



**TAYPER**  
Your global supply chain partners

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**Guide to completing a Manufacturer's Declaration:**

1. The declaration must be on Manufacturer's letterhead and **MUST** include the company's name and address.
2. Consignment Identifier or Numerical Link field completed – this must link to the rest of the documentation. Examples of commonly used links include the bill of lading number or commercial invoice number.
3. Statement: This will differ depending upon what your manufacturer's is required to state. For specific wording please check with the broker. Manufacturer's declarations are commonly required to declare if a product is new and unused and not factory tested or trialled.
4. Signed by the person completing the declaration.
5. Printed name of the person completing the declaration.
6. Position held by the person completing the declaration
7. The date of issue by that person completing the declaration.

Please note: A chop stamp for consignments out of China are only acceptable as signatures if it is the individual's details (company chop stamp is not acceptable). A printed name and the person's position held is still required.