

## **Customs Entry Requirements and Considerations**

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### ***Notification of Shipment***

- As soon as available, provide DJS with shipment details, including vessel/flight information, departure date, estimated arrival date, carrier name, bill of lading number, and copies of required documents.
- Shipment is best coordinated if DJS handles the movement of goods from origin point to destination, which insures a competitive rate, as well as allowing our agent/partner at origin to assist and monitor from the onset. To further insure this type of control, you should purchase under the Incoterms FOB, EX WORKS, or similar terms. If DJS does not coordinate your move, then we will provide you with a ROUTING ORDER, which you will need to complete and return to the designated parties.

### ***Required Documents from Shipper***

- Commercial Invoice, Packing List, and Bill of Lading. (Originals are normally required for ocean shipments, unless set up as Express Bill of Ladings. Airway bills normally accompany the actual shipment.) Depending on your buying agreement and the nature of the imported goods, other documents may also be required, such as Certificates of Origin, visas, FDA forms, Fish and Wildlife forms, or other government agency forms.

### ***Requirements at Destination***

- **Power of Attorney**  
The POA enables DJS to act on your behalf. It must be signed by a corporate officer of the company.
- **Customs Bond**
  - Single Entry Bond
  - Annual Term Bond – if you intend to have multiple shipments during the year (greater than approximately 5), or if you import to multiple U.S. ports of entry, then it is probably more economically practical to secure an Annual Term Bond. DJS can help you with the bond application, which requires an estimate of the annual number shipments and duty amount to be paid, as well as a copy of your most recent financial statement to present to the bonding company.
- **Cargo Insurance Coverage**  
All shipments should be covered by some form of insurance, due to the risk of loss or damage. DJS can arrange to provide you with necessary coverage at competitive rates. Complete the Cargo Insurance Election form and return to our office.

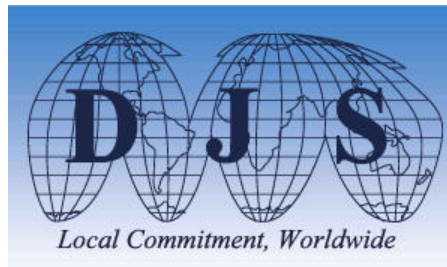
**U.S. CUSTOMS BROKER AND INTERNATIONAL FREIGHT FORWARDER**

**DJS INTERNATIONAL SERVICES, INC.**

4215 GATEWAY DRIVE • SUITE 100 • COLLEYVILLE, TEXAS • 76034

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- **Importer Information Sheet**

This completed form will provide DJS with an import profile of your company and enable us to advise or alert you to possible problems related to customs entry.

- **Related / Not Related Declaration**

Customs and Border Protection requires that relation status must be declared on each entry summary. Completion of this form will assist us in helping you meet this requirement.

- **Record Keeping Requirements under the Customs Modernization Act**

As the Importer of Record, you have certain responsibilities under the Mod Act to exercise “reasonable care” and “informed compliance” in regards to Customs and import regulations. The Record Keeping Requirements document will provide you with a general overview of your responsibilities.

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