

Company Name:

Address:

City / Town:

Postcode:

Company Reg No:  
Not registered? Write 'N/A'

Contact Name:

Contact Number:

Contact Email:

Billing Email:



The information on this form is required for Schenker Limited to Customs Clear your goods into, or out of the United Kingdom. Please complete the form, sign and return it to Schenker Limited for processing.

Alternatively, if you're not appointing Schenker to be your Customs Brokerage Agent, please send us the company name, telephone number and email address of your nominated clearing agent.

If handwritten, please use block capitals.

### Authority for Schenker Limited to act as a Direct Customs Agent

I, \_\_\_\_\_ (your name) having authority to sign on behalf of \_\_\_\_\_ (company name) \_\_\_\_\_ (GB EORI Number)

being established in the United Kingdom.

hereby appoint: [Schenker Limited](#)

to act on behalf of \_\_\_\_\_ (company name) in the capacity of a Direct Customs Agent in accordance with Articles 18 and 19 of UCC Regulation (EU) 952/2013 (NI) and Section 21 of Taxation (Cross- Border Trade) Act 2018 (GB).

This appointment applies with effect from the date of signature.

\_\_\_\_\_ (company name) authorises the customs agent [Schenker Limited](#), to delegate customs clearance to subagents as a Direct Customs Agent of the declarant in all dealings with HMRC where circumstances necessitate.

\_\_\_\_\_ (company name) authorises their representative, [Schenker Limited](#) to declare goods to HMRC, and request deferment of amounts of duties and taxes due by us and to quote accordingly the following VAT Number, Deferment Account Number/ Cash Account Number:

GB VAT Number: \_\_\_\_\_ Deferment or Cash Account Number: \_\_\_\_\_  
Not registered? Write 'N/A'

You must authorise Schenker to use your deferment account via your CDS dashboard. If you haven't completed this please see [this link](#) for an explanation and the details you need to set up Customs ([dbschenker.com](#)). We authorise [the agent as appointed above](#) to use and quote our EORI / Deferment Account No. as stated above for all duties and VAT where applicable.

Schenker's GB EORI Number: GB656921313000

**Note: In accordance with Taxation (Cross- Border Trade) Act 2018, a Direct Customs Agent acts in the name of and on behalf of another person. In relation to import / export declarations, the importer / exporter will be liable for any customs debt arising from the declaration.**

\_\_\_\_\_ (company name) agree that this empowerment and the resultant commercial contracts will be transacted under and subject to the current edition of the BIFA Standard Terms and Conditions.

### Customs Brokerage Details (Guidance can be found on page 2)

Yes No Are you claiming EU / UK preferential tariff treatment? (Please tick one box)

Yes No Are you intending to use Postponed VAT accounting (PVA)? If you are not VAT registered, please tick no. (Please tick one box)

I confirm that our Goods are NOT subject to controls or licencing. I confirm that our Goods are subject to controls or licencing.

Yes, the goods are for the GB market (free circulation), use HS codes & description as per suppliers invoice OR

Other, please enter a CPC (Customs Procedure Code):

I hereby confirm the service charges & terms of business as listed on page 2.

I confirm that this form authorises Schenker to clear my future shipments on a recurring basis until I or the company notifies otherwise.

I confirm that if the information on this form changes, Schenker will be notified accordingly.

Signed on behalf of

Dated:

Signature:

Contact Name:

Job Title:

If the information on this form changes, please email [UKLand.customs@dbschenker.com](mailto:UKLand.customs@dbschenker.com).

Please also find a link to the British International Freight Association (BIFA) Standard Trading Conditions: [Click Here](#).

## Service Charges

- All new importers will be required to pay a one-time set-up administration fee of £25.00. This will be included in your first invoice.
- Use of my VAT number for postponed VAT accounting of my GB import.

Appropriate fees outlined below:

Import Declaration Brokerage Fee - £50.00 (Completion and submission inclusive of 3 x line entries)

- Each additional line entry fee £4.00

Export Declaration Brokerage Fee - £35.00 (Completion and submission inclusive of 3 x line entries)

- Each additional line entry fee £4.00

- Schenker Limited Deferment Account Usage - 3% (Of the deferment value utilised)
- Handover Administration Fee - £25.00 (Where Schenker Limited act as the carrier and the customer chooses to use a 3rd party customs broker)
- Completion of C21 Fee - £20.00
- Storage Fee - £10.00 per pallet per day (Please note, this will be applicable after 48 hours of notification)

*Please Note: All above mentioned fees are subject to change.*

## Glossary of Terms

**Direct Customs Agent** – The customs representative acts in the name of and on behalf of another party. The party being represented is the declarant of the Freight / Goods and is obliged to meet all the obligations arising from the declaration.

**IPAFFS (Import of Products, Animals, Food and Feed System)** – IPAFFS is the system used for notifying UK authorities of movements of live animals, their products, and germplasm (plants, seeds etc.) into GB from countries of the European Union, European Economic Area (EEA) and other 3rd countries. IPAFFS is a web-based service for the application for, and issuing of, Common Health Entry Documents (CHEDs).

- Department for Environment Food & Rural Affairs IPAFFS FAQ's can be found [here](#).

- Further guidance on IPAFFS can be found [here](#).

**Customs Procedure Code** – The customs procedure codes (CPCs) identify the customs and/or excise regimes which goods are being entered into and removed from (where this applies). The CPC is completed at export as well as import. Further guidance can be found [here](#).

**Deferment Account** – A duty deferment account lets the importer (or someone who represents them) make one payment a month to HMRC through Direct Debit instead of paying for individual consignments one at a time. You will need to authorise Schenker Limited to use your deferment account, further details on how to do this can be found [here](#).

**Free Circulation** – When you import goods into the European Union you have to bring them into Free Circulation. Free Circulation means that the goods are cleared by Customs and you can sell them to, or use them in countries in the European Union. In the UK the term GB free circulation is being used for goods cleared by Customs for sale or use in Great Britain.

**Postponed VAT Accounting** – The postponed VAT accounting system aims to avoid the negative cash flow impact on businesses that are hit by additional VAT bill when importing goods and will avoid having goods held in customs until the VAT is paid. The way it works is very similar to the reverse charge mechanism used for EU trade prior to Brexit. Further guidance can be found [here](#).

**Licensed Goods** – An Import / Export licence is an official document issued by a nations government. It authorises particular goods and / or services to be imported or exported into or out of its territory. An Import or Export licence might be required for your import or export business. Certain categories of imported or exported goods may require a UK or EU licenses to be able to ship them.

**Controlled Goods** – Any goods that require any form additional customs provision may be considered "Controlled Goods". This can include, import / export licences or export health certification or permits. Goods of this nature may also require physical examination at a border control point.

- Further details of Import controls can be found [here](#).

- Further details of Strategic exports can be found [here](#).

- Further details of Controlled goods can be found [here](#). (see annex C)

As the Import or Exporter of your goods it is your legal responsibility to determine the nature of control/s on your freight as well as fulfilling all the required pre-requisite for the importation or exportation of your goods".

**Goods are of EU or GB Preferential Origin** – To benefit from preferential tariffs when importing into the UK from the EU (or importing into the EU from the UK), the importer will be required to declare they hold proof that the goods comply with the rules of origin, the importer's knowledge that the product is originating.

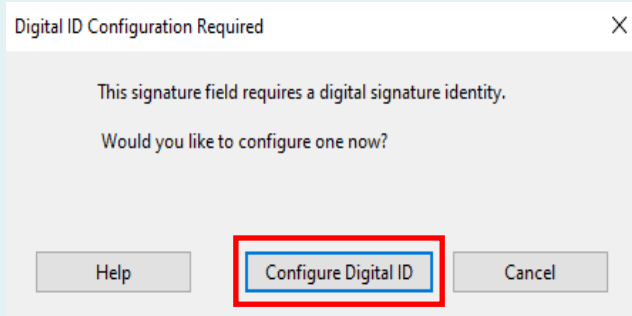
**Incoterms** – Incoterms, are a widely-used terms of sale, are a set of 11 internationally recognized rules which define the responsibilities of sellers and buyers. Incoterms specifies who is responsible for paying for and managing the shipment, insurance, documentation, customs clearance, and other logistical activities.

**Commercial (Suppliers) Invoice** – A commercial invoice is a document containing important information about the goods you intend to ship; they're also used to create a customs declaration. This is the most important document for HMRC / Schenker to ensure the Import Clearance is correctly processed. This document provides all of the information for this purpose.

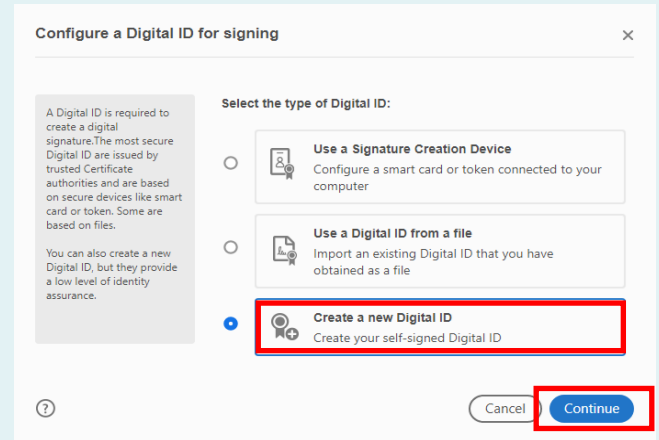
**HS Codes** – HS Code stands for Harmonized Commodity Description and Coding System. The Harmonized Commodity Description and Coding System generally referred to as "Harmonized System" or simply "HS" is a multi-purpose international product nomenclature developed by the World Customs Organization (WCO). In essence internationally agreed 'codes' for individual items. Further guidance can be found [here](#).

# Instructions for setting up your digital-signature:

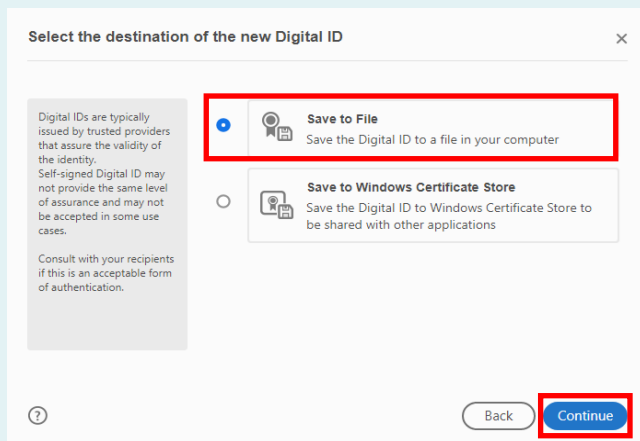
Step 1: To begin first click on the signature field in the form above, the screen below will appear. To proceed select "Configure Digital ID"...



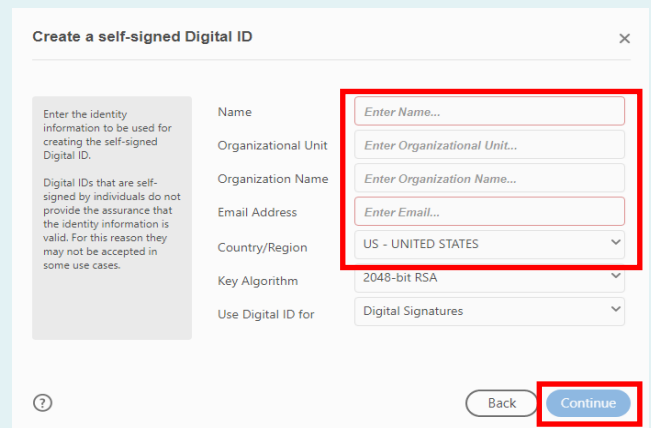
Step 2: The screen below will appear, select "Create a new Digital ID", then click Continue...



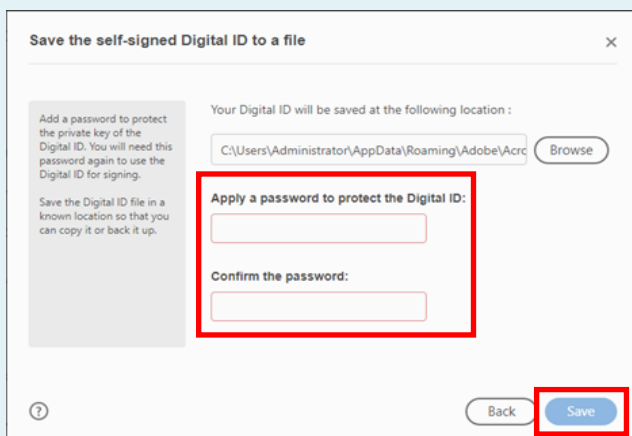
Step 3: The screen below will appear, select "Save to File", then click Continue...



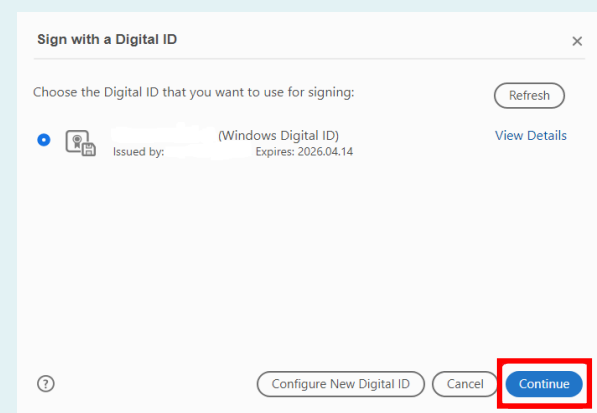
Step 4: Next complete your details in the screen below, then click Continue...



Step 5: Create a password and click Save.



Step 6: Your Digital Signature is now complete. Click Continue to sign with your Digital Signature.



## Adobe Digital-Signature

For more details on the Adobe Digital Signature, please [click here](#).