



# CONFIRMATION OF INDIRECT REPRESENTATION

**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

**Please provide this form signed by yourself as the requester and the representative as a confirmation.**

I, \_\_\_\_\_, having authority to sign on behalf of  
Surname, Name (in capital letters) Title (position in the company)

**A. Customer/Seller** (the company that will be selling goods imported into the EU countries listed below) – referred to as “Customer”

Company	DHL EXPRESS account number (optional)	CDB reference (optional)
Street, No.	ZIP, City, Country	
Telephone	Fax (optional)	
Email	Contact person	
VAT ID	EORI Number (optional)	

hereby confirms to DHL HUB Leipzig GmbH that

**B. Representative** (established in the European Union) – referred to as “Representative”

Company	DHL EXPRESS account number (optional)	CDB reference (optional)
Street, No.	ZIP, City, Country	
Telephone	Fax (optional)	
Email	Contact person	
VAT ID (optional)	EORI Number	

is authorized to act on behalf of Customer in the capacity of an Indirect Representative in accordance with **Art. 18, para. 1 sub-para. 2, 2<sup>nd</sup> half-sentence - Regulation (EU) No 952/2013** (Union Customs Code – UCC) in relation to shipments imported to any country for which Customer has provided a VAT number at box “A” above (“relevant country”).

DHL Express is authorized in any relevant country to facilitate the customs clearance of shipments for which Customer holds the right of disposal by following the instructions of Representative and by exchanging information and data with Representative, including but not limited to information and data related to the shipment contents and documents and the associated commercial transactions.

DHL Express Germany GmbH  
Geschäftsführung:

Registergericht Bonn, HRB 13192  
Markus Reckling (Vorsitzender), Kris Van Humbeeck

Vorsitzende des Aufsichtsrates:

Sabine Müller



DHL Hub Leipzig GmbH und DHL Express  
Germany GmbH sind zertifiziert als  
zugelassener Wirtschaftsbeteiligter AEO (F)



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DHL HUB Leipzig GmbH acts as customs service provider for DHL Express Germany GmbH.

The customer shall pay in full any invoices issued by DHL Express for duties, taxes, clearance charges etc. incurred during or related to the clearance. Customer's obligation in this respect shall also apply to any retroactive charges and/or penalties assessed by customs authorities in a relevant country after initial customs release.

DHL Express shall be entitled to rely on this document in all relevant countries from its date of signature until a written notice of revocation will be received from Customer.

YES  NO

GENERAL ORDER. The instruction selected above shall also apply to future shipments that are subject to duties and taxes and are delivered to us from a third country by DHL Express.

\_\_\_\_\_  
Surname, Name (in capital letters)

\_\_\_\_\_  
Valid customer signature

\_\_\_\_\_  
City, date

\_\_\_\_\_  
Company stamp

**Accepted by Representative:** (a separate general handling instruction must be provided - [Download](#))

\_\_\_\_\_  
Surname, Name (in capital letters)

\_\_\_\_\_  
Valid customer signature

\_\_\_\_\_  
City, date

\_\_\_\_\_  
Company stamp

» **Note:** We recommend using this agreement for shipments sent via DTP service (duty taxes paid). It is the shipper's responsibility to select the DHL service. In case of shipments sent with service DTU (duty taxes unpaid) using a non-German representative, the recipient may be billed for duty & VAT charges as well as DHL service fees because those costs can only be billed within Germany.

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