



ANNEX I

BILLING OF IMPORT DUTIES AND TAXES

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

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.



NOTES ON CUSTOMS CLEARANCE OF YOUR IMPORT SHIPMENTS

In order to avoid delays in the customs clearance of your import shipments, we ask you to observe the following advices.

EORI number

(Economic Operators' Registration and Identification Number – Number to identify economic operators)

Customs clearance without a valid EORI number is not possible. Therefore we need your EORI number for the customs clearance of your shipments. This number must be registered with a legal entity permanently resident in the EU. Information on the EORI number can be found on the official website of German customs www.zoll.de/EN/Businesses/Movement-of-goods/Import/Duties-and-taxes/EORI-number/eori-number_node.html

Customs clearance order

(Power of attorney to handle your import shipments)

In order to be able to clear shipments quickly and permanently for free circulation, we ask you to issue a **general customs clearance order**. This is valid until revoked and authorizes DHL HUB Leipzig to register your import shipments on your behalf and for your account (direct representation) **without prior time-consuming contact**. Further information on general customs clearance via DHL Express is available on our website at www.dhl.com/en/express/customs_support.html

Commercial-/ Pro forma invoice

(Shipment accompanying paperwork as a basis for the customs declaration of your shipment in the import country)

Under-valued shipments repeatedly lead to delays in customs clearance. Point out to your supplier that the **correct value of goods** is stated **on the invoice**, i.e. the amounts you actually pay to your supplier (in the case of a commercial invoice) or the realistic market value (in the case of a pro-forma invoice). At the latest during an external customs & tax audit on your company, unpleasant questions from the customs authorities can arise if the value of the goods is incorrect. If the **shipment recipient is different from the importer**, a distinction must be made between the shipment recipient (SHIP-TO) and invoice recipient (BILL-TO) on the commercial or pro forma invoice. This simplifies the correct assignment of the shipment to a customs clearance order. In addition to an **exact description of the goods** (e.g. condition, material, intended use), it is also essential to state a goods **tariff number** (HS code, at least 6 digits) and to indicate the **transport costs** and possible **surcharges** (e.g. transport insurance) for a correct declaration of your shipment. Please also make sure that you specify an **Incoterm** correctly. If this is not available, we must declare the goods with EXW (ex works).

Commodity tariff list

(Classification of your goods and assignment of the correct goods tariff number)

Do you have a goods tariff list (article number & article description versus goods tariff number)? Then send it to us for the correct tariff classification of your goods: lejhubcdb@dhl.com. Please let us know whether we can rate the goods to be imported ourselves to the best of our knowledge and belief or whether we should notify you in this case for clearance authorization with costs.

DO YOU HAVE QUESTIONS REGARDING YOUR IMPORT INSTRUCTIONS?

Then please send an e-mail to lejhubcdb@dhl.com
