

U.S.A. CUSTOMS CLEARANCE DOCUMENTS

The attached documents must be completed for all shipments of household and personal effects to the United States. If you do not fully complete these documents, your consignment will be shipped or will not clear customs, and you may be charged for storage at origin or destination for any delays caused.

Please note that you must also provide a clear photocopy of your passport picture / personal details page, and a copy of your U.S. visa (if applicable). You must also complete and attach a packing list (owner packed consignments), or a number inventory which the packers will complete if your consignment has been professionally export packed for shipment.

Declaration For Free Entry Of Unaccompanied Articles.

This is your declaration requesting free entry of your personal effects. The form may seem complicated to begin with, but if you take your time and follow these instructions, you will find it fairly simple to complete. The form is divided into seven sections number Part I through to Part VII.

Part I – Complete boxes 1 to 7. It is important that you fill boxes 3 (date you arrived / will arrive); 5 (airport or place where you arrived / will arrive); and 6 (airline and flight number) correctly. The information you put in these boxes refers to YOUR OWN arrival, not the arrival of your goods. Box 8, sections A to F refers to the arrival of your goods. As you will not have the necessary information to complete this part, you may leave box 8 sections A to F blank for the destination agent to complete.

Part II - Fill in box 9, putting an "X" in the check-box against "is" if you are moving temporarily to the U.S., or in the check-box against "was" if you are moving permanently. Fill in the boxes marked A (name of country); B (length of time); and C (residency status on arrival) with the relevant information. In box 10, note that residents of the U.S. should complete parts A and B; non-residents should complete parts A and C. Put an "X" in each applicable check-box.

Part III – This part applies only to "U.S. Personnel and Evacuees". Complete it only if you are a member of the U.S. Military or a U.S. Government employee, moving on U.S. Government orders. Otherwise, leave this part blank.

Part IV - Section A applies to ALL importers. If you gave any of the items listed by check-boxes 1 to 6, please put an "X" in the appropriate box. U.S. Residents then go on to enter an "X" against each applicable check-box in sections B and C. Imports who are non-residents must complete section B, but not section C. Now go to section D where you list any items that you have indicated to be in your shipment in sections A, B or C. It is not necessary to list here any items which you have owned and used for over a year, as long as these items are detailed on your packing list (for owner packed shipments) or on your inventory (for household removals).

Part V – The destination agent will complete the "Name of Carrier" and Signature of Agent" boxes.

Part VI - Put an "X" in the "Importer" check-box, SIGN the form in Box 2, and date it in box 3.

Part VII – Leave Blank. This is for Customs' use only.

Treasury Department Supplemental Declaration.

On this form, you give details of your passport number, Social security number (if applicable) and brief details of your reason for moving to the United States.

Enter the correct information in each section. You may leave blank section 16 (shipment itinerary) – the destination agent will have the information to complete this section. Enter "N/A" if due to your circumstances a particular section is not applicable to you or your shipment.

Ensure that you sign the form.

Power of Attorney.

This document empowers the destination agent to act for you as your Customers Broker, and to make statements and Customs entries on your behalf.

Know all men by these presents: That - ENTER YOUR NAME IN FULL.

Now go to: Doing Business As Residing At: ENTER YOUR DESTINATION ADDRESS.

Now go to: In Witness Whereof, The Said: ENTER YOUR NAME IN FULL,

Now go to: has caused these present to be sealed and signed: SIGN THE FORM

(Capacity) (Date) ENTER DATE

Witness: HAVE THE DOCUMENT WITNESSED, DOES NOT NEED TO BE ANYONE IN PARTICULAR, HOWEVER SHOULD BE WITNESSED BY A PERSON OF A DIFFERENT SURNAME TO YOURSELF.