: LOADING LISTS

Indicate the number of loading lists.

BOX 33: COMMODITY CODE/FIRST SUBDIVISION

Enter the relevant code (6/8 digits) according to the Combined Nomenclature as set out in Annex 38 of the Implementing Provisions of the Community Customs Code of Regulation (EEC) No 2454/93.

BOX 38: NET MASS (Kg)

Enter the net mass, expressed in kilograms, of the goods described in the relevant box 31. The net mass is the mass of the goods without any packaging.

BOX 40: SUMMARY DECLARATION/PREVIOUS DOCUMENT

Enter the codes in accordance with Annex 38 of the Implementing Provisions of the Community Customs Code of Regulation (EEC) No 2454/93 as follows:

Each code consists of three different elements which are separated by a hyphen (-)

1. The first component (a1):
 the summary declaration, represented by 'X',
 the initial declaration, represented by 'Y'
 the previous document, represented by 'Z',
2. The second component (an..3):
 Choose the abbreviation for the document from the 'list of abbreviations for documents' (attached as Appendix 1).

This list includes the code 'CLE', which stands for 'date and reference of the entry of the goods in the records'. (Article 76(1)(c) of the Code). The date is coded as follows: yyyyymmdd.

3. The third component (an..20):

The identification number or another recognisable reference of the document is inserted here.

Example:

The previous document is a T1 transit document to which the office of destination has assigned the number "238544". The code will therefore be "Z-821-238544".

**BOX 44: ADDITIONAL INFORMATION/DOCUMENTS PRODUCED/
CERTIFICATES AND AUTHORISATIONS**

In this box, list in order all the documents submitted in support of the declaration including the serial numbers of any control copies T5 or identification numbers.

List of abbreviations for documents

Container list	235
Loading list (delivery note)	270
Packing list	271
Proforma invoice	325
Commercial invoice	380
House waybill	703
Master bill of lading	704
Bill of lading	705
CIM consignment note (rail)	720
Road list SMGS	722
Road consignment note	730
Air waybill	740
Master air waybill	741
Despatch note (post parcels)	750
Multimodal/combined transport document	760
Cargo manifest	785
Bordereau	787
Community transit Declaration — Mixed consignments (T)	820
External Community transit Declaration (T1)	821
Internal Community transit Declaration (T2)	822
Control copy T5	823

TIR carnet	952
ATA carnet	955
Reference/date of entry of the goods in the records	CLE
Information sheet INF3	IF3
Information sheet INF8	IF8
Cargo manifest — simplified procedure	MNS
Internal Community transit Declaration — Article 340 c, 1)	T2F
T2M	T2M
Entry summary declaration	355
Summary declaration for temporary storage	337
Other	ZZZ

If the above document is drawn up using the SAD, the abbreviation will comprise the codes specified for the first subdivision of box 1. (IM, EX, CO and EU)