

### 1 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)



### 2 DESCRIBE THE GOODS IN DETAILS

CZEŚCI KOMPUTEROWE  
 PODZESPOLY ELEKTRONICZNE  
 MIKROPROCESORY ECCN: 5A002a  
 KOD CN 8542 31 90

(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 90 35)

### PLEASE INDICATE THE RELEVANT CUSTOMS CLEARANCE TYPE (\*)

<https://dhlexpress.pl/en/export-dictionary/> → COURIER CLEARANCE button → INDIVIDUAL CLEARANCE button

<input type="checkbox"/> <b>Courier Clearance</b> <ul style="list-style-type: none"> <li>Allows for quick and efficient implementation of customs clearance while maintaining a minimum of formalities.</li> <li>Concerns goods under: 1000 EUR/1000 kg/per shipment.</li> <li>Is not allowed for shipments undergoing special procedures.</li> <li>Authorization for DHL is not required.</li> <li>You do not need to have an EORI number</li> </ul> <p><a href="https://dhlexpress.pl/en/export-dictionary/">https://dhlexpress.pl/en/export-dictionary/</a> → EORI button.</p>	<p>With Courier Clearance you will not receive an automatic export statement.</p> <p>If you need clearance confirmation, contact us according to the instructions at: <a href="https://dhlexpress.pl/en/export-dictionary/">https://dhlexpress.pl/en/export-dictionary/</a> → COURIER CLEARANCE CONFIRMATION button</p>
<input checked="" type="checkbox"/> <b>Individual Clearance</b> <ul style="list-style-type: none"> <li>Obligatory for value/weight over: 1000 EUR/1000kg/per shipment.</li> <li>In other instances based on client's submitted order only.</li> <li>Requires authorization for DHL, a valid EORI number and information below:</li> </ul> <p>Export purpose <sup>(*)</sup>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sale</li> <li><input type="checkbox"/> Shipping of free samples and specimens</li> <li>Special procedures:           <ul style="list-style-type: none"> <li><input type="checkbox"/> → Export for repairs or replacement</li> <li><input type="checkbox"/> → Export after repairs or replacement*</li> <li><input type="checkbox"/> → Export for temporary admission</li> <li><input type="checkbox"/> → Export after temporary admission*</li> <li><input type="checkbox"/> → Return of goods (including e-commerce)*</li> </ul> </li> </ul>	<p>Statements confirming Customs clearance are generated by Customs authorities and sent automatically to the e-mail addresses given in the authorization.</p> <p>If the data, on the previously submitted authorization, have changed, send us a filled out form which can be found on the website: <a href="https://dhlexpress.pl/en/export-dictionary/">https://dhlexpress.pl/en/export-dictionary/</a> → DATA UPDATE button.</p> <p>If the clearance concerns special procedure, we need additional documents. You will find detailed information here: <a href="https://dhlexpress.pl/en/export-dictionary/">https://dhlexpress.pl/en/export-dictionary/</a> → SPECIAL PROCEDURES button</p> <p>[*] If you are returning goods that had been previously imported with DHL Express, please provide the original AWB number: _____</p>

### 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. export of strategic 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. Note that you are shipping strategic goods and attach the form (or permit).
6. Write your name or provide a signature.
7. Provide details of the person we can contact in case we need more information regarding the shipment.

# INVOICE

**Seller/From:**  
Company name: XYZ SP. ZO.O.  
Street: Hoża 10A  
ZIP Code: 02-158  
City: Warszawa  
EORI: PL98765432100000

**INVOICE**  
Invoice no: 0001  
Date: 02.01.2023  
AWB: 1234567890  
Total weight: 5 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. Microprocessors ECCN CODE 5A002.a	8542 31 90	100	90	9 000

Total items value: 9 000 PLN  
Transport fee: 1 000 PLN  
Total: 10 000 PLN

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

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**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

**PRODUCT:** **WPX** *Reproduction*

**DESTINATION:**  
**PEK** 

**TO :**  
CHINA CONSIGNEE CO LTD  
NAN SHAN 32  
526332 SHENZHEN  
CHINA  
Rec. VAT: XXXXXX  
Phone : 86 1236549870

**AIR WAYBILL:** 1234567890 1  
(Non-Negotiable)  


**DESCRIPTION:** DATE: 2023-01-02  
Microprocessors  
VALUE: 10000.00 PLN WEIGHT: 5 KG

**DHL** 1 OF 1  
Origin: KTW

**Additional Info :** Pick-up time + route : 2023-01-02 Extra charges  
Bill to account : xxxxxx Dimensions (cm) : L: 30 W: 20 H: 25 1:DS  
DHL Service : Duties Taxes Unpaid Volumetric weight : KG  
Reason for export : Customer weight : 5 KG  
Insurance value : Actual weight :  
Duty and Tax account :

## Statement for shipments containing strategic goods



In relation to legal regulations pertaining to the Community system of control for the export of dual-use goods and technologies and the control system for the trading of military goods, aware of liability, I hereby declare as follows:

## DECLARATION

The shipped/ declared goods under the name of  
MIKROPROCESORY 100 SZT

with bill of lading DHL HAWB

1234567890

~~Are included/are not included~~  
(delete as appropriate)<sup>1</sup> under  
5A002.a.....

in the list of dual-use items specified in Regulation (EU) 2021/821 of the European Parliament and of the Council of 20 May 2021 setting up a Union regime for the control of exports, brokering, technical assistance, transit and transfer of dual-use items (Official Journal of the European Union, L 206, 11 June 2021);

~~Are included/are not included~~  
(delete as appropriate)<sup>1</sup> under  
LU.....

in Regulation of the Minister of Development of 26 June 2023 on the list of military goods the trading of which requires authorisation (Polish Journal of Laws Dz.U. 2023 item 1344).

On account of technical and utility characteristics differing from detailed qualification terms specified in the lists above

are not subject to<sup>1</sup>

limitations in trading pursuant to the Law on Foreign Trade in Goods, Technologies and Services of Strategic Importance for State Security, and for the Maintenance of International Peace and Security (Journal of Laws 2022, item 1666, as amended).

WARSZAWA 02.01.2023 .....  
(place, date)

JOHN SMITH .....  
(first name and surname of declarant)<sup>2</sup>

  
.....  
(company stamp and signature)<sup>2</sup>

You can download the form from our [website](#).

➔ Export Dictionary ➔ Strategic Goods