

## New Customer Packet

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Thank you for your interest in DJS International Services, Inc.!

Beginning with Customs Entry Requirements and Considerations, the enclosed packet contains some basic, but important information about the process of importing, as well as several forms, all of which will make the process of becoming a DJS client easy. Many of the forms that follow contain fillable fields, which allow you to enter your information directly onto the form, right from your computer keyboard. Then you may print the packet containing your completed information. Please be aware that you cannot save a copy of your completed form, so you should print it if you would like to retain a completed copy for your records. Or, if you find it more convenient, you may also print a blank copy of this packet and complete the forms with a pen.

The information enclosed here has been combined into one “new customer” packet for your convenience. However, you may also access these forms individually on our website, on the Forms and Documents page, under each form’s respective title. If you need any assistance with accessing or completing these forms, please do not hesitate to contact a DJS Representative.

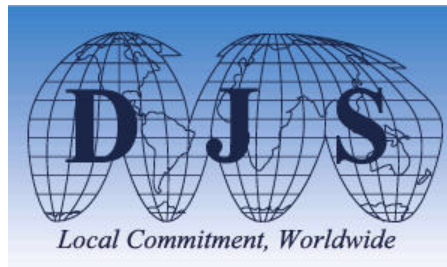
We look forward to working with you!

## 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, or if you import to multiple U.S. ports of entry, then it is probably more economical 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.
- **Importer 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 Importer Record Keeping Requirements document will provide you with an overview of your responsibilities.
- **Importer Information Form**  
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.
- **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.
- **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.

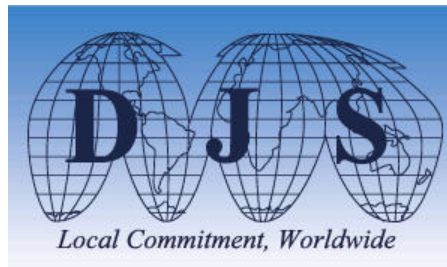
U.S. CUSTOMS BROKER AND INTERNATIONAL FREIGHT FORWARDER

DJS INTERNATIONAL SERVICES, INC.

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

PHONE: 972.929.8433 • FAX: 972.929.8731 • FMC NO. 3514NF • CHB NO. 10709

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## **Instructions for Completion of the Customs Power of Attorney**

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*Click on the area above the blanks in the following form to type in your information. Then print the **power of attorney** (both pages), sign where indicated, and fax to 972-929-8731. Be sure to sign the form and include your company's IRS-Federal Tax ID number. The **power of attorney** is for Customs purposes only and does not need to be witnessed or notarized.*

*In the case of a **corporation**, an officer of the company is assumed to have authority to sign the **power of attorney** (HRL 221480). Any other person signing for a corporation must be authorized to do so by resolution of the Board of Directors and we will need a letter from the corporation certifying to that fact.*

*If your company is a **Non-Resident (foreign) Corporation** we will need a statement certifying that the signer is authorized to execute the **power of attorney** on behalf of the corporation.*

*We can process your Customs entry with a fax copy of the **power of attorney** but we will need the **original signed copy mailed** to us in order to satisfy Customs regulations.*

*Please call 972-929-8433 with any questions you may have.*

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**CUSTOMS POWER OF ATTORNEY / DESIGNATION OF EXPORT FORWARDING AGENT**  
**and**  
**ACKNOWLEDGEMENT OF TERMS & CONDITONS OF SERVICE**

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appropriate box:

- Individual
- Partnership
- Corporation
- Sole Proprietorship
- Limited Liability Company

*Form must be filled out completely.*

KNOW ALL MEN BY THESE PRESENTS: That, \_\_\_\_\_ doing  
Full name of person, partnership, corporation, sole proprietorship or limited liability company (identify)  
business as a \_\_\_\_\_ under the laws of the State of \_\_\_\_\_,  
Corporation, individual, sole proprietorship, partnership, limited liability company (insert one)  
residing or having a principal place of business at \_\_\_\_\_, hereby constitutes

and appoints DJS International Services, Inc., its officers, employees, and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, from this date, in the United States (the "territory") either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in or through the customs territory, shipped or consigned by or to said grantor;

Perform any act or condition which may be required by law or regulation in connection with such merchandise deliverable to said grantor; to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits or statements in connection with the entry of merchandise;

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

**(continued – page 2)**

Authorize other Customs Brokers duly licensed with the territory to act as grantor's agent; to receive endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents;

This power of attorney to remain full force and effect until revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution);

Appointment as Forwarding Agent: Grantor authorizes the above Grantee to act within the territory as lawful agent and sign or endorse export documents (i.e., commercial invoices, bill of lading, insurance certificates, drafts and any other document) necessary for the completion of an export on grantor's behalf as may be required under law and regulation in the territory and to appoint forwarding agent's on grantor's behalf;

**Grantor acknowledges receipt of DJS International Services, Inc. Terms and Conditions of Service governing all transactions between the Parties.**

If the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

IN WITNESS WHEREOF, the said \_\_\_\_\_  
(Full name of person signing below)

caused these presents to be sealed and signed: (Signature) \_\_\_\_\_

(Title) \_\_\_\_\_ Date: \_\_\_\_\_

Witness (if required) \_\_\_\_\_ **Corporate IRS No. or SS No. if individual** \_\_\_\_\_

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[If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "U.S. Customs Service" which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.]

# DJS INTERNATIONAL SERVICES, INC.

And

## NATIONAL CUSTOMS BROKERS AND FREIGHT FORWARDERS ASSOCIATION OF AMERICA, INC.

### TERMS AND CONDITIONS OF SERVICE

These terms and conditions of service constitute a legally binding contract between the “Company” and the “Customer”. In the event the Company renders services and issues a document containing Terms and Conditions governing such services, the Terms and Conditions set forth in such other document(s) shall govern those services.

#### 1. **Definitions**

- (a) “Company” shall mean DJS International Services, Inc., its subsidiaries, related companies, agents and/or representatives.
- (b) “Customer” shall mean the person for which the Company is rendering service, as well as its agents and/or representatives, including, but not limited to, shippers, importers, exporters, carriers, secured parties, warehousemen, buyers and/or sellers, shipper's agents, insurers and underwriters, break-bulk agents, consignees, etc. **It is the responsibility of the Customer to provide notice and copy(s) of these terms and conditions of service to all such agents or representatives;**
- (c) “Documentation” shall mean all information received directly or indirectly from Customer, whether in paper or electronic form;
- (d) “Ocean Transportation Intermediaries” (“OTT”) shall include an “ocean freight forwarder” and a “non-vessel operating common carrier;”
- (e) “Third parties” shall include, but not be limited to, the following: “carriers, truckmen, cartmen, lightermen, forwarders, OTT’s, customs brokers, agents, warehousemen and others to which the goods are entrusted for transportation, cartage, handling and/or delivery and/or storage or otherwise.”

2. **Company As Agent.** The Company acts as the “agent” of the Customer for the purpose of performing duties in connection with the entry and release of goods, post entry services, the securing of export licenses, the filing of export and security documentation on behalf of the Customer and other dealings with Government Agencies; as to all other services, Company acts as an independent contractor.

#### 3. **Limitation of Actions.**

- (a) Unless subject to a specific statute or international convention, all claims against the Company for a potential or actual loss, must be made in writing and received by the Company, within ninety (90) days of the event giving rise to claim; the failure to give the Company timely notice shall be a complete defense to any suit or action commenced by Customer.
- (b) All suits against Company must be filed and properly served on Company as follows:
  - (i) For claims arising out of ocean transportation, within one (1) year from the date of the loss;
  - (ii) For those claims arising from air transportation, within two (2) years from the date of the loss;
  - (iii) For claims arising out of the preparation and/or submission of an import entry(s), within seventy-five (75) days from the date of liquidation of the entry(s);
  - (iv) For any and all other claims of any other type, within two (2) years from the date of the loss or damage.

4. **No Liability For The Selection or Services of Third Parties and/or Routes.** Unless services are performed by persons or firms engaged pursuant to express written instructions from the Customer, Company shall use reasonable care in its selection of third parties, or in selecting the means, route and

procedure to be followed in the handling, transportation, clearance and delivery of the shipment; advice by the Company that a particular person or firm has been selected to render services with respect to the goods, shall not be construed to mean that the Company warrants or represents that such person or firm will render such services nor does Company assume responsibility or liability for any action(s) and/or inaction(s) of such third parties and/or its agents, and shall not be liable for any delay or loss of any kind, which occurs while a shipment is in the custody or control of a third party or the agent of a third party; all claims in connection with the Act of a third party shall be brought solely against such party and/or its agents; in connection with any such claim, the Company shall reasonably cooperate with the Customer, which shall be liable for any charges or costs incurred by the Company.

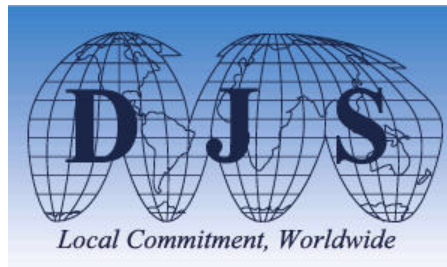
5. **Quotations Not Binding.** Quotations as to fees, rates of duty, freight charges, insurance premiums or other charges given by the Company to the Customer are for informational purposes only and are subject to change without notice; no quotation shall be binding upon the Company unless the Company in writing agrees to undertake the handling or transportation of the shipment at a specific rate or amount set forth in the quotation and payment arrangements are agreed to between the Company and the Customer.
6. **Reliance On Information Furnished.**
  - (a) Customer acknowledges that it is required to review all documents and declarations prepared and/or filed with U.S. Customs Service, other Government Agency and/or third parties, and will immediately advise the Company of any errors, discrepancies, incorrect statements, or omissions on any declaration or other submission filed on Customers behalf;
  - (b) In preparing and submitting Customs entries, export declarations, applications, security filings, documentation and/or other required data, the Company relies on the correctness of all documentation, whether in written or electronic format, and all information furnished by Customer; Customer shall use reasonable care to ensure the correctness of all such information and shall indemnify and hold the Company harmless from any and all claims asserted and/or liability or losses suffered by reason of the Customer's failure to disclose information or any incorrect, incomplete or false statement by the Customer or its agent, representative or contractor upon which the Company reasonably relied. The Customer agrees that the Customer has an affirmative non-delegable duty to disclose any and all information required to import, export or enter the goods.
7. **Declaring Higher Value To Third Parties.** Third parties to whom the goods are entrusted may limit liability for loss or damage; the Company will request excess valuation coverage only upon specific written instructions from the Customer, which must agree to pay any charges therefore; in the absence of written instructions or the refusal of the third party to agree to a higher declared value, at Company's discretion, the goods may be tendered to the third party, subject to the terms of the third party's limitations of liability and/or terms and conditions of service.
8. **Insurance.** Unless requested to do so in writing and confirmed to Customer in writing, Company is under no obligation to procure insurance on Customer's behalf; in all cases, Customer shall pay all premiums and costs in connection with procuring requested insurance.
9. **Disclaimers; Limitation of Liability.**
  - (a) Except as specifically set forth herein, Company makes no express or implied warranties in connection with its services;
  - (b) In connection with all services performed by the Company, Customer may obtain additional liability coverage, up to the actual or declared value of the shipment or transaction, by requesting such coverage and agreeing to make payment therefore, which request must be confirmed in writing by the Company prior to rendering services for the covered transaction(s).
  - (c) In the absence of additional coverage under (b) above, the Company's liability shall be limited to the following:

- (i) where the claim arises from activities other than those relating to customs business, \$50.00 per shipment or transaction, or
    - (ii) where the claim arises from activities relating to “Customs business,” \$50.00 per entry or the amount of brokerage fees paid to Company for the entry, whichever is less;
  - (d) In no event shall Company be liable or responsible for consequential, indirect, incidental, statutory or punitive damages even if it has been put on notice of the possibility of such damages, or for the acts of third parties.
10. **Advancing Money.** All charges must be paid by Customer in advance unless the Company agrees in writing to extend credit to customer; the granting of credit to a Customer in connection with a particular transaction shall not be considered a waiver of this provision by the Company.
11. **Indemnification/Hold Harmless.** The Customer agrees to indemnify, defend, and hold the Company harmless from any claims and/or liability, fines, penalties and/or attorneys’ fee arising from the importation or exportation of customers merchandise and/or any conduct of the Customer, including but not limited to the inaccuracy of entry, export or security data supplied by Customer or its agent or representative, which violates any Federal, State and/or other laws, and further agrees to indemnify and hold the Company harmless against any and all liability, loss, damages, costs, claims, penalties, fines and/or expenses, including but not limited to reasonable attorney's fees, which the Company may hereafter incur, suffer or be required to pay by reason of such claims; in the event that any claim, suit or proceeding is brought against the Company, it shall give notice in writing to the Customer by mail at its address on file with the Company.
12. **C.O.D. or Cash Collect Shipments.** Company shall use reasonable care regarding written instructions relating to “Cash/Collect” on “Deliver (C.O.D.)” shipments, bank drafts, cashier's and/or certified checks, letter(s) of credit and other similar payment documents and/or instructions regarding collection of monies but shall have no liability if the bank or consignee refuses to pay for the shipment.
13. **Costs of Collection.** In any dispute involving monies owed to Company, the Company shall be entitled to all costs of collection, including reasonable attorney's fees and interest at 15% per annum or the highest rate allowed by law, whichever is less, unless a lower amount is agreed to by Company.
14. **General Lien and Right To Sell Customer’s Property.**
- (a) Company shall have a general and continuing lien on any and all property of Customer coming into Company's actual or constructive possession or control for monies owed to Company with regard to the shipment on which the lien is claimed, a prior shipment(s) and/or both;
  - (b) Company shall provide written notice to Customer of its intent to exercise such lien, the exact amount of monies due and owing, as well as any on-going storage or other charges; Customer shall notify all parties having an interest in its shipment(s) of Company's rights and/or the exercise of such lien.
  - (c) Unless, within thirty days of receiving notice of lien, Customer posts cash or letter of credit at sight, or, if the amount due is in dispute, an acceptable bond equal to 110% of the value of the total amount due, in favor of Company, guaranteeing payment of the monies owed, plus all storage charges accrued or to be accrued, Company shall have the right to sell such shipment(s) at public or private sale or auction and any net proceeds remaining thereafter shall be refunded to Customer.
15. **No Duty To Maintain Records For Customer.** Customer acknowledges that pursuant to Sections 508 and 509 of the Tariff Act, as amended, (19 USC §1508 and 1509) it has the duty and is solely liable for maintaining all records required under the Customs and/or other Laws and Regulations of the United States; unless otherwise agreed to in writing, the Company shall only keep such records that it is required to maintain by Statute(s) and/or Regulation(s), but not act as a “recordkeeper” or “recordkeeping agent” for Customer.



16. **Obtaining Binding Rulings, Filing Protests, etc.** Unless requested by Customer in writing and agreed to by Company in writing, Company shall be under no obligation to undertake any pre- or post Customs release action, including, but not limited to, obtaining binding rulings, advising of liquidations, filing of petition(s) and/or protests, etc.
17. **Preparation and Issuance of Bills of Lading.** Where Company prepares and/or issues a bill of lading, Company shall be under no obligation to specify thereon the number of pieces, packages and/or cartons, etc.; unless specifically requested to do so in writing by Customer or its agent and Customer agrees to pay for same, Company shall use the weight supplied by Customer.
18. **No Modification or Amendment Unless Written.** These terms and conditions of service may only be modified, altered or amended in writing signed by both Customer and Company; any attempt to unilaterally modify, alter or amend same shall be null and void.
19. **Compensation of Company.** The compensation of the Company for its services shall be included with and is in addition to the rates and charges of all carriers and other agencies selected by the Company to transport and deal with the goods and such compensation shall be exclusive of any brokerage, commissions, dividends, or other revenue received by the Company from carriers, insurers and others in connection with the shipment. On ocean exports, upon request, the Company shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges. In any referral for collection or action against the Customer for monies due the Company, upon recovery by the Company, the Customer shall pay the expenses of collection and/or litigation, including a reasonable attorney fee.
20. **Severability.** In the event any Paragraph(s) and/or portion(s) hereof is found to be invalid and/or unenforceable, then in such event the remainder hereof shall remain in full force and effect. Company's decision to waive any provision herein, either by conduct or otherwise, shall not be deemed to be a further or continuing waiver of such provision or to otherwise waive or invalidate any other provision herein.
21. **Governing Law; Consent to Jurisdiction and Venue.** These terms and conditions of service and the relationship of the parties shall be construed according to the laws of the State of Texas, without giving consideration to principals of conflict of law.  
Customer and Company
  - (a) irrevocably consent to the jurisdiction of the United States District Court and the State courts of Texas;
  - (b) agree that any action relating to the services performed by Company, shall only be brought in said courts;
  - (c) consent to the exercise of *in personam* jurisdiction by said courts over it, and
  - (d) further agree that any action to enforce a judgment may be instituted in any jurisdiction.

©Approved by the National Customs Brokers and Forwarders Association of America (Revised 07/08)



## Importer Record Keeping Requirements

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*The Customs Modernization and Informed Compliance Act (The Mod Act) imposes on importers the responsibility to exercise "reasonable care" to keep themselves informed of the regulations under which they import, and outlines record keeping requirements for importer.*

Importers can exercise "reasonable care" in various ways.

1. Seeking guidance from Customs and Border Protection (CBP) through the pre-importation or formal ruling program.
2. Consulting with a Customs broker, a Customs consultant, a public accountant, or an attorney.
3. Using in-house employees such as counsel, a Customs administrator, or if valuation is an issue, a corporate controller, who have experience and knowledge of customs laws, regulations, and procedures.
4. When appropriate, obtaining analyses from accredited labs and gaugers for determining technical qualities of an imported product.

Under the Mod Act, there are established records which importers are required to keep. CBP can impose substantial penalties on importers for failure to properly maintain the records required. The penalties established under the Mod Act for failure to maintain records can run up to as high as 75% of the value of the transaction involved or \$100,000. The records which you, as an importer, are required to keep in addition to any records which we as a customs broker keep, as a consequence of our preparing a customs entry on your behalf are listed in the "(a)(1)(A)" list pursuant to section 1509 of section 19 USC. The records include but are not limited to every document involved with your transaction. These records might be hard copy or computer-generated records, and can include copies of purchase orders and other communications between you and your supplier, as well as proof of payment to your supplier. In the case of shipments where duty free exemptions have been claimed under GSP, NAFTA, or other provisions, failure to present evidence of right to make claim under these provision, when requested by CBP, will result in CBP liquidating or re-liquidating the shipment as dutiable.

The significance of the law is the penalty provisions, which provide for extremely harsh penalties for failure to comply.

We urge all of our clients to look closely at the records you are currently maintaining, and the systems you have in place to maintain those records. It is also advisable to review the links you have or might need to establish between yourself and other departments within your company that might be maintaining records of their own, and which you also might need to have a copy of for your import file.

We have prepared the attached "Importer Information Sheet," which we ask that you take the time to fill out and scan, fax, or mail back to us. The form will help you to ask and answer some basic housekeeping questions that you need to know about your import operations. The effort of completing the form and having it on file in your records could also serve as evidence to CBP that you have made efforts within your firm to achieve "reasonable care". Additionally, it will help us to possibly pinpoint areas that might need further discussion between us to avoid future Customs problems.

*Should you have further questions please feel free to contact us.*



## Importer Information Form

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*Please answer the questions that follow as completely as possible, and attach extra pages as necessary. Answering these questions will not only assist us in handling your shipments with the highest level of professionalism and care, but in addition, your review of these issues will help you to comply with the "reasonable care" responsibilities required by Customs and Border Protection. These are issues that you will want to address and resolve before a problem is discovered in a Customs audit of your importing operation. Should you have any questions when filling out this form, please contact a representative at DJS International.*

1. Has your firm received any notices from Customs, such as "**Request for Information**" or "**Notices of Action**"? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Has your firm received a prior **penalty** or **liquidated damages** from Customs? Yes\_\_\_\_ No\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Has your firm made prior **voluntary disclosures** to Customs concerning any matter? Yes\_\_\_\_  
No\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Has your firm been previously **audited** by Customs? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
5. Has your firm participated in and obtained **binding rulings** from Customs concerning the importation of your products? Yes\_\_\_\_ No\_\_\_\_ If yes, please attach a copy of any ruling issued.
6. Has your firm received a ruling or advice from Customs concerning **marking** of your merchandise? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Has your firm provided any kind of **assist** (e.g., R&D, molds, tools, dies, machines, material, production drawings, etc.)? Yes\_\_\_\_ No\_\_\_\_ If yes, does the cost appear on your invoices? Yes\_\_\_\_ No\_\_\_\_ How is the value derived, and does the cost include transportation?  
\_\_\_\_\_  
\_\_\_\_\_



8. Does your firm pay any **royalties** (for licensing etc.,) on imported goods? Yes\_\_\_\_ No\_\_\_\_  
If yes, to whom and for what? \_\_\_\_\_

Are there written agreements and are payments disclosed to Customs? Yes\_\_\_\_ No\_\_\_\_

9. Does the company have **overseas offices** or are "**Buying Agents**" employed? Yes\_\_\_\_ No\_\_\_\_  
If yes, are **buying commissions** paid, and how are those payments reflected on your invoicing?

\_\_\_\_\_

10. Are any **separate payments**, over and above the invoice price, remitted to the seller or to a third party at ANY TIME? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

11. Is your company aware of Customs' **record keeping requirements**? Yes\_\_\_\_ No\_\_\_\_

12. Is your company maintaining copies of all records for importations in a central location?  
Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

U.S. CUSTOMS BROKER AND INTERNATIONAL FREIGHT FORWARDER

DJS INTERNATIONAL SERVICES, INC.

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

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## Cargo Insurance Election

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*It is important for clients of DJS International to understand the insurance limitations of carriers (ocean, air, truck and rail) in regards to liability for loss or damage to goods. The carrier's liability often covers only a small portion of a loss, or none at all, depending on many factors such as the location and type of damage, and these limitations can leave shippers significantly exposed.*

*We strongly encourage our clients to secure insurance coverage for all import and export shipments. DJS is not an insurance agent, but we can arrange for coverage through an experienced and reputable insurance company, at a fair and competitive rate.*

*Please complete, sign and return this form to us, indicating your intent to purchase or decline to purchase cargo insurance coverage for shipments handled through DJS.*

- We request cargo insurance coverage on all shipments handled by DJS International Services, Inc. We understand that insurance coverage is subject to the terms, conditions, and exclusions of the policy, and that coverage will apply for shipments moving to or from the countries indicated below, and for which transit commences on or after the date indicated below. We also understand that payment of insurance claims is **conditional** on the goods being professionally packed and loaded in accordance to industry standards for commodity type and for the international transport mode being utilized. We agree that payment of DJS freight and/or handling charges will not be delayed or otherwise substituted for payment of insurance claims.

For US Exports – To These Countries (please list): \_\_\_\_\_

For US Imports – From These Countries (please list): \_\_\_\_\_

- Our shipments are already covered by cargo insurance. We do not require cargo insurance from DJS International Services, Inc. at this time.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Number

- We wish to decline cargo insurance coverage. We understand and acknowledge the liability limitations of carriers, and the risks associated with international transportation of cargo, and we agree to hold DJS International Services, Inc. harmless for any loss or damage to our cargo.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

U.S. CUSTOMS BROKER AND INTERNATIONAL FREIGHT FORWARDER

DJS INTERNATIONAL SERVICES, INC.

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

PHONE: 972.929.8433 • FAX: 972.929.8731 • FMC NO. 3514NF • CHB NO. 10709

WWW.DJSINTL.COM



## Related / Not Related Declaration

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*Customs and Border Protection (CBP) requires a related or not related declaration on each entry summary. The purpose of this declaration is to determine whether the merchandise was acquired in a transaction between related or not related persons. Please complete the declaration below and return it to us.*

### CBP defines “related persons” as follows:

1. Members of the same family, including brothers and sisters (whether by whole or half blood), spouse, ancestors, and lineal descendants.
2. Any officer or director of an organization, and that organization.
3. An officer or director of an organization and an officer or director of another organization, if each individual also is an officer or director in the other organization.
4. Partners.
5. Employer and employee.
6. Any person directly or indirectly owning, controlling, or holding with power to vote, five percent or more of the outstanding voting stock or shares of any organization, and that organization.
7. Two or more persons directly controlling, controlled by, or under common control with, any person.

*(Check one.)*

We are not related to any of our suppliers.

We are only related to the following suppliers:

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\_\_\_\_\_  
Company

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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