



CUSTOMS ORDER IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

Please return the documents to:

DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04435 Schkeuditz
E-Mail: lejhubcdb@dhl.com Fax: +49 (0) 341 / 4499 88 6104

Do you have any questions?

Give us a call.

Telephone: +49 (0) 341 / 4499 4480

Company	DHL EXPRESS account number (optional)	CDB-reference (optional)
Street, No.	ZIP, City	
Telephone	Fax	
E-Mail	Contact	
VAT-ID	<input type="checkbox"/> Yes, we are eligible for deduction of prior VAT	<input type="checkbox"/> No

» A company is entitled to prior VAT who are not subject to the small business operator regulations (§19 UStG) and raises VAT to its revenues.

EORI-NUMBER

Economic Operators Registration and Identification number

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BRANCH NUMBER

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» A branch number is only to be indicated if this has been assigned by the master data management of the Customs Authorities to a non-legal part of the company (branch or commercial unit). If you have a branch number, please send us the confirmation letter of the Customs Authorities. Further information regarding the EORI number can be found under zoll.de

DHL Express Germany GmbH and the importer agree the customs clearance for incoming import shipments unless this contract will be canceled in written form. The import services will be provided by DHL Hub Leipzig GmbH as customs service provider for DHL Express Germany or by DHL Airways GmbH as assistant (hereinafter referred to DHL Express). Annex I regarding the billing of import duties, taxes and customs services is an integral part of this contract.

Customs clearance order for T1 transit procedures

Chargeable, EUR 45,00 per shipment plus 19% VAT

Authorisation no. authorised consignee

Customs office

Your shipping agent (if existing)

Company/ name of shipping agent

EORI-No. (ATLAS)

Street, no.

ZIP, City

DHL Express will initiate an external Union transit procedure and shall deliver the shipment with the duty unpaid.

The consignor is aware that, as the recipient of the goods according to Article 233(3) Union Customs Code, the consignor or a shipping agent nominated by the consignor shall also be responsible for presenting the goods intact at the customs office of destination within the prescribed time-limit and in compliance with the measures taken by the customs authorities to ensure their identification with respect to goods moving according to the external Union transit procedure. We confirm to the holder of the procedure, DHL Hub Leipzig GmbH, that we shall meet this obligation and if this is not the case we shall assume the losses incurred as a result. If we are the authorized consignee, we are aware that the procedure shall end after the goods have been received according to Article 233(4b) Union Customs Code and that we are obliged to undertake the additional customs clearance. The signatory is entitled to place this order in our name and on our behalf.

DHL Express – Excellence. Simply Delivered.



CUSTOMS ORDER

IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

Handover to freight forwarder / broker

- Electronic data transfer to Customs Broker

Chargeable, EUR 12,00 per shipment plus 19% VAT; may delay transit time

The appointed Customs Broker prepares and submits the declaration. The goods stay in the bonded warehouse of DHL Express until finalization of the customs clearance process. Following clearance, the shipment is forwarded for delivery. The customer authorizes DHL Express to submit shipment related documents and information to the appointed Customs Broker or Customs Authorities.

DHL Express offers two different cooperation models within the "Hand-over to Broker" service. Please indicate below your choice by ticking the box for "REMOTE" or "REMCOM".

- REMOTE – Declaration by broker after physical presentation**

Following shipment arrival in Germany, DHL Express sends the shipment documents (air waybill, invoice, any customs control documents) and the Summary Declaration (prepared by DHL Hub Leipzig) to the appointed Customs Broker. The Customs Broker prepares and submits the declaration in the German Customs online application "Atlas". The Customs Broker confirms the declaration number, which must in all cases contain the "AT / C" reference in the declaration number. (The Customs Broker is obliged to inform DHL Hub Leipzig immediately in the event of a request from Customs for inspection.) The Customs Broker is obliged to inform DHL Express immediately in the event of a request from Customs for inspection.

- REMCOM – Declaration by Customs Broker before Presentation**

Upon availability of shipment document images (usually available well in advance of shipment arrival in Germany), DHL Express sends the images to the appointed Customs Broker. The Customs Broker prepares and submits the declaration in the German Customs online application "Atlas". The declaration number must contain the "AT / A" reference in the case of single customs declarations, the "AT / E" or "AT / F" in the case of consolidated declarations. Upon completion of the Broker's actions, the so called "CUSCON" message (presentation confirmation message) is created/ transmitted within Atlas as finalization of the clearance process. The Customs Broker is obliged to inform DHL Express immediately in the event of a request from Customs for inspection.

- Physical handover of the shipment to your freight forwarder / broker of choice

Chargeable, EUR 40,00 per shipment plus 19% VAT; may delay transit time

The Shipment will be delivered to the freight forwarder / broker with a shipping transfer notice. In general no further processing by DHL Express.

Company/ name of shipping agent

Street, No.

Telephone

E-Mail

EORI-No. (ATLAS)

ZIP, City

Fax

Contact



CUSTOMS ORDER

IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

Notification of incoming shipments

Chargeable, EUR 12,00 per notification plus 19% VAT; may delay transit time

Contact

Telephone

Fax

E-Mail

For incoming import shipments, the customer will receive a chargeable notification. By selecting the particular customs procedure in his answer, the customer will issue the corresponding order, which is specified below:

Customs clearance order

DHL Express will pay the duty for the shipment that has arrived. The consignor therefore authorises DHL Hub Leipzig GmbH to provide a customs declaration for release for free circulation using the specified EORI number (direct representation) in the name of and on behalf of the consignor.

If applicable, we shall provide DHL Express with any authorisations or applicable mandatory information (for example, mandatory customs tariff information) that may be required for customs clearance. We are aware that incorrect or incomplete information and documentation relating to the customs declaration may result in a different assessment, and that customs information falling within our area of responsibility may subsequently need to be provided. We therefore confirm that the information and documentation that we have provided is complete and correct.

The direct representation authorised according to Article 19 Customs Code (Zollkodex) also includes the request for subsequent recovery, refunds or cancellation if customs declarations are amended or if a customs declaration is declared to be invalid. We are aware that actions taken by DHL Hub Leipzig GmbH acting as our direct representative shall directly affect us legally.

Customs clearance order for T1 transit procedures

DHL Express will initiate an external Union transit procedure and shall deliver the shipment with the duty unpaid.

The consignor is aware that, as the recipient of the goods according to Article 233(3) Union Customs Code, the consignor or a shipping agent nominated by the consignor shall also be responsible for presenting the goods intact at the customs office of destination within the prescribed time-limit and in compliance with the measures taken by the customs authorities to ensure their identification with respect to goods moving according to the external Union transit procedure. We confirm to the holder of the procedure, DHL Hub Leipzig GmbH, that we shall meet this obligation and if this is not the case we shall assume the losses incurred as a result. If we are the authorized consignee, we are aware that the procedure shall end after the goods have been received according to Article 233(4b) Union Customs Code and that we are obliged to undertake the additional customs clearance. The signatory is entitled to place this order in our name and on our behalf.

Name (in capital letters)

Valid customer signature

City, date

Company stamp

DHL Express Germany GmbH Registergericht Bonn, HRB 13192
Management: Markus Reckling (Chairman); Kris Van Humbeeck
Chairman of Supervisory Board: Sabine Müller



DHL Express Germany GmbH and
DHL Hub Leipzig GmbH are certified as
Authorized Economic Operator AEO (F)

ANNEX I

BILLING OF IMPORT DUTIES AND TAXES

Please return the documents to:

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E-Mail: lejhubcddb@dhl.com Fax: +49 (0) 341 / 4499 88 6104

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Company

DHL EXPRESS account number (optional)

CDB-reference (optional)

Street, No.

ZIP, City

A. BILLING OF IMPORT DUTIES AND TAXES

PAYMENT ON INVOICE. Payment of customs duties and taxes (payment deferment fee) by DHL Express Germany GmbH. Only free of charge if direct debit payment is agreed.

USING A OWN DEFERMENT ACCOUNT

Customs duties and taxes will be charged to the customer's deferment account directly. The import duties and taxes will be collected by Customs directly on the 16th day of the following month. **The customer provides the necessary information using the additional "Deferment account" form ([Download](#)).** Billing of used **customs services** and **expenses** may be **only invoiced on invoice**.

» Note: For more information on how to apply a deferment account, please visit www.zoll.de

B. OPTIONS FOR PAYMENT ON INVOICE

DIRECT DEBIT. DHL Express will be authorized with a valid SEPA mandate to debit the customer's bank account directly. Free of charge.

» Note: **Just use our DHL Express authorisation form ([Download](#)).**

Not required, DHL Express has already a valid SEPA mandate.

BANK TRANSFER. Payment of customs duties and taxes (payment deferment fee) by DHL Express Germany GmbH. Chargeable.

DHL Express Germany GmbH shall provide the capital required to disburse the tariffs, taxes and fees incurred as part of customs clearance. These costs and commission amounting to 2% of the import duties disbursed, but no less than € 12.50, plus VAT for the provision of capital shall be charged for each shipment cleared. However, DHL Express Germany GmbH is not obliged to provide capital and may, at its own discretion, refuse to clear shipments in isolated cases or if there are valid reasons.

Invoices have to be paid within 10 days after receiving except there is a written agreement who regulates this differently.

Storage as a result of delays attributable to the customer is subject to a storage fee of €5 plus VAT per shipment and per day from the 3rd day. Customs clearance is included for up to 3 items subject to goods tariffs. Starting with the 4th item subject to a goods tariff, there will be a charge of EUR 4,00 plus VAT per item. Paper-based customs clearance (luggage or shipment for private purposes) and returned goods are charged at EUR 40,00 plus VAT per shipment. In the case of multilingualism, the German version is legally binding. This Agreement shall be governed by German law. The court of jurisdiction is Bonn.