



Clearance Instructions Requirements and Client Obligations – Port of DOVER

| IMPORTS |
|---|
| ◆ Commercial Invoice showing Consignee & Consignor full names & addresses |
| ◆ All applicable VAT & EORI numbers |
| ◆ Country of Dispatch <u>and</u> Country of Origin |
| ◆ Number & Type of Packages – Gross & Nett weights – INCO Terms – Sale Value and Freight & Insurance costs if not included in invoice value |
| ◆ Commodity Code (Tariff Number) applicable to goods shown on invoice Additional details may be required depending on the commodity code |
| ◆ Importer's or Agent's DAN details and authorisation for use |
| ◆ Letter of Direct Representation |
| ◆ Reason for Import to establish Customs Procedure Code (CPC) |
| ◆ Import Licence information |

| EXPORTS |
|---|
| ◆ Commercial Invoice showing Consignee & Consignor full names & addresses |
| ◆ All applicable VAT & EORI numbers |
| ◆ Number & Type of Packages – Gross & Nett weights – INCO Terms – Sale Value |
| ◆ Commodity Code (Tariff Number) applicable to goods shown on Invoice Additional details may be required depending on the commodity code |
| ◆ Consignee's Customs Agent/Broker's full name & address, VAT & EORI numbers |
| ◆ Consignee's Customs Agent/Broker's telephone, email and contact details |
| ◆ Authorised Office of Destination for T forms (NCTS) where required |
| ◆ Signed T Form Indemnity |
| ◆ Letter of Direct Representation |

Our trading terms are those of the British International Freight Association (BIFA 2021)
Membership number 3829. Copy available on request

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