

Customs Checklist

Preparation

- Determine the correct Harmonized System (HS) code for each product.
- Verify the classification in the destination country.
- Check if the goods qualify for preferential tariffs under trade agreements like USMCA, EU FTA, etc.
- Verify rules of origin requirements.

Documentation Requirements

- Ensure the BOL includes accurate shipment details, including shipper and receiver information.
- List all items, their value, and terms of sale.
- Match the information on the BOL.
- Obtain and complete the certificate of origin if required.
- Ensure the certificate of origin is signed and authenticated if necessary.
- Provide a detailed list of the contents of each package.
- Check if special licenses are required for specific goods.
- Ensure coverage is in place and documented.

Compliance Checks

- Calculate applicable tariffs and duties based on the HS code and trade agreements.
- Verify compliance with destination country regulations (e.g., health, safety, and environmental standards).
- Match the information on the BOL.
- Check if any items are restricted or prohibited in the destination country.
- Ensure no sanctions or embargoes affect the shipment.

Customs Declaration

- Complete and submit the required customs declaration form.
- Utilize digital tools and platforms for faster processing and tracking.
- Obtain confirmation from the carrier and receiver upon delivery.

Post-Clearance Activities

- Maintain records of all documents for at least five years.
- Regularly review compliance and conduct internal audits to ensure adherence to customs regulations.
- Gather feedback from customs experiences to improve future shipments.