REPUBLIC OF ESTONIA
TAX AND CUSTOMS BOARD

Postal parcel declaration

You can declare a postal or courier parcel when the postal or courier company (e.g., Omniva, DHL, EKLT, etc.) has sent you a notification (email, SMS, etc.) of the arrival of the parcel containing the number of the previous document and the number of the transport document.

1. Sign in to the e-services environment e-MTA and from the menu select **Customs** – **Declaration of postal parcels**.
2. Select **New declaration**.
3. Enter **the transport document number and the previous document number** (MRN), which you will find on the arrival notification provided by the courier or postal service.
4. Click **Create**.
5. Based on the entered transport document and previous document number, some of the data is filled in **automatically**.
6. **Check** that the pre-filled General data of the parcel and the data of the recipient is correct and make changes if necessary.
7. Enter **Parcel type** – whether it is a purchase or a gift from a private individual.
8. Check the box "The goods have not arrived in Estonia yet" if you are declaring goods before they arrive in Estonia and the postal or courier company has notified you of the possibility of submitting the declaration in advance.
9. **Select the commodity code for your product from the list.** If you cannot find a suitable commodity code, click on the orange "Cannot find a suitable goods type?" link at the end of the list and you will be taken to the Estonian Master Tariff System (EMTS) database. There you can find the correct commodity code.
10. Enter the **quantity**, **price**, and **currency** of the goods.
11. Enter the **delivery cost** and **currency** of the parcel. If the delivery cost is not specified separately, enter 0 and add the currency.
12. Attach **a document or documents proving the contents and value of the package** (e.g., order confirmation, invoice, shipping documents). In the case of a gift (a parcel from a private person to a private person), you can find the relevant information from the parcel card (where the sender of the parcel has indicated the content and value).
13. Then select **Next** and move to the payment page
14. **Check** your email address and phone number.
15. The system calculates the tax amount, which you can **pay** via bank transfer or using the available funds in your prepayment account.
16. **The declaration has been submitted.**