



IMPORT INSTRUCTIONS CUSTOMS ORDER

Please return the documents to:

DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04435 Schkeuditz
E-Mail: lejhubcdb@dhl.com Telefax: +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

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 until revoked in writing. For this purpose, the importer grants DHL Express a power of attorney for direct customs representation in the name and for the account of the importer for the customs declaration with the specified EORI number. This authorization also entitles to grant a sub-authorization. The sub-authorization entitles to act as a customs representative and to grant a further sub-authorization. Customs clearance is performed by DHL Express itself or DHL Hub Leipzig GmbH or DHL Airways GmbH as customs service providers and sub-authorized representatives of DHL Express. DHL Express and its customs service providers are entitled to further subcontract and sub-authorized third parties. Annex I for the settlement of import duties and customs services is an integral part of this order.

If available, the importer shall provide DHL Express with a goods tariff list (incl. eleven-digit goods tariff number) as well as any permits required for clearance or valid binding information (e.g. binding customs tariff information). The importer is aware that incorrect or missing information and documents for the customs declaration may lead to a different assessment or subsequent levying of import duties for which he is responsible. The importer therefore assures that he has provided all information and documents completely and correctly.

The authorized direct representation in accordance with Article 19 of the Union Customs Code also includes the application for post-clearance recovery, reimbursement or remission in the case of customs declarations to be amended or the invalidation of the customs declaration. The importer is aware that the actions of DHL Express or its customs service providers and sub-agents as its direct representative have direct legal effect against it.

We are eligible for de-
duction of prior VAT:

YES

NO

VAT-ID: _____

» 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.

Name (in capital letters)

Valid customer signature

City, date

Company stamp

ANNEX I

BILLING OF IMPORT DUTIES AND TAXES

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Street, No.

ZIP, City

A. BILLING OF IMPORT DUTIES AND TAXES

PAYMENT ON INVOICE. Payment of customs duties and taxes 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 authorization form (Download).**

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

BANK TRANSFER. Payment of customs duties and taxes 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 7 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 per shipment and per day + € 0,10 per kg/day plus VAT from the 3rd day. Customs clearance is included for up to 5 items subject to goods tariffs. Starting with the 6th item subject to a goods tariff, there will be a charge of € 5,00 plus VAT per item. Paper-based customs clearance (luggage or shipment for private purposes) and returned goods are charged at € 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/

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-valuated shipments repeatedly lead to delays in customs clearance. Point out to your supplier the **correct value of the goods**, 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 most during a customs inspection, 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
