

**AIR FREIGHT
DAP/DDU IMPORT HANDLING CHARGES**

Import customs clearance	275 USD + 3 USD per HS code
Handling at the airport	0.05 USD/kg, min 25 USD
THC	at cost, approx. 0.45 USD/kg, min 45 USD
Storage (3 days free-of-charge)	then at cost, approx. 0.2 USD/kg/day for the first 5 days of payable storage, then higher
Delivery within Moscow city limits	Up to 100 kg - 55 USD Up to 500 kg - 70 USD Up to 1000 kg - 85 USD Over 1000 kg – on request
Delivery out of the Moscow city limits	On request

IMPORTANT!

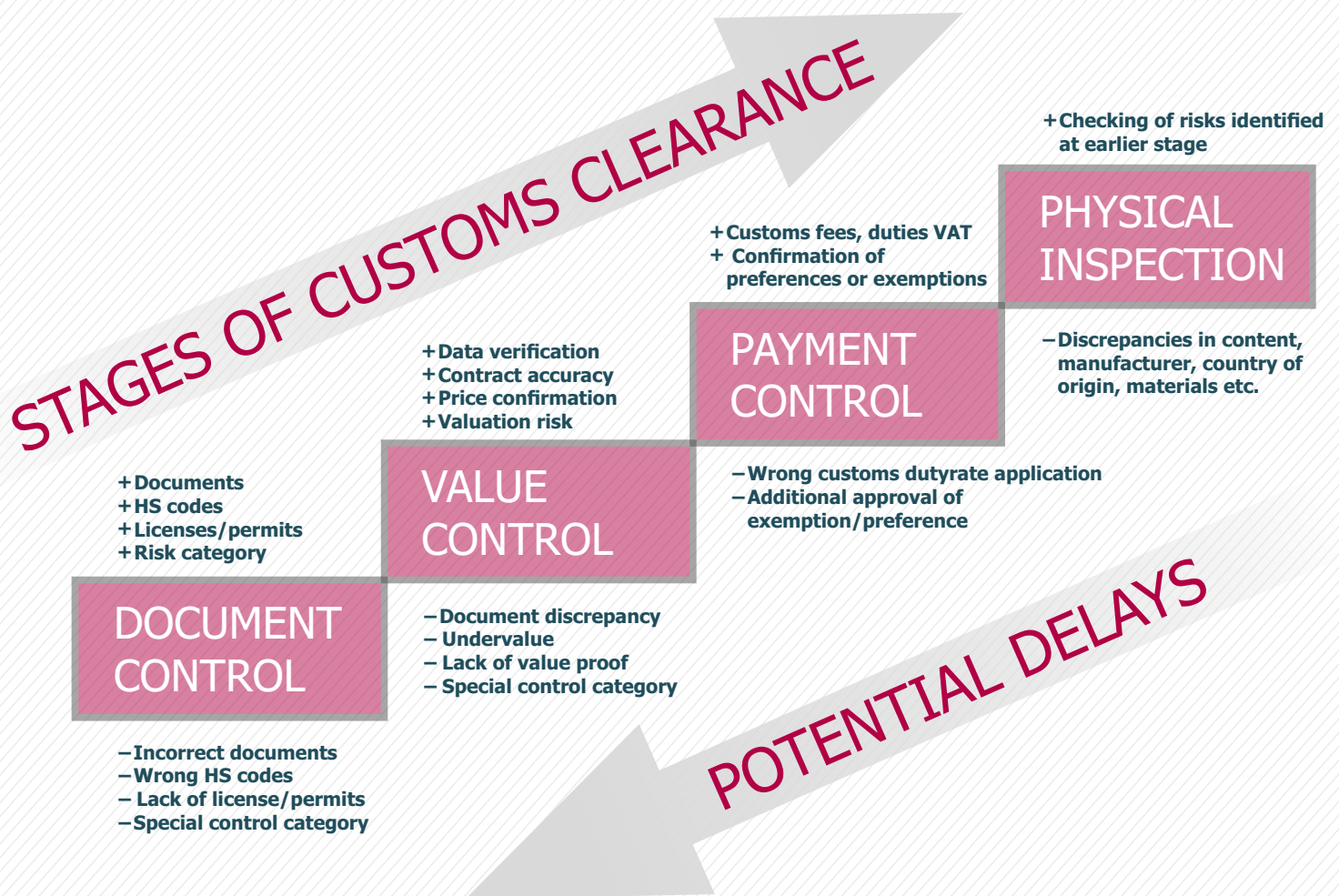
1. The importer should be a legal entity registered as member of international trade at the Customs point of the airport of destination. If the importer doesn't have the registration, we can assist them in getting registered if they provide us with the required corporate documents
2. The importer should sign a brokerage agreement with us and provide us with all the required commercial docs for import clearance.
3. All the Customs procedures in Russian are subject to preliminary check of the documents and green light for shipping.
4. After checking all the customs matters with the importer, we will be able to advise you the shipping instructions

QUICK & EASY GUIDE TO CUSTOMS CLEARANCE IN RUSSIA

CUSTOMS ALLOWS THE RUSSIAN GOVERNMENT TO PROTECT ITS INTERESTS AT THE BORDER, ENABLE AND MONITOR TRADE, AND COLLECT DUTIES, FEES AND TAXES.

IMPORT ALLOWS YOU TO BRING SHIPMENTS TO RUSSIA TO BUILD YOUR BUSINESS.

ACEX IS HERE TO MAKE THAT RELATIONSHIP WIN-WIN.



THIS **GUIDE TO CUSTOMS CLEARANCE IN RUSSIA** HAS BEEN DESIGNED TO HELP SHIPPERS AND IMPORTERS UNDERSTAND THE BASIC DOCUMENTATION REQUIRED FOR SMOOTH, EASY CLEARANCE OF THEIR GOODS AT THE RUSSIAN BORDER.

ACEX FIVE GOLDEN RULES FOR CUSTOMS CLEARANCE IN RUSSIA

1. THE DECLARED VALUE NEEDS TO BE TRUE AND SUPPORTED BY DOCUMENTATION (ON REQUEST).
2. ALL COMMODITY DESCRIPTIONS SHOULD BE AS DETAILED AS POSSIBLE.
3. ALL DOCUMENTS NEED TO BE CONSISTENT, WITH NO DISCREPANCIES (E.G., IN CURRENCY, SENDER NAME, etc.).
4. DUTIES & FEES MUST TO BE PAID AT DESTINATION BY THE RECEIVER. DDP IS NOT AVAILABLE.
5. ACCURATE PREPARATION OF DOCUMENTATION BEFORE SHIPPING DECREASES TRANSIT TIME.

CHECKLIST BEFORE DISPATCHING YOUR SHIPMENT

- The consignee in Russia a company (with a legal entity) and not a private individual.
- The company's name been placed as the consignee on the waybill.
- The company's name also the consignee written on the invoice?
- These imported goods are for sale. If so, the details in the invoice must comply with the "Commercial Invoice sample".
- These shipments goods are sent for purposes other than sale (on a free of charge basis)? No zero-rated shipments are accepted, realistic value with reference of "value shown for customs purposes only" to be used.

IF YOU HAVE ANY QUESTIONS ABOUT CUSTOMS CLEARANCE IN RUSSIA,
PLEASE FEEL FREE TO CONTACT US BY E-MAIL AT gpn@acex.net

WE'LL BE HAPPY TO HELP!

30, Kommunalny proezd,
Khimki, Moscow region,
141400, Russia

8-800-777-2239

ACEX
GLOBAL LOGISTICS NETWORK

www.acex.net

THE IDEAL COMMERCIAL INVOICE

COMMERCIAL INVOICE SHOULD BE COMPLETED FOR DELIVERY OF
COMMERCIAL GOODS (FOR SALE)
PRINT COMMERCIAL INVOICE ON CONSIGNORS LETTERHEAD SHOWING LEGAL ADDRESS
ORIGINAL COMMERCIAL INVOICE SHOULD BE SUBMITTED (NOT A COPY)
ALL GREY FIELDS MUST BE COMPLETED

COMMERCIAL INVOICE

Invoice No 25
Date 01/04/2010

Invoice Address (no private individuals): Russia Moscow Bolshaya str.15/5 OOO ABC	Delivery terms (Incoterms): DAP Moscow
Ship to (no private individuals): Russia Moscow Malaya str. 10, building 3, entrance 4, office 10 OOO ABC Contact person: Veselov Sergey Phone: 8 910 576 35 26	Delivered under: Contract № 110 dd 25.03.2010 Payment terms: 90 days from Invoice date

Description	Country of origin	Net weight/kg	HS Code	Qty (pieces)	Unit price, USD	Total price, USD
Suit, mod. Business, art. 23840-27, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)	Italy, Lignano spa	5 kg	610429 0000	10	500	5000
Suit, mod. Business, art. 23840-29, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)	Italy, Lignano spa	7,6 kg	610429 0000	15	500	7500
Sweater, mod. Holiday, trade mark Mosaic; wool (98%) polyester (2%)	China, Baillhua Trade Ltd	4 kg	611011 1000	34	45	1530
Brush for cleaning of clothes, plastic 100%	Malaysia, Intertrade Ltd	3,1 kg	392490 9000	100	5	500
Catalogues Loops	Italy, Masterprint srl	6,3 kg	491110 1000	5	10	50
Total price, USD:						14580
Insurance cost, USD:						200
Freight cost, USD:						9500
Total for payment, USD:						24280

Signed by:	Signature, stamp of CNOR
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The name and address should match the consignee's registration documents.

Your Incoterms will also influence whether you include insurance and transportation cost in the invoice value. ACEX does not offer DDP service

Description needs to be as detailed as possible – commodity name, part/serial numbers, materials, components, sizes etc.

Don't forget to include a reference to the contract and payment terms in your commercial invoice!

Price needs to be defensible, and supported by a price list (from a catalogue or website etc.).

For incoterms CIP

For incoterms CIP, CPT, DAP

Try to stick to the same currency throughout the invoice

HERE ARE THE DOCUMENTS THAT THE CONSIGNEE SHOULD PROVIDE FOR IMPORT CLEARANCE:

- One of the following documents for value confirmation: Price list (catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (where permitted by law in your country of export)
- Copy of insurance certificate with insurance amount (for incoterms: CIP, CIF), where insurance is part of contract/ shipping requirements
- Sales contract
- Signed Brokerage contract if Customs Broker Service is used
- Number of passport of Import Deal (a special document of currency control issued by the importer's bank if customs value more than 3000000RUB FOR IMPORT)
- Permissions issued by Russian Authorities (e.g. import permits etc.) where required by HS (tariff) code
- Translation of the commercial invoice and packing list into Russian
- Proof of payment for the goods (in case of prepayment)
- Technical description of the goods/brochure
- Power of attorney

Attention! Extra requirements:

- a) When sending registered medicine a **registration certificate** is required. When sending unregistered medicine Ministry of Health permission is required.
- b) When sending equipment with cryptographic functions e.g. mobile phones, or any such devices with computer engineering software, official **notifications** are required. Such **registered notifications** are available at www.tsouz.ru, the official website of the Customs Union Committee.
- c) When sending goods which are subject to the phytosanitary or to veterinary control, international **Phytosanitary Inspection Certificate** or **Veterinary Certificate** are required from shipper to supplied units.
- d) For branded items, the availability of intellectual property protection in the customs register should be rechecked. If it exists, the importer should provide the authorisation letter for the intellectual property rights holder.