

## 5010: How to Fill in an Export Declaration Form

Export Declaration Form (Example)

# [How to Fill in an Export Declaration Form]

## [General]

1. Please complete the form by typing or using a pen in black ink
2. Please complete the form in either Japanese or English
3. In case you need to correct any information, please cross it out with double lines and write down the correct information above.

- (1) Enter the name of the customs office;
- (2) When an exporter is the declarant, enter the name and address of the declarant (in general the consignor provided in the invoice);
- (3) Enter the name and address of the receiver of goods (the person who receives the goods from an exporter) (in general, the consignee provided in the invoice);
- (4) Enter the date of declaration;
- (5) Enter the name of the port (airport) of loading;
- (6) Enter the name of the vessel (the airline company and Air Way Bill No.) that carries the goods;
- (7) Enter the date of departure of the vessel (aircraft) that carries the goods;
- (8) Enter the final destination and the country of the goods;
- (9) Enter the name of the location where the goods are stored or the location where the goods will be brought in for export permission;
- (10) Fill in mark "X" in this column when approval is granted;
- (11) Fill in the form after confirmation is made by a customs counselor or the relevant customs officer;
- (12) Enter the general product name (for example, use the product name provided in the invoice);
- (13) Enter the tariff schedule code (six digits) and statistical code (three digits) of the Export Statistical Schedule;
- (14) Enter the statistical unit(s) listed on the Export Statistical Schedule. If two statistical units are listed, enter both;
- (15) Enter the quantity expressed by the "unit" given in (14). If the total quantity is less than the given unit, enter "0" in the non-colored section at the left of the form, and fill in the amount less than the unit in the colored section at the right of the form;

- (16) Enter the FOB price (at the point of origin) indicating in a Japanese yen denomination;
- (17) When the settlement other than the FOB price exceeds ¥1,000,000, enter the offered price and settled price with underlines.
- (18) Enter the total number of cargoes, package marks and numbers. When the cargo is loaded into a container, indicate this and enter the point of loading;
- (19) If the good falls under paragraphs 1 to 15, Annex 1 of the Export Trade Control Ordinance, such as in the case of weapon-related goods, enter the number of the applicable paragraph, and mark "X" in the box of "Applicable".
- (20) If the good falls under Annex 2 of the Export Trade Control Ordinance, such as in the case of ingredients of narcotics, specified toxic waste materials, or rare species of wild animals and plants, etc., enter the number of the applicable paragraph, and mark "X" in the box of "Applicable". When not applicable, mark "X" in the box of "Not Applicable".
- (21) When the goods do not require permission or approval under Article 4 of the Export Trade Control Ordinance among those goods applicable to (19) or (20), mark "X" in the box of the "Applicable".
- (22) Enter "16" as the number of the Paragraph. If the good falls under Paragraph 16, Annex 1 of the Export Trade Control Ordinance and yet is not used for the production of weapons, etc., mark "X" in the box, "Permit Required". If the article does not fall under Paragraph 16, Annex 1 of the Export Trade Control Ordinance and is not used for the production of weapons, mark "X" in the box of "Permit Not Required".
- (23) Enter the number assigned to the Import Permit, etc. (If you are unsure how to fill in the sections from (19) to (23), enter the sections after consulting a customs counselor or the relevant customs officer.
- (24) If you intend to receive approval for bonded transportation at the time of export declaration, enter the corresponding classification and transportation period; and
- (25) Enter the number of declaration forms and the number of columns;  
Check "Yes" at the right of the form if there are any attached documents.