

## Export Clearance Information Requirements - EXW or FCA Service Only

We understand that you are sending these goods on a EXW basis and that the importer is responsible for all charges and movement of the goods. However in order to declare these goods for export and to assist you with zero rating for VAT we need to show you as the exporter of record and require you to provide us with information including authorisation to act on your behalf.

*Without these details we cannot proceed nor process your customs clearance requirements.*

### ! Customs Brokerage Agent Confirmation:

Would you prefer to provide a declaration made by another party?

Yes  
No

**If YES, please attach a copy of the declaration and return the form.**  
**If NO, please complete the remainder of the form below.**

### 1. Exporter of Record Information:

Company Name:	GB VAT Number:
Address:	GB EORI Number:
City/Postcode:	Contact Phone:
Contact Name:	Title:
Contact Email:	
Co. Reg. No.:	

### 2. Required Customs Brokerage Details:

(i) Are you using the FCA service?	Yes	No
(ii) Are the goods subject to controls or licenses?	Yes	No
<p><b>If YES - please provide a description and attach a copy of the license - If available</b></p>		
<b>(iii) Clearance Information</b>		
(a)		
	Goods are for permanent export.	
	Other	
(b)		
	Appropriate HS codes are included on the commercial invoice.	
	Other	
(c)		
	This is a recurring clearance instruction.	

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# Authority

for **Schenker Limited** to act as a Direct Representative

I,

having authority to sign on behalf of

**GB EORI No.**

hereby appoint: **Schenker Limited**

to act on behalf of \_\_\_\_\_ in the capacity of Direct Representative in accordance with Articles 18 and 19 of UCC Regulation (EU) 952/2013 (NI) and Section 21 of Taxation (Cross- Border Trade) Act 2018 (GB).

This appointment applies with effect from the date of signature.

\_\_\_\_\_ authorises the customs agent **Schenker Limited**, to delegate customs clearance to subagents as a Direct Representative of the declarant in all dealings with HMRC where circumstances necessitate.

\_\_\_\_\_ agree that this empowerment and the resultant commercial contracts will be transacted under and subject to the current edition of the BIFA Standard Terms and Conditions.

**GB VAT Number**

**Note:**In accordance with Taxation (Cross- Border Trade) Act 2018, a Direct Representative acts in the name of and on behalf of another person.In relation to import/ export declarations, the importer/ exporter will be liable for any customs debt arising from the declaration.

I confirm that our Goods are not subject to controls or licencing.

I confirm that our Goods are subject to controls or licencing.

I hereby confirm that a copy of our product license is attached.

Recurring clearance instructions agreed as per item 2(C) on page 1

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Signed on behalf of \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

## Glossary of Terms:

**Direct Representation** - The customs representative acts in the name of and on behalf of another party. The party being represented is the declarant of the Freight/Goods and is obliged to meet all the obligations arising from the declaration.

**Customs Procedure Code** – The customs procedure codes ( CPCs ) identify the customs and/or excise regimes which goods are being entered into and removed from (where this applies). The CPC is completed at export as well as import.

**Free Circulation** - When you import goods into the European Union you have to bring them into Free Circulation. Free Circulation means that the goods are cleared by Customs and you can sell them to, or use them in countries in the European Union. In the UK the term GB free circulation is being used for goods cleared by Customs for sale or use in Great Britain.

**Licensed Goods** – An Import/Export licence is an official document issued by a nations government. It authorises particular goods and/or services to be imported or export into or out of its territory. An Import or Export licence might be required for your import or export business. Certain categories of imported or exported goods may required a UK or EU licenses to be able to ship them

**Controlled Goods** – Any goods that require any form additional customs provision may be considered “Controlled Goods”. This can include, import/export licences or export health certification or permits. Goods of this nature may also require physical examination at a border control point.

Further details of Import controls can be found [here](#)

Further details of Strategic exports can be found [here](#)

Further details of Controlled goods can be found [here](#) (see annex C)

As the Import or Exporter of your goods it is your legal responsibility to determine the nature of control/s on your freight as well as fulfilling all the required pre-requisite for the importation or exportation of your goods”

**Goods are of EU or GB Preferential Origin** – To benefit from preferential tariffs when importing into the UK from the EU (or importing into the EU from the UK), the importer will be required to declare they hold proof that the goods comply with the rules of origin. ... the importer's knowledge that the product is originating.

**Incoterms** - Incoterms, are a widely-used terms of sale, are a set of 11 internationally recognized rules which define the responsibilities of sellers and buyers. Incoterms specifies who is responsible for paying for and managing the shipment, insurance, documentation, customs clearance, and other logistical activities.

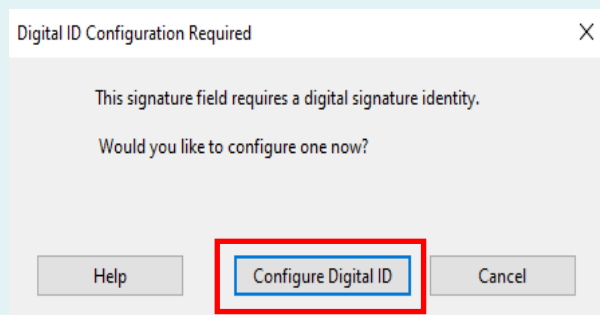
**Commercial (Suppliers) Invoice** – A commercial invoice is a document containing important information about the goods you intend to ship; they're also used to create a customs declaration. This is the most important document for HMRC/Schenker to ensure the Import Clearance is correctly processed. This document provides all of the information for this purpose.

**HS Codes** – HS Code stands for Harmonized Commodity Description and Coding System.. ... The Harmonized Commodity Description and Coding System generally referred to as “Harmonized System” or simply “HS” is a multi-purpose international product nomenclature developed by the World Customs Organization (WCO). In essence internationally agreed ‘codes’ for individual items.

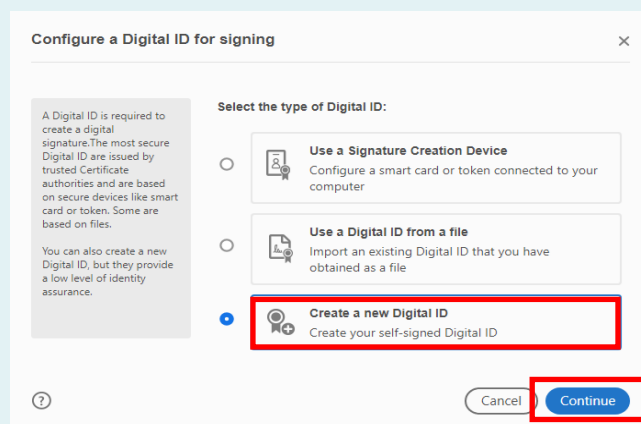
Please also find a link to the BIFA terms and conditions: [bifa-terms---conditions-data.pdf \(dbschenker.com\)](https://www.dbschenker.com/bifa-terms---conditions-data.pdf)

# Instructions for setting up your digital-signature

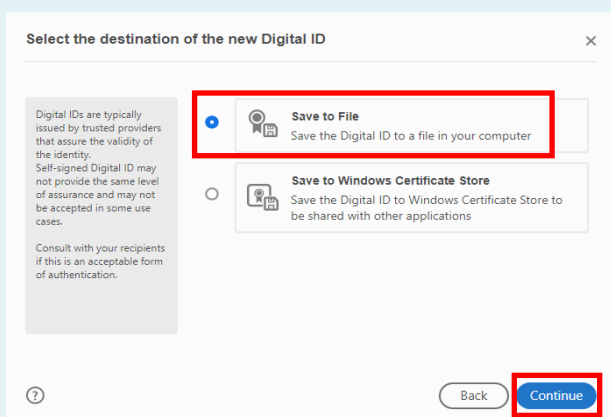
**Step 1:** To begin first click on the signature field in the form above, the screen below will appear. To proceed select **"Configure Digital ID"...**



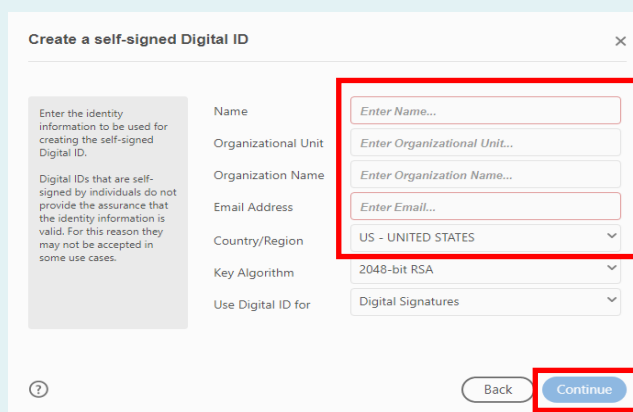
**Step 2:** The screen below will appear, select **"Create a new Digital ID"**, then click **Continue...**



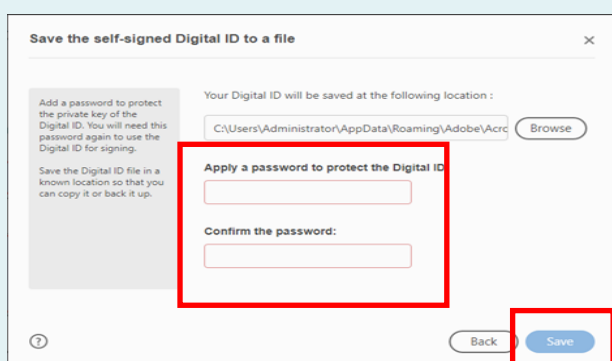
**Step 3:** The screen below will appear, select **"Save to File"**, then click **Continue...**



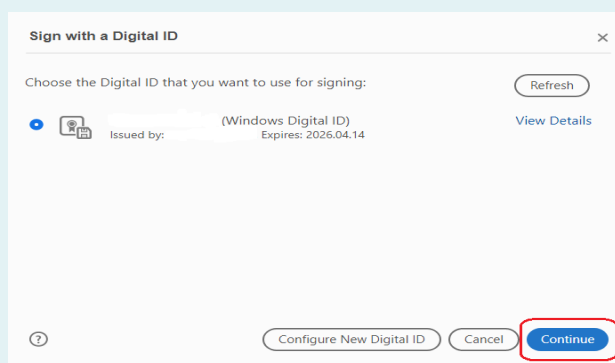
**Step 4:** Next complete your details in the screen below, then click **Continue...**



**Step 5:** Create a password and click **Save.**



**Step 6:** Your Digital Signature is now complete. Click **Continue** to sign with your Digital Signature.



To now proceed with steps 1-6 and to create your actual signature, please [click here...](#)

## Adobe Digital-Signature

For more details on the Adobe Digital Signature, click on the link below:

Adobe Digital Signature: <https://helpx.adobe.com/acrobat/using/digital-ids.html?mv=product>