

**To:** Customs Support Import B.V. (sent order to one of our Customs Support offices)  
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**Chamber of Commerce no.:** **24179956**

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## INSTRUCTION FOR AN IMPORT DECLARATION

Principal (Opdrachtgever) \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Contact person \_\_\_\_\_  
Reference number Principal \_\_\_\_\_  
Date \_\_\_\_\_

Fiscal Representative YES / NO\* \_\_\_\_\_

Importer/VAT number \_\_\_\_\_  
EORI number \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Place \_\_\_\_\_  
Country \_\_\_\_\_  
Country of origin \_\_\_\_\_  
Country of destination \_\_\_\_\_  
Commodity description \_\_\_\_\_  
Harmonised Code \_\_\_\_\_  
Number and sort of packages \_\_\_\_\_  
Gross weight \_\_\_\_\_  
Net weight \_\_\_\_\_  
Value (Commercial invoice obliged) \_\_\_\_\_

Previous customs declaration \_\_\_\_\_ Article \_\_\_\_\_

*All services of the companies of the Customs Support group are provided subject to the general terms and conditions of Customs Support as well as the Dutch Forwarding Conditions of the Fenex, deposited a.o. at the registry of the court of Rotterdam on 1 July 2004, latest edition, with exception of the sections 1 and 23. The conditions contain exclusions and limitations of liability and a choice of law and jurisdiction clause ([www.customssupport.com](http://www.customssupport.com)).*

Container nr(s) / LCL

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Location of Goods

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Sea freight charges

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Insurance charges

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Motor vessel / agent

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Transport by                      Truck / Rail / Barge / Feeder\*

Custom Document can  
be mailed to

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\* delete as appropriate

## INSTRUCTION FORM CHECKLIST

The Principal shall supply Customs Support with the required records, information and data correctly and timely (prior to the moment at which a declaration is submitted). The checklist below has been composed to indicate what information and documents must be made available in general to Customs Support. If the declaration has been made and the Principal possesses records, information and data other than those supplied or listed in the declaration, he/it shall inform Customs Support of this as soon as possible.

## DOCUMENTS AND RECORDS REQUIRED

- Agreement Limited Fiscal Representation (if applicable)
- Agreement Direct Representation for import and export clearances.
- Invoice / statement of value
- (copy of) the Transport Document (e.g. B/L or CMR)
- Packing list(s)
- Certificates of Origin/Provenance (depending on legislation)
- Other certificates (depending on legislation, such as health certificates)
- (copy of) Licenses (depending on legislation, such as import licenses, customs procedures with an economic impact license, particular destinations, exemption of customs import duties and/or other import taxes)
- All other documents which refer to the transported goods.

### Customs Support is entitled to request the Principal to supply the following records:

- Product specifications
- A copy of the contract of sale

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## **DATA REQUIRED FOR THE PURPOSE OF SUBMITTING A DECLARATION**

The following information and data can be required from the Principal:

### **In relation to the shipment:**

- Delivery terms (Incoterms 2010)
- Container number
- Mode of transport at the border and Inland mode of transport
- Country of dispatch/export and Country of origin
- Location of the goods
- Binding Tariff Information or Binding Origin Information, where present
- Description(s) of the goods and/or Commodity code
- Packaging unit, packages
- Marks and numbers
- Gross weight and Net weight (for each Commodity code)

### **For the purpose of determining the customs value I (based on the transaction value)**

- Costs of delivery to the point of entry, taking into account transport, costs of loading and handling and related to transport and insurance
- Costs of delivery subsequent to arrival in the EU (point of entry)
- Charges for construction, erection, assembly, maintenance or technical assistance, undertaken after importation
- Other charges included in the price (interest, duplication fees, buyer's commissions, storage costs incurred in the EU and costs of safekeeping, quota costs and 'sales' tax)
- Customs duties and taxes payable in the Community upon importation/sale in the EU, already included in the price (such as DDP)

### **For the Purpose of determining the customs value II (based on the transaction value)**

The following information, where applicable, must be disclosed to Customs Support, if:

- there is no contract of sale relating to 'goods sold for export to the customs territory of the EU'
- several sales have taken place indicating that the goods are destined for the EU
- the seller receives part of the proceeds from a subsequent sale
- the seller and the buyer are in any way related (subsidiary, shareholdings, and so on)
- invoice inspection has taken place (date and outcome)
- there are discounts as to price, which are certain at the moment of importation
- the following costs are for the account of the buyer, but are not included in the purchase price
  - commissions (with the exception of buyer's commissions)
  - brokerage fee
  - containers and packing
- goods and services supplied by the buyer are free of charge or at reduced cost for use in connection with the production and sale of the imported goods
- the buyer has to pay royalties and licensing fees, either directly or indirectly, as a condition of the sale
- the sale is subject to an arrangement by which part of the proceeds of the subsequent resale, disposal or use of the

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imported goods either directly or indirectly is for the benefit of the seller

- All other costs which relate to the transported goods.

#### **OTHER INFORMATION**

- If the Principal already possesses information of relevance or of possible relevance to the declaration, Customs Support must be informed of this. Examples are:
  - Import and Export Regulations,
  - special import rules (the Dutch Arms and Ammunition Act, the Dutch Opium Act, and so on, anti-dumping duties, compensatory duties, and so on)
- Administrative controls which have taken place by Customs Authorities after import clearance

**Although this list has been carefully composed, the above description is not to be viewed as an exhaustive listing**