DOCUMENTS

These documents must be provided to Trans-Border Global Freight Systems, Inc. in order to facilitate DDP shipments:

**Transport Documents required:**
- Commercial Invoice (ATA Carnet shipments excluded)
- Packing List
- M/BL/MAWB
- H/BL/AWB
- Any documents required to facilitate customs clearance
  - Power of Attorney
  - Corporate Certification
  - Certification of Origin (When required)
  - Special Customs Forms (When required)
  - ISF information (Ocean shipments only via U.S. Port)

IMPORTING INFORMATION & EXPLANATION OF FORMS

When Shipments arriving to the U.S.A. under DDP terms, the shipper is responsible for all U.S. Customs Formalities/ duties and taxes as well as the destination terminal fees and delivery to consignee’s door. When the Foreign Company is acting as the Import of record, the following are requirements of U.S. Customs for companies acting as the Import of Record:

**Customs Power of Attorney**

This document needs to be accurately completed by the Shipper and returned to Trans-Border Global Freight Systems. This document is necessary to be on file and gives TBGFS the authority to perform Customs Business on their behalf. (TBGFS will supply appropriate form at time of quoting DDP shipments)

**Corporate Certification**

This document is to accompany the Customs’ Power of Attorney for all Foreign Importers of Record. (TBGFS will supply appropriate form at time of quoting DDP shipments)

**Single Entry Bond/Continuous Bond**

U.S. Customs requires a bond to be posted for each entry. A bond (whether a Single Entry or Continuous) acts as insurance to U.S. customs that if the duties are not paid by the Importer or their designated broker, they can recover this charge from the bond posted. Depending on the volume and or value of the shipment, will determine which type of bond best suites the entry.

Single Entry Bond: Importers obtain a single entry bond for a single shipment. It covers only the entry or transaction for which it was written. The customs bond amount for a single entry customs bond is not less than the total entered value plus all duties, taxes, and fees. If merchandise is subject to other federal agency requirements or is restricted merchandise, the customs bond amount set is not less than three times the total entered value of the merchandise. Single Entry Bonds are calculated as follows: $4.00 per $1000 in value + duty. If a shipment is subject to other government agencies (FDA, F&W, FCC) it is $4.00 per $1000 in value times 3.
Continuous Bond: A continuous customs bond is normally obtained by importers who have a large number of entries and/or imports through several ports of entry during a given year. A continuous bond is valid until it is terminated by the surety or the principal. The principal is only required to renew the bond once a year. The minimum customs bond amount for continuous customs bonds will be $50,000 or 10 percent of the total taxes and fees paid in the previous 12-month period whichever is greater. Please note that all customs bond amounts will be rounded up to the next whole dollar amount in multiples of $1000. Continuous bond cost is $475.00 per year for a $50,000.00 bond.

ISF Bond (Ocean Only)
An ISF bond is required if a continuous importers bond is not in place. This is filed at the time the ISF if submitted to U.S. Customs. The cost for an ISF bond is $55.00 per transaction. U.S. Customs will allow a maximum of 5 ISF bonds. Once this maximum has been reached, they will not process further ISF submissions.

TIB (Temporary Importation Bond)
A Temporary Importation Bond is a procedure whereby, under certain conditions, merchandise may be entered for a limited time into the United States free of duty. Instead of duty, the importer posts a bond for twice the amount of duty, taxes, etc that would be otherwise be owed on the importation. Under this procedure, the importer agrees to export or destroy the merchandise within one year or file an extension that cannot exceed three years. Reasons for doing a TIB entry:
1) Testing of merchandise
2) Reviewing merchandise
3) Tradeshows
4) Repairing merchandise

In order to do a TIB, the importer must prepare a letter of intent explaining what the merchandise is, what it will be used for, and agree to re-export this merchandise during the allotted timeframe.

If you fail to export the merchandise within the designated timelines and regulations, US Customs could fine the importer of record up to twice the dutiable amount. US Customs reserves the right to exam the merchandise upon importation as well as exportation. Failure to notify US Customs prior to export can also result in costly fines as well.

ATA Carnets
An ATA Carnet is an international customs document that facilitates temporary imports into foreign countries. There are several reasons why a customer may choose to obtain a Carnet:
- Reduces cost to the exporter, eliminates value add taxes (VAT) and duties
- Simplifies customs procedures
- Facilitates re-entry into the USA

US Customs will inspect the merchandise before the shipment departs the country. The merchandise must have serial numbers that are easily accessible when the crate/box is open. We will assist a customer in arranging for a Customs inspection at our facility per the customer’s request. A customer might request this document for merchandise that might be traveling from country to country for a tradeshow.

If for any reason the cargo is not returned identically as it was shipped out of the USA the customer will be fined heavily. There can be no repairs or alteration to the merchandise whatsoever.

Trans-Border Global Freight Systems, Inc. • 2103 Route 9 • Round Lake, NY U.S.A. 12151 • 800-493-9444