



**OSBORN CUSTOMS SERVICES LTD  
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## **REQUIREMENTS FOR CUSTOMS CLEARANCE** **(SEAFREIGHT)**

### **DOCUMENTS REQUIRED:**

- COPY BILL OF LADING
- COMMERCIAL INVOICE(S)
- PACKING LIST(S)

### **IF APPLICABLE:**

- ORIGINAL EXEMPTION DOCUMENTS E.G. GSP, EUR1
- COPY CERT. OF ORIGIN
- COPY IMPORT LICENCE

### **INSTRUCTION SHEET, CONTAINING YOUR FULL DETAILS. INCLUDING:**

- COMPANY NAME (IF APPLIC.),
- SENDERS NAME,
- TEL. & FAX NUMBER, AND EMAIL ADDRESS
- YOUR REF. (IF APPLIC. FOR INVOICING PURPOSES)

### **SHIPMENT DETAILS:**

- VESSEL NAME/ETA
- CONTAINER NUMBER(S)
- FCL – PORT OF DISCHARGE OR LCL – PLACE OF DEWAN
- TOTAL PIECES/GROSS WEIGHT
- IMPORTERS DETAILS (VAT NO. AND DAN, IF APPLICABLE)
- COMMODITY CODES (IF AVAILABLE)
- REASON FOR IMPORT E.G. HOME USE, P/EFFECTS ETC.
- ANY EXEMPTION/RELIEF INSTRUCTIONS
- FREIGHT, INSURANCE AND UK VAT ADJ. CHARGES TO BE DECLARED

**(AIRFREIGHT REQUIRES SIMILAR DOCUMENTATION, BUT THE BILL OF LADING IS REPLACED BY AN AIRWAYBILL)**