



Instruction for import declaration

Principal :
Phone Number :
Contact person :
Your reference :
Date :

Type of declaration :
In case of temporary importation: expected re-exportation (date) :

Importer

**Fiscale representation – actual consignee
(if other than the importer)**

- | | | |
|---|---|---|
| <input type="checkbox"/> Name | : | : |
| <input type="checkbox"/> Contact person | : | : |
| <input type="checkbox"/> Address | : | : |
| <input type="checkbox"/> Place | : | : |
| <input type="checkbox"/> Country | : | : |
| <input type="checkbox"/> VAT | : | : |
| <input type="checkbox"/> EORI | : | : |

First shipment for this importer? Please complete power of attorney Direct Representation (www.customssupport.com/downloads) and add copy passport + extraction Chamber of Commerce. If applicable, please also complete and add power of attorney Fiscal Representation

Exporter

- | | |
|---|---|
| <input type="checkbox"/> Name | : |
| <input type="checkbox"/> Address | : |
| <input type="checkbox"/> Place | : |
| <input type="checkbox"/> Country | : |
| <input type="checkbox"/> EORI (if applicable) | : |

Previous customs procedure :
Country of origin (!) :
Country of shipment :
Country of destination :
Commodity description :
Harmonised tariff code(s) (10 digits) :

If multiple: please clearly indicate on invoice which items are to be declared under which HS

Number & type of colli :
Gross weight :
Net weight :
Invoice value :
Container number(s) :
ETA :

Incoterms :
Freight charges outside EU :
Freight charges inside EU :
Insurance :

Reduction import duties :
BTI available :

Special remarks :
Mail document to :

The services of the Customs Support Group are subject to the General Terms and Conditions of Customs Support. Also, the General Belgian Forwarding Conditions apply, as published in the Annexes to the Belgian Official Gazette of 24 June 2005 under number 0090237. The conditions contain exceptions and limitations of liability and choice of case law and powers. (www.customssupport.com).



Documents to add :

- Commercial invoice
- Packing list
- Previous customs procedure
- Proof of reduction import duties (ATR/EUR1/...)
- BTI (if available)
- Contract Direct Representation
- Contract Fiscal Representation
- Other: