



# CUSTOMS ORDER

## IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

### Please return the documents to:

DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04435 Schkeuditz  
E-Mail: [lejhubcdb@dhl.com](mailto: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

Street, No.

Telephone

E-Mail

VAT-ID

DHL EXPRESS account number (optional)

CDB-reference (optional)

ZIP, City

Fax

Contact

Yes, we are eligible for deduction of prior VAT       No

» 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.

### 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](http://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 sub-contract and sub-authorized third parties. Annex I for the settlement of import duties and customs services is an integral part of this order.

**Customs clearance order for T1 transit procedures**  
**Chargeable, EUR 45,00 per shipment plus 19% VAT**

Authorization no. authorized consignee

Customs office

### Your shipping agent (if existing)

Company/ name of shipping agent

EORI-No. (ATLAS)

Street, 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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## IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

### HANDOVER TO FREIGHT FORWARDER/BROKER

- ELECTRONIC DATA TRANSFER TO CUSTOMER BROKER

Chargeable, EUR 12,00 per shipment plus 19% VAT; may delay transit time

The appointed Customs Broker prepares and submits the declaration. The goods stay in the bonded ware-house of DHL Express until finalization of the customs clearance process. Following clearance, the shipment is forwarded for delivery. The customer authorizes DHL Express to submit shipment related documents and information to the appointed Customs Broker or Customs Authorities. DHL Express offers two different cooperation models within the "Hand-over to Broker" service. Please indicate below your choice by ticking the box for "REMOTE" or "REMCOM".

- REMOTE - Declaration by broker after physical presentation**

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.

- REMCOM - Declaration by Customs Broker before Presentation**

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 YOUR FREIGHT FORWARDER/BROKER OF CHOICE

Chargeable, EUR 40,00 per shipment plus 19% VAT; may delay transit time

The Shipment will be delivered to the freight forwarder / broker with a shipping transfer notice. In general no further processing by DHL Express.

\_\_\_\_\_  
Company/ name of shipping agent

\_\_\_\_\_  
Street, No.

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
EORI-No. (ATLAS)

\_\_\_\_\_  
ZIP, City

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Contact

### AWARD CONTRACT

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Companystamp

# ANNEX I

## BILLING OF IMPORT DUTIES AND TAXES

**Please return the documents to:**

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**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

### BILLING OF IMPORT DUTIES AND TAXES

 **USING A OWN DEFERMENT ACCOUNT**

Customs duties and taxes are debited directly via the customer's own customs deferment 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 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](http://www.zoll.de)

### 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 €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 €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 € 11 per shipment and per day + € 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 € 5,00 plus VAT per item. Paper-based customs clearance (luggage or shipment for private purposes) and returned goods are charged at € 45,00 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.