

**EXPORT CUSTOMS CLEARANCE ORDER**

AWB: 1234567890

**We will pick-up your parcel in a moment.**  
Please provide us with the information below, so it can reach its destination smoothly and efficiently.

**Remember to attach:**

invoice(s)



translation

other documents  
(if required)**DESCRIBE THE GOODS IN DETAILS**

NOWA ODZIEŻ:

1. KOSZULE MĘSKIE Z LNU - CN 61059090
2. SPODNIE MĘSKIE Z LNU - CN 62034235
3. PŁASZCZE ZE SKORY NATURALNEJ BYDŁĘCEJ - CN 42031000

(What is it? What is it made of? What is its purpose/function? Suggested tariff code – e.g.: shock absorber; made of steel; a car part, CN 8708 80 35)

**PLEASE INDICATE THE RELEVANT CUSTOMS CLEARANCE TYPE <sup>(\*)</sup>**<https://dhlexpress.pl/en/export-dictionary/> → COURIER CLEARANCE button → INDIVIDUAL CLEARANCE button

- Courier Clearance**
- Allows for quick and efficient implementation of customs clearance while maintaining a minimum of formalities.
  - Concerns goods under: 1000 EUR/1000 kg/per shipment.
  - Is not allowed for shipments undergoing special procedures.
  - Authorization for DHL is not required.
  - You do not need to have an EORI number
- <https://dhlexpress.pl/en/export-dictionary/> → EORI button.

With Courier Clearance you will not receive an automatic export statement.

If you need clearance confirmation, contact us according to the instructions at:  
<https://dhlexpress.pl/en/export-dictionary/>  
→ COURIER CLEARANCE CONFIRMATION button

- Individual Clearance**
- Obligatory for value/weight over: 1000 EUR/1000kg/per shipment.
  - In other instances based on client's submitted order only.
  - Requires authorization for DHL, a valid EORI number and information below:
- Export purpose <sup>(\*)</sup>:
- Sale
  - Shipping of free samples and specimens
  - Special procedures:
    - Export for repairs or replacement
    - Export after repairs or replacement\*
    - Export for temporary admission
    - Export after temporary admission\*
    - Return of goods (including e-commerce)\*

Statements confirming Customs clearance are generated by Customs authorities and sent automatically to the e-mail addresses given in the authorization.

If the data, on the previously submitted authorization, have changed, send us a filled out form which can be found on the website: <https://dhlexpress.pl/en/export-dictionary/>  
→ DATA UPDATE button.If the clearance concerns special procedure, we need additional documents. You will find detailed information here:  
<https://dhlexpress.pl/en/export-dictionary/>  
→ SPECIAL PROCEDURES button

[\*] If you are returning goods that had been previously imported with DHL Express, please provide the original AWB number: \_\_\_\_\_

**LET US KNOW WHETHER YOU ARE EXPORTING STRATEGIC GOODS**

According to the terms of carriage, DHL Express must be informed whether the parcel contains strategic goods. The lack of this information indicates that the parcel does not contain dual-use goods, goods that are listed in the arms list and those subjected to restrictions under the law on foreign trade in goods, technologies and services of strategic significance for state security and for the maintenance of international peace and security.

Tick here if you are exporting strategic goods and attach this [form](https://dhlexpress.pl/en/export-dictionary/)  
You can find more detailed information at: <https://dhlexpress.pl/en/export-dictionary/> → STRATEGIC GOODS button

**STATEMENT**

I, the undersigned, as a person able to provide all the information necessary to complete the customs clearance declaration, hereby confirm the accuracy of the declared data

Name and surname / signature: JOHN SMITH

**PROVIDE CONTACT DETAILS FOR THE PERSON WHOM WE MAY CONTACT**

Name and surname: JOHN SMITH

Telephone number: 789-456-123

E-mail: john.smith@office.eu

**Order Template for Individual Customs Clearance (e.g. sale of goods).**

1. Enter the shipment number from the waybill.
2. Describe the goods or attach an additional translation of the invoice.
3. Indicate the type of customs clearance we should perform (→ INDIVIDUAL).
4. Specify the purpose of the export (→ e.g. sale).
5. Write your name or provide a signature.
6. Provide detail of a person we can contact in case we need more information regarding the shipment.

# INVOICE

**Seller/From:**

Company name: XYZ SP. Z O.O.  
Street: Hoża 10A  
ZIP Code: 02-158  
City: Warszawa  
EORI: PL98765432100000

**INVOICE**

Invoice no: 0001  
Date: 01.02.2023

AWB: 1234567890  
Total weight: 50 Kg

**Buyer/Invoice to:**

Company name: CHINA BUYER CO LTD  
Street: Futian 158  
ZIP Code: 606542  
City: Shenzhen  
Country: China

**Consignee/Ship to:**

Company name: CHINA CONSIGNEE CO LTD  
Street: Nan Shan 32  
ZIP Code: 526332  
City: Shenzhen  
Country: China

Description of goods	HS Code	Quantity	Unit value	Total value
1. Men's Shirt	6105 90 90	200	20	4000
2. Jeans Trousers	6203 42 35	200	30	6000
3. Leather Coat	4203 10 00	200	50	10000

Total items value: 20000 PLN  
Transport fee: 1000 PLN  
Total: 21000 PLN

Reason of export: Commercial Purposes/Sale  
Terms of delivery: DAP Shenzhen

**FROM :** Account Nr DHL: XXXXXX

XYZ SP. Z O.O.  
HOŻA 10A  
02-158 WARSZAWA

Phone : 48 789 456 123  
Shipp. VAT: XXXXXX  
Reference : 0001

**TO :**

CHINA CONSIGNEE CO LTD  
NAN SHAN 32  
526332 SHENZHEN  
CHINA

Rec. VAT: XXXXXX  
Phone : 86 1236549870

DESCRIPTION: DATE: 2023-01-02

Clothes - Shirt, Trousers, Coat  
VALUE: 21000.00 PLN WEIGHT: 50 KG

PRODUCT:

**WPX**

Reproduction

DESTINATION:

**PEK**AIR WAYBILL:  
(Non-Negotiable)**1234567890**

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1 OF 1  
Origin: KTW**Additional Info :** Pick-up time + route : 2023-01-02

Bill to account : XXXXXX  
DHL Service : Duties Taxes Unpaid  
Reason for export :  
Insurance value :  
Duty and Tax account :

Extra charges  
Dimensions (cm) : L: 30 W: 20 H: 25 1:DS  
Volumetric weight : KG  
Customer weight : 50 KG  
Actual weight :