

## Import/Export Clearance Information Requirements

The information below is required for [Schenker Limited](#) to Customs Clear your goods into, or out of, Great Britain.

Please complete the form, apply an electronic e-signature, and return it to [Schenker Limited](#) for processing.

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

### ! Customs Brokerage Agent Confirmation:

Do you wish to appoint Schenker Limited as your Customs Brokerage Agent?

Yes

No

If NO, please provide details of the Customs Agent that will provide customs brokerage service in Great Britain. Then proceed to section 3 below.

Company Name:

Address:

Contact Name:

Phone:

Email:

### 1. Importer/Exporter of Record Information:

Company Name:

GB VAT Number:

Address:

GB EORI Number:

City/Postcode:

Deferment Number:

Contact Name:

Contact Phone:

Contact Email:

Title:

Co. Reg. No.:

### 2. Required Customs Brokerage Details:

(i) Are you claiming EU/UK preferential tariff treatment based upon 'Importer's knowledge' in line with article's 40,57,58,59 & 63 of the [Trade & Cooperation Agreement](#)? Additional guidance can be found [here](#).

Yes

No

(ii) Are the goods subject to controls or licenses?

Yes

No

If YES - please provide a description and attach a copy of the license - If available

(iii) Customs Procedure Code

Goods for the GB market (Free Circulation) [recurring permission]  
Use HS Codes and description as per Suppliers Invoice

OTHER

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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.

authorises their representative, **Schenker Limited** to declare goods to HMRC, and request deferment of amounts of duties and taxes due by us and to quote accordingly the following VAT No./Deferment Account No.:

GB VAT Number:

Deferment Account Number:

We authorise **the agent as appointed above** to use and quote our EORI/Deferment Account No. as stated above for all duties and VAT where applicable.

**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 hereby confirm the costs (as per the charges listed on page one) .

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.

I confirm that the Goods are of EU Preferential Origin

I confirm that we are intending to use Postponed VAT accounting.

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(iii) 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.

**Deferment Account** – A duty deferment account lets the importer (or someone who represents them) make one payment a month to HMRC through Direct Debit instead of paying for individual consignments one at a time.

**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.

**Postponed VAT Accounting** – The postponed VAT accounting system aims to avoid the negative cash flow impact on businesses that are hit by additional VAT bill when importing goods and will avoid having goods held in customs until the VAT is paid. The way it works is very similar to the reverse charge mechanism used for EU trade prior to Brexit.

**Licensed Goods** – An Import/Export licence is an official document issued by a nation's 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 require 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.

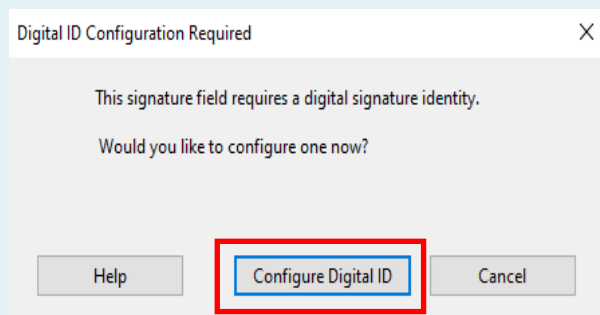
**Commercial (Suppliers) Invoice** – A commercial invoice is a document containing important information about the goods you intend to ship; they're also used to create a customs declaration. This is the most important document for HMRC/Schenker to ensure the Import Clearance is correctly processed.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

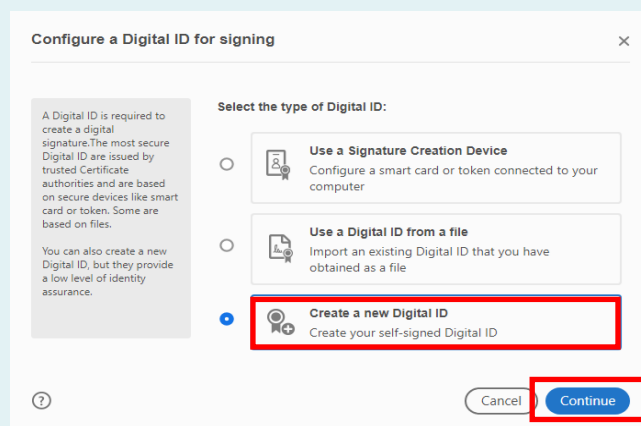
Please also find a link to the BIFA terms and conditions: [bifa-terms---conditions-data.pdf \(dbschenker.com\)](https://www.dbschenker.com/bifa-terms---conditions-data.pdf)

# Instructions for setting up your digital-signature

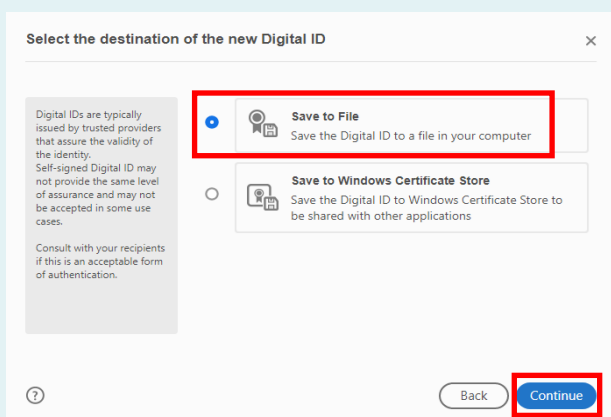
**Step 1:** To begin first click on the signature field in the form above, the screen below will appear. To proceed select **"Configure Digital ID"...**



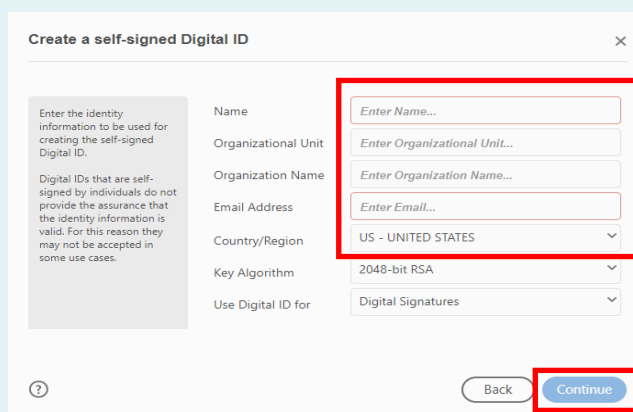
**Step 2:** The screen below will appear, select **"Create a new Digital ID"**, then click **Continue...**



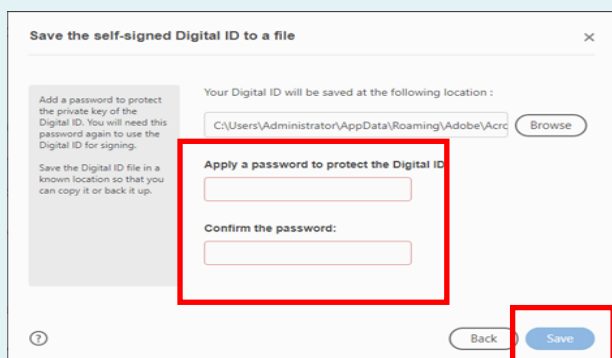
**Step 3:** The screen below will appear, select **"Save to File"**, then click **Continue...**



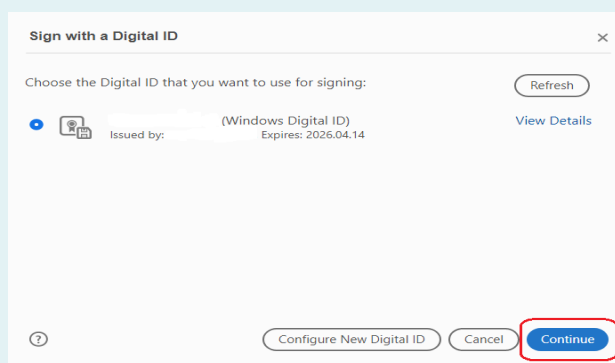
**Step 4:** Next complete your details in the screen below, then click **Continue...**



**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>