



Dear Sir/Madam,

The designated operator of **CYPRUS**, Cyprus Post, would like to inform the designated operators of other UPU member countries that, in accordance with articles 08-002, 17-107 and 17-216 of the Convention Regulations and UPU electronic data interchange (EDI) messaging standard M33, and in order to facilitate prompt and efficient customs clearance, it wishes to exchange quality ITMATT messages. The provision of ITMATT is mandatory for all international postal items entering the European Union (EU) containing goods originating outside the EU and destined for Cyprus (or, in the case of transit via Cyprus, for another EU member country).

In this regard, and with a view to ensuring uninterrupted exchanges of international postal items, ITMATT messages should be sent to EDI address CY501.

Cyprus Post wishes to remind designated operators of the need for the ITMATT dataset provided to be accurate, and for the data to be of sufficient quality to meet UPU standards and meet the legal requirements of Customs for customs and security assessment purposes.

Currently, large numbers of items containing goods arrive in Cyprus without ITMATT, or with poor quality ITMATT. Cyprus Post has implemented a new automated process for the customs processing of inbound items. Missing or incomplete mandatory data in the ITMATT message may lead to significant delays in customs clearance.

An example of an erroneous ITMATT dataset would be that of a commercial item indicating “gift” as the category/nature of the item.

To be considered complete , ITMATT datasets must include the international postal item identifier (in accordance with UPU technical standard S10), in addition to full and accurate information for the following elements:

- Sender's name
- Sender's address
- Addressee's name
- Addressee's address
- Addressee's telephone number (preferably mobile), where available
- Addressee's e-mail address, where available
- Number of articles contained within the item
- Total gross weight
- Category/nature of item, e.g. sale of goods (such as for e-commerce items), gifts (rejected for commercial shipments), etc.
- Shipping costs/postage
- For each item/article contained within the item:
  - Description of contents
  - Quantity
  - Net weight
  - Value
  - Country of origin of goods (for commercial items, where possible)
  - Six-digit Harmonized System tariff code (for commercial items, where possible)

Cyprus Post is on hand to provide any additional information and advice on these requirements. Any questions should be sent to Mr George Koliandris: (gkoliandris@dps.mcw.gov.cy).

Yours faithfully,

Abdel Ilah Bousseta  
Director of Postal Operations