

PRINTED MATTER:

BASIC DOCUMENTARY REQUIREMENTS FOR CUSTOMS ENTRY

Commercial Invoice: A Commercial Invoice is required to include many elements of information needed to inform Customs of the details of the transaction between you and the seller. Information required on the Invoice is as follows:

- The full name and address of the seller and the consignee (buyer) of the goods,
- the terms of sale with the currency used and exchange rate (if agreed to)
- The country of origin of the goods and the language used on the Invoice must be English.
- The articles should be described in terms sufficient to allow a layman to determine what the articles are.
- Quantities of each of the articles must be declared along with the unit values and extended values.
- Weights and measures of the articles are required if they are necessary to ascertain duties or Quota issues.
- Discounts must be clearly shown.
- The following charges must be indicated and noted as to whether or not they are part of the invoice value:
 - ✓ packing costs
 - ✓ ocean or air freight
 - ✓ marine insurance
 - ✓ Assists
 - ✓ buying and or selling commissions
- The name of a responsible employee of the exporter, who has knowledge of or can readily obtain knowledge of the transaction, should be shown on the invoice document.

Packing Lists: Information required for Customs normally found on a packing list includes:

- Marks and numbers of all of the cartons, pallets, drums, etc. in the shipment
- The measurements and gross and tare weights of each item.

The importance of this information is magnified if Customs elects to examine a portion or the imported cargo.

Bill of Lading: A Bill of Lading or any other document that shows evidence of your right to make entry to Customs is required. Generally a Bill of Lading or Airway bill is tendered to Customs to show right to make entry. The Bill of Lading should indicate the notify party so that this party may be notified on arrival of the freight at the port. If an original bill of lading is issued, one of the Originals must be endorsed and tendered to the Steamship Line. We suggest that your surface shipments move under Waybills or Cargo receipts to avoid any delays caused by Steamship hold on your shipment. Special note on your Airfreight shipments: You should insist that the AWB and HAWB show you as the consignee. Avoid having a bank, shipper or 'To Order' consignee.

Printed matter: (classifiable in Chapter 49)

Printed matter entered in the following headings shall have, on or with the invoices covering such matter, the following information:

- (1) Heading 4901-
 - (a) Whether the books are: dictionaries, encyclopedias, textbooks, bound newspapers or journals or periodicals, directories, bibles or other prayer books, technical, scientific or professional books, art or pictorial books, or "other" books;
 - (b) If "other" books, whether hardbound or paperbound;
 - (c) If "other" books, paperbound, other than "rack size": number of pages (excluding covers);
- (2) Heading 4902-
 - (a) Whether the journal or periodical appears at least four times a week. If the journal or periodical appears other than at least four times a week, whether it is a newspaper supplement printed by a gravure process, is it a newspaper, business or professional journal or periodical, or other than these;
- (3) Heading 4904- Whether the printed or manuscript music is sheet music, not bound (except by stapling or folding);
- (4) Heading 4905-
 - (a) Whether globes or not;
 - (b) If not globes; whether in book form or not;
 - (c) In any case, whether or not in relief;
- (5) Heading 4908- Whether or not vitrifiable;
- (6) Heading 4904- Whether post cards, greeting cards, or other;
- (7) Heading 4910-
 - (a) Whether or not printed on paper by a lithographic process;
 - (b) If printed on paper by a lithographic process, the thickness of the paper, in mm;
- (8) Subheading 4911.91-
 - (a) Whether or not printed over 20 years at time of importation;
 - (b) If printed not over 20 years at time of importation, whether suitable for use in the production of articles of heading 4901;
 - (c) If not printed over 20 years at time of importation, and not suitable for use in the production of articles of heading 4901, whether the merchandise is lithographs on paper or paperboard;
 - (d) If lithographs on paper or paperboard, under the terms of the immediately preceding description, thickness of the paper or paperboard, and whether or not posters;
 - (e) In any case, whether or not posters;
 - (f) In any case, whether or not photographic negatives or positives on transparent bases;
- (9) Subheading 4911.99- If not carnets, or parts thereof, in English or French, whether or not printed on paper in whole or in part by a lithographic process.