



# CUSTOMS ORDER

## IMPORT INSTRUCTIONS FOR SPECIAL SERVICES

### 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

**Accompanying shipping document T1 (duty unpaid) and documentation accompanying the shipment (airway bill, commercial invoice etc.) to address or freight forwarder / broker** (incurs a charge)

Licensed importer number
(Only fill out the following fields if different from above address)
Company
Street, No.

Destination customs office number
ZIP, City
EORI No. / customs number (ATLAS)

**Notification of incoming shipments** (incurs a charge, may delay transit time)

Name		
Telephone	Fax	E-Mail

If, following notification, you instruct the release of a shipment for free circulation by DHL HUB Leipzig GmbH, the information in the import instructions entitled 'Release for free circulation' shall apply.

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**Handover to freight forwarder / broker** (with applicable extra charges)

**DHL Hub Leipzig passes the relevant documents for each shipment to the appointed Customs Broker.**

The appointed Customs Broker prepares and submits the declaration. The goods stay in the bonded warehouse of DHL Hub Leipzig GmbH until finalization of the customs clearance process. Following clearance, the shipment is forwarded for delivery. A fee is applied for this service. See the fee schedule at [www.dhl.com](http://www.dhl.com). This fee is also applied if/when the importer acts as their own customs broker i.e. "self-clearance".

DHL Hub Leipzig GmbH 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 Hub Leipzig GmbH 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 Hub Leipzig immediately in the event of a request from Customs for inspection.)

OR

**REMCOM - Declaration by Customs Broker before Presentation**

Upon availability of shipment document images (usually available well in advance of shipment arrival in Germany), DHL Hub Leipzig sends the images to the appointed Customs Broker. sends to the assignee of dutiable goods the shipment related documents prior to presentation. 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 Hub Leipzig immediately in the event of a request from Customs for inspection.)

We hereby authorize DHL Hub Leipzig to electronically confirm the declaration made by the Customs Broker on our behalf in advance of presentation. (The Importer of Record, as identified by the EORI, confirms the Presentation, with DHL Hub Leipzig GmbH acting only in the role of as the transmitter of the electronic confirmation message, usually within Atlas, but, in exceptional circumstances, in a hard copy process.)

**Physical handover of the shipment to your freight forwarder / broker of choice.** The Shipment will be delivered to the freight forwarder / broker with a shipping transfer notice. In general no further processing by DHL Express.

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Company

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Street, Number

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ZIP, City

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Telephone

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Fax

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E-Mail

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EORI No. / customs number (ATLAS)

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### Information for the customer concerning power of attorney for value-added services:

Pursuant to the grant of power of attorney, DHL HUB Leipzig GmbH will advance payment on the customer's behalf for any charges, duties, taxes, fees etc. levied. However, DHL Hub Leipzig GmbH is under no obligation to advance payment and may at its discretion refuse to clear shipments in specific cases where there is legitimate cause for so doing. For special services in connection with customs clearance such as transit clearance, a special processing fee will be charged. Invoices will be issued through DHL Express Germany GmbH. For details, see the price list applicable as of the date on which the shipment is imported (available online at [www.dhl.de/express/preisliste](http://www.dhl.de/express/preisliste)). Any form of liability, particularly in connection with enquiry procedures, tax assessments etc. where T1 transit procedures are not discharged, is hereby excluded. Invoiced amounts are due and payable within ten days. These instructions do not apply to those shipments which, according to the documents accompanying them upon import, do not need to be presented to customs or can be exempted from customs clearance without levying import duties. Such shipments shall be cleared by DHL HUB Leipzig GmbH. DHL HUB Leipzig GmbH acts solely on the basis of the terms and conditions of carriage printed on the back of the waybill and its general terms and conditions as amended from time to time.

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

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

\_\_\_\_\_  
City, date

\_\_\_\_\_  
Company stamp

