



**CALCULATE IMPORT DUTY**

# IMPORT & EXPORT



## **CUSTOMS CLEARANCE**

Simple Guide



## WHAT IS A CUSTOMS CLEARANCE?

Customs clearance is the official process of goods passing through a country's customs authority to comply with regulations and enter or exit the country legally. Failing to clear customs properly can result in delays, penalties, or seizure of goods.



## WHAT IS A CUSTOMS BROKER?

A customs broker acts as an intermediary between importers or exporters and customs authorities, helping navigate the complexities of international trade. They ensure goods comply with regulations and are cleared through customs efficiently.

# CUSTOMS CLEARANCE PROCESS

## **01. Documentation**

Provide required documents (invoices, permits, etc.) to customs, often with a broker's help.

## **02. Declaration**

Submit a form detailing the shipment's contents (type, value, origin, etc.).

## **03. Inspection**

Customs may physically examine or test the goods to verify the declaration and ensure

## **04. Assessment**

Customs determines any applicable duties, taxes, and fees based on the goods classification and value.

## **05. Payment and Release**

Once the importer pays any fees, customs clears the goods for delivery.

# WHAT DOCUMENTS YOU NEED FOR CUSTOMS CLEARANCE?

Prior to the shipment of any goods, a thorough examination of the required documentation is crucial.

## STANDARD DOCUMENTATION

- ▶ **SHIPPING DOCUMENTATION**  
An original or a certified copy of the consignment note.
- ▶ **COMMERCIAL INVOICE**  
Issued by the supplier, detailing the commercial transaction.
- ▶ **PACKING LIST**  
An itemized list of the goods being shipped, including their descriptions, quantities, and weights.
- ▶ **CERTIFICATE OF ORIGIN**  
Verifies the country where the goods were manufactured or produced.
- ▶ **PREFERENTIAL CERTIFICATES**  
Applicable in situations where trade agreements grant reduced or eliminated customs duties.
- ▶ **HEALTH CERTIFICATES**  
Required for specific categories of goods, such as foodstuffs, to meet hygiene and safety standards.
- ▶ **CERTIFICATE OF ANALYSIS (COA)**  
Provides information on the composition and quality of certain goods.
- ▶ **ORGANIC CERTIFICATE**  
Verifies that the product adheres to organic production and processing standards.

## ADDITIONAL CONSIDERATIONS

- Certain goods require specific licensing and documentation, including:**
- Steel and iron (originating from certain countries)
  - Poultry, meat, milk, and other food products
  - Livestock
  - Furs
  - Endangered animal species
  - Firearms and ammunition
  - Pharmaceuticals and controlled substances





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# HOW CUSTOMS BROKER CAN HELP YOU?

Customs brokers offer a valuable suite of services designed to simplify and facilitate the international movement of goods.

## ▶ **HARMONIZED SYSTEM (HS) CODE CLASSIFICATION**

They assist in identifying the appropriate 8-10 digit HS code for your goods. These codes, established by the U.S. International Trade Commission, categorize products for customs purposes. The first six digits represent the universal HS code, while additional digits specific to the country of import may be included for further classification.

## ▶ **COUNTRY OF ORIGIN DETERMINATION**

Brokers can help determine the country of origin for your goods, which is crucial for proper marking and compliance. This is defined as the country where the goods underwent their last substantial transformation, acquiring their essential form and characteristics.

## **VALUATION AND COMPLIANCE**

Customs brokers assist with valuation analysis, ensuring accurate declaration of your goods' value for customs purposes. This includes services like RLF (Released by Lot of Full), EDI (Electronic Data Interchange), and ACE (Automated Commercial Environment) expertise, all crucial for navigating customs regulations.

## **CUSTOMS FORMS**

They can guide you through the completion and submission of essential customs forms, such as CF-28 and CF-29, which are required for specific scenarios.

## **ADDITIONAL SERVICES**

They can address various needs, such as Canada customs clearance, the consignee (receiver) designation, surety bond assistance, reconciliation prototype support, and more.



**Ask Atlantic Project Cargo specialists  
how you can make the customs clearance process  
smooth and stress-free, allowing you  
to focus on your core business activities.**

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