

CUSTOMS ORDER IMPORT INSTRUCTIONS

Please return to:

DHL HUB Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04431 Schkeuditz

Fax: +49 (0)341/4499 88 6104, **Telephone:** +49 (0)341/4499 4480, **E-Mail:** lejhubcdb@dhl.com

Company

Street, No.

ZIP, City

Telephone

Contact

EORI No. (ATLAS)

DHL EXPRESS account number (optional)

VAT-ID No.: DE

Fax

E-Mail

Release of goods for free circulation (customs clearance of incoming goods) *

We hereby authorise and commission DHL Hub Leipzig GmbH, hereinafter DHL for short, to implement customs clearance for shipments imported via DHL HUB Leipzig GmbH on our behalf and for our account (direct representation) as part of the agreements specified in detail for the customer.

We are eligible for deduction of prior VAT:

 Yes No

Businesses which are not subject to the regulations for small businesses (Sec. 19 VAT Act) are entitled to deduct input VAT if their revenue and turnover includes VAT.

Where available please provide DHL HUB Leipzig GmbH with catalogues of merchandise and any permits required for customs clearance purpose or valid, reliable customs tariff information etc.

We attach hereto a list of the most common goods that we import, including the eleven-digit tariff code number (optional).

Further information:

Information for the customer concerning power of attorney for customs clearance:

Pursuant to the grant of power of attorney for customs clearance, DHL HUB Leipzig GmbH will advance DHL Express Germany GmbH funds to pay on the customer's behalf any charges, duties, taxes, fees etc., levied ("payment deferment fee" for import customs clearance services). These costs are charged per inbound shipment and are set out in the price list applicable as of the date on which the shipment is imported (available online at www.dhl.de/express/preisliste). However, DHL Hub Leipzig GmbH is under no obligation to advance any such funds and may at its own discretion refuse to clear shipments in specific cases where there is legitimate cause for doing so. Invoices will be issued through DHL Express Germany GmbH. Invoiced amounts are due and payable within ten days. Any complaints must be filed in writing, addressed to the DHL address on the invoice, along with copies of the customs receipt that is the subject of the complaint, within ten days of receiving the invoice. We are aware that the actions of DHL Hub Leipzig GmbH as our agent are legally binding on us.

Name (in capital letters)

Valid customer signature

City, date

Company stamp

DHL Hub Leipzig GmbH; Registered office Schkeuditz Municipal Court Leipzig; HRB 21624
Management: Ralph Wondrak (Chairman), Melanie Eisinger, Helmut Schußmann, Philippe Bauer
Chairman of Supervisory Board: Wolfgang P. Albeck



DHL Hub Leipzig GmbH and DHL Express Germany GmbH are certified as Authorized Economic Operator AEO (F)