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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)



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DESCRIBE THE GOODS IN DETAILS

URZĄDZENIE ELEKTRONICZNE
STEROWNIK - 1 SZT SN: 987AB1
CZEŚĆ DO NAPĘDU MASZINY GÓRNICZEJ
KOD CN 8537 10 98

(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 ⁽¹⁾

<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

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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:

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: _____

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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

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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

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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 for repair of goods/outward processing).

- Enter the shipment number from the waybill.
- Describe the goods or attach an additional translation of the invoice.
- Indicate the type of customs clearance we should perform (→ **INDIVIDUAL**).
- Indicate the purpose of the export (e.g. export for repair). For special procedures, we will need additional information and documentation. Please refer to the information in the Export Dictionary: Special Procedures.
- Write your name or provide a signature.
- Provide details of a person we can contact in case we need more information regarding the shipment.

INVOICE

Seller/From:

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

INVOICE

Invoice no: *0001*
Date: *02.01.2023*

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. <i>Controller</i> <i>SN: 987AB1</i> 2	<i>8537 10 98</i>	<i>1</i>	<i>10 000</i>	<i>10 000</i>

Total items value: *10 000 PLN*
Transport fee: *1 000 PLN*
Total: *11 000 PLN*

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Reason of export: *For repair*
Terms of delivery: *DAP Shenzhen*

3**FROM :** Account Nr DHL: *XXXXXX*

XYZ SP. Z O.O.
HOZA 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*

Controller

VALUE: *11 000,00 PLN* WEIGHT: *50 KG*

PRODUCT:

WPX*Reproduction*

DESTINATION:

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

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 :



COMMISSIONING OF A SERVICE OPENING A SPECIAL PROCEDURE – OUTWARD PROCESSING

SHIPMENT NUMBER: 1234567890

Provide us with the information we need for smooth customs clearance ↓

ARE YOU IN POSSESSION OF A PERMIT TO USE THE PROCEDURE:

YES (please attach) NO (we will apply on your behalf in an abbreviated manner)



DESCRIPTION OF THE GOODS AND IDENTIFICATION DETAILS

(describe specific features – model, name, serial number, and/or provide photos of all the goods)

URZĄDZENIE ELEKTRONICZNE: STEROWNIK - 1 SZT SN: 987AB1

CZĘŚĆ DO NAPIĘDU MASZYNY GÓRNICZEJ

KOD CN 8537 10 98

TYPE OF THE REPAIR SERVICE (please indicate the relevant box)

- I will pay for the costs of the repair
- I will not be charged with the repair costs; e.g. the goods are under warranty
(please provide a supporting document, i.e. warranty card/agreement, correspondence with the guarantor)

REPAIR EXECUTION PLACE: (please provide the name and address of the company if they differ from the ones on the invoice)

IF THE LOCATION IS COMPLIANT WITH THE INVOICE (ITEM: SHIP TO / CONSIGNEE), THEN YOU DO NOT HAVE TO PROVIDE THESE DATA

CUSTOMS OFFICE FINALIZING THE PROCEDURE

(if you anticipate that after repair the goods might be cleared via a different Customs Office, add its number below)

PL391010, PL443020, PL331040, PL322050, PL322010, PL451030, PL421010 or: CUSTOMS OFFICE IN PRUSZKÓW PL445010

PLANNED DATE OF RETURN AFTER REPAIR

(state the necessary time for performing the repair, missing the deadline will result in loss of the permit):

12 MONTHS

Do you want to know more about Customs clearance? Check out: <https://dhlxpress.pl/en/customs-clearance-and-proces/>
Information about special procedures, required documents and permit holder's responsibilities can be viewed here:
<https://dhlxpress.pl/en/export-dictionary/> → SPECIAL PROCEDURES button

As a Contractee, we undertake to pay to DHL Express (Poland) Sp. z o.o. the fees according to the Price List for DHL International Services DHL Service Price List ⁰¹, including Temporary Import/Export service implementation.

Date and place: 02.01.2023

Name of the ordering party: JOHN SMITH

If we are going to apply for an abbreviated procedure permit on your behalf, please attach such an order for us. This is where you provide all the information we need to process your application.

You can download the form from our [website](#).
→ Export Dictionary → Special Procedures → Export for Repair or Replacement – Outward Processing