



**TAYPER**  
Your global supply chain partners

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**Guide to completing a Packing Declaration:**

1. The declaration must be on the suppliers/packer's letterhead and MUST include the company's name and address.
2. Vessel name & Voyage number field completed.
3. 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, commercial invoice number, container number for FCL consignments etc.
4. Question 1 completed.
5. Question 2 completed.
6. If timber/bamboo is declared in Question 2, then Question 3 must be answered. If no timber/bamboo has been declared in Question 2, then Question 3 can be left blank.
7. Signed by the person completing the declaration.
8. Printed name of the person completing the declaration.
9. 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 is still required.