



# CUSTOMS ORDER

## 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 45.00 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:**

DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04435 Schkeuditz  
E-Mail: 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

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 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.