

## CUSTOMS ORDER IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

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м	ease	return	tne	ancun	nents	TO:

DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04435 Schkeuditz <u>E-Mail:</u> lejhubcdb@dhl.com <u>Telefax:</u> +49 (0) 341 / 4499 88 6104

Do you have any questions? Give us a call.

Telephone: +49 (0) 341 / 4499 4480

ompany	DHL EXPRESS account number (optional) CDB-reference (optional)
reet, No.	ZIP, City
lephone	Fax
Mail	Contact  Yes, we are eligible for deduction of prior VAT  No
r-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.
HL Express Germany GmbH and the importer agree the custom g. For this purpose, the importer grants DHL Express a power of account of the importer for the customs declaration with the ub-authorization. The sub-authorization entitles to act as a customs clearance is performed by DHL Express itself or DHL Hub Lend sub-authorized representatives of DHL Express. DHL Express	ent of the Customs Authorities to a non-legal part of the company (branch or commercial unit). If you or information regarding the EORI number can be found under zoll.de  as clearance for incoming import shipments until revoked in writter attorney for direct customs representation in the name and for specified EORI number. This authorization also entitles to grant a toms representative and to grant a further sub-authorization. Cuseipzig GmbH or DHL Airways GmbH as customs service providers as and its customs service providers are entitled to further subment of import duties and customs services is an integral part of
Customs clearance order for T1 transit proced Chargeable, EUR 45,00 per shipment plus 19	dures
chorization no. authorized consignee	Customs office
ur shipping agent (if existing)	
mpany/ name of shipping agent	EORI-No. (ATLAS)
reet.no.	ZIP. City

DHL Express will initiate an external Union transit procedure and shall deliver the shipment with the duty unpaid.

The consignor is aware that, as the recipient of the goods according to Article 233(3) Union Customs Code, the consignor or a shipping agent nominated by the consignor shall also be responsible for presenting the goods intact at the customs office of destination within the prescribed time-limit and in compliance with the measures taken by the customs authorities to ensure their identification with respect to goods moving according to the external Union transit procedure. We confirm to the holder of the procedure, DHL Hub Leipzig GmbH, that we shall meet this obligation and if this is not the case we shall assume the losses incurred as a result. If we are the authorized consignee, we are aware that the procedure shall end after the goods have been received according to Article 233(4b) Union Customs Code and that we are obliged to undertake the additional customs clearance. The signatory is entitled to place this order in our name and on our behalf.



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HANDOVER TO FREIGHT FORWARDER/BROKER					
☐ ELECTRONIC DATA TRANSFER TO CUSTOMER E	BROKER				
Chargeable, EUR 12.00 per shipment plus 19 %	VAT; may delay transit time				
until finalization of the customs clearance process. Following c authorizes DHL Express to submit shipment related documents	ration. The goods stay in the bonded ware-house of DHL Express learance, the shipment is forwarded for delivery. The customer is and information to the appointed Customs Broker or Customs els within the "Hand-over to Broker" service. Please indicate be-				
REMOTE - Declaration by broker <u>after physical</u>	presentation				
control documents) and the Summary Declaration (prep Customs Broker prepares and submits the declaration Broker confirms the declaration number, which must in	Following shipment arrival in Germany, DHL Express sends the shipment documents (air waybill, invoice, any customs control documents) and the Summary Declaration (prepared by DHL Hub Leipzig) to the appointed Customs Broker. The Customs Broker prepares and submits the declaration in the German Customs online application "Atlas". The Customs Broker confirms the declaration number, which must in all cases contain the "AT/C" reference in the declaration number. The Customs Broker is obliged to inform DHL Express immediately in the event of a request from Customs for inspection.				
REMCON - Declaration by Customs Broker <u>bef</u>	ore Presentation				
Express sends the images to the appointed Customs Br in the German Customs online application "Atlas". The case of single customs declarations, the "AT/E" or "AT/the Broker's actions, the so called "CUSCON" message	Upon availability of shipment document images (usually available well in advance of shipment arrival in Germany), DHL Express sends the images to the appointed Customs Broker. The Customs Broker prepares and submits the declaration in the German Customs online application "Atlas". The declaration number must contain the "AT/A" reference in the case of single customs declarations, the "AT/E" or "AT/F" in the case of consolidated declarations. Upon completion of the Broker's actions, the so called "CUSCON" message (presentation confirmation message) is created/ transmitted within Atlas as finalization of the clearance process. The Customs Broker is obliged to inform DHL Express immediately in the event of a request from Customs for inspection.				
PHYSICAL HANDOVER OF THE SHIPMENT TO YOU Chargeable, EUR 45.00 per shipment plus 19 % VA					
The Shipment will be delivered to the freight forwarder / b no further processing by DHL Express.	roker with a shipping transfer notice. In general				
Company/ name of shipping agent	EORI-No. (ATLAS)				
Street, No.	ZIP, City				
Telephone	Fax				
E-Mail	Contact				
AWARD CONTRACT					
Name (in capital letters)	Valid customer signature				
Date	Companystamp				





## **ANNEX I**

### **BILLING OF IMPORT DUTIES AND TAXES**

Please return the documents to:  DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 1 <u>E-Mail</u> : lejhubcdb@dhl.com <u>Telefax</u> : +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 (optiona	l) CDB-reference (optional)	
Street, No.	ZIP, City		
BILLING OF IMPORT DUTIES AND TAXES			
USING A OWN DEFERMENT ACCOUNT Customs duties and taxes are debited directly via the customs.	omer's own customs deferm	ent account. The fixed import	

duties are not due until the 16th of the following month and are collected directly by the customs payment office. **The customer provides the necessary information using the additional "Deferment account" form (> download).** Billing

» Note: For more information on how to apply a deferment account, please visit www.zoll.de

of used customs services and expenses may be only invoiced on invoice.

#### **OPTIONS FOR PAYMENT ON INVOICE**

A. Issue a direct debit authorisation via a valid SEPA mandate for your DHL Express account number

When issuing a SEPA mandate, you will receive a 50 % discount on the costs incurred for using DHL's own deferment account. The additional fee is therefore only 1 % of the import duties paid, but at least EUR 6.25 plus VAT per item handled (Service Duty Tax Processing). DHL Express Germany GmbH is, however, not obliged to utilise its own deferment accounts and may refuse customs clearance of shipments in individual cases and for valid reasons at its own discretion. The invoiced amounts are due for payment within 7 days, unless otherwise agreed in writing.

» Note: Just use our DHL Express authorization form (> download).					
	Not required, DHL Express has already a valid SEPA mandate.				

#### ☐ B. Transfer of customs duties and taxes disbursed by DHL Express Germany GmbH

In the case of bank transfer, the additional fee for the use of DHL's own deferment account is charged as standard in the amount of 2 % of the disbursed import duties, but at least EUR 12.50 plus VAT, per shipment handled (Service Duty Tax Processing). Invoiced amounts are due for payment within 7 days, unless otherwise agreed in writing.

Storage as a result of delays attributable to the customer is subject to a storage fee of EUR 11 per shipment and per day + EUR 0.22 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 EUR 5.00 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.

