



Customs Documents

Customs procedures are involved when goods are transported in and out of the EU.

- An export declaration must be made in the country of departure.
- This must be done by the consignor of the product.
 - usually the loading address.
- an import declaration should be made in the country of destination.
- This must be done by the consignee of the product.
 - usually the unloading address.

How it works in practice

When loading / Export Document:

- After the truck is loaded, the exporter must file the export declaration with customs.
- You must wait at the loading address until customs has approved the export declaration.
- Only then you may leave from the loading address.
 - Sometimes customs may want to check the cargo. This is done by a mobile customs team that travels to the unloading address to carry out the check. You will have to wait for this.
- You may receive a copy of the export document; however, this is not always the case.
- Your container must be registered at the port beforehand
 - If this has not been done, the container cannot be dropped off. In that case, get in touch with the planning department.

- If you travel out of the EU accompanied, i.e., complete with a truck and trailer, you must always carry a copy of the export document.
 - You must have this export document scanned upon departure.
 - In almost all cases, you should already carry a copy of the import document for the country of arrival. You must also have had this scanned upon departure.

If you need to mount and then unload / Import document:

- If you wish to mount a container, the import declaration must be completed.
 - Your container must be at the port in advance.
 - You cannot mount the container if this has not been done.
 - In this case, get in touch with planning.

Type of document

The type of document it concerns is stated at the top of the document. If this starts with the letters EX or EU, it concerns an export document. If this starts with the letters IM, it concerns an import document.

MRN number (Master Reference Number)

A customs document has its own unique number, called a Master Reference Number. It consists of digits and letters and is always found in the top right corner of the customs document.

EUROPESE GEMEENSCHAP				
TVOERGELEIDEDOCUMENT	Afzender/Expéditeur (2) N: BECK000177 LOUIS DREYFUS COMPANY JUICES SUISSE ROUTE DE L'AEROPORT 29 1216 COINTRIN CH		Nr. BECK000177	
	Geadresseerde (8) N: 0000 COBELL - SUNMAGIC COBELL LTD. -SUNM SUNMAGIC, 1 LINDRED ROAD 889 SSR BRIERFIELD, NELSON GB		Nr. 0000	
	Aangever/vertegenwoordiger (14) N: BE0465981565 LOUIS DREYFUS COMPANY BELGIUM GEERAARD VAN DEN DAKELAAN 1010 A 9000 GENT		N: BE0465981565	
	SOORT AANGIFTE (1) EU A Indic.ABO (S32)		MRN 22BEE0000015338065 	
	Formulieren(2) Aang.vol (S00) 1 1 S		Artikelen (5) Totaal Coll (6) Datum van afgifte: 11/03/2022 1 --- Douanekantoor: BEGWE216002	
Referentienummer (7) SG22312879		Code betalingswijze vervoerskosten (S29) Code L. verz. lutt. (15) Code L. bestemming (17) --- a BE a GB		
Code(s) land(en) die deel uitmaken van het vervoerstraject (S13) ---		Veritegenwoordiger indener samen.aangifte (14b) N:		

However, it may also say T1 here.

- This document is also known as a Transito Document.
- The British call this a Transport Accompanying Document (TAD).

A T1 is a transport document with which goods from outside of the EU are transported to within the EU. Goods can be customs cleared with a T1 document. For example: you mount a container in Rotterdam. The container is from outside of the EU and must be transported to Hamburg by road. With the T1, the goods are transported from the Netherlands to Germany under customs supervision and are cleared at a customs office in Germany.

EUROPESE GEMEENSCHAP		1 REGELING		MRN
A BEGELEIDINGSDOCUMENT	2 Afzender / Exporteur Nr.		T1	
	U KOOPT HIER UW PRODUCTEN?		3 Formulieren	4 Ladinglijst
	P.O. BOX 1	34989	1	1
	GUANGDONG	CN	5 Artikelen	6 Totaal colli
8 Geadresseerde Nr. NL223716881		Terugzendingsexemplaar terugzenden aan:		009711387 19 000094478
AH CUSTOMS		15 Land van verzending/uitvoer		
OUDE BENNEKOMSEWEG 1A		CN		
EDE				

VOORBEELD

Pay special attention to this:

If you are loading cargo that comes with a T1:

- If you receive this document at the loading address, you must always keep it with you.
- If you dismount the container to which the T1 belongs, this T1 must be put in the container's document box together with the other documents.

If you are mounting and unloading a container that comes with a T1:

- You planner will inform you that a T1 comes with the cargo.
- You can get a hold of a copy of the T1 in two ways:
 - The T1 is in the document box of the container.
 - The planner arranges for you to receive a copy of the T1.

You must have the T1 with you before the container/trailer may depart:

- You must report to the offices of the destination with the T1 before unloading. Usually this is an office close to the unloading address.
- Your planner provides you with the address of the destination offices.
- At the destination offices you will be given proof of that your T1 has been 'cleared' or 'closed'.

Only when you have been to the destination offices with the T1 and all formalities have been completed, you may drive to the unloading address and start unloading.

You may NEVER unload if you have not been at the destination offices. If the offices are closed, you must wait until they open. In this case contact planning.

T2 document

A T2 document is a Transito document just like the T1. A T2 is used to transport goods in free circulation in Europe, under customs supervision. Consider a truck driving from the Netherlands to Italy, and passing through Switzerland, which is not an EU country. With a T2 document you can travel through Switzerland without having to pay import taxes at the border with Italy.

EUROPESE GEMEENSCHAP		1 REGELING		MRN	
A IEVERVOER-BEGELEIDINGSDOCUMENT	2 Afzender / Exporteur AH CUSTOMS OUDE BENNEKOMSEWEG 1A EDE 6717 LM NL	Nr.	NL223716881		
	3 Formulieren 1 1		4 Ladinglijst -		
	5 Artikelen 1		6 Totali coll. 1		
	8 Geadresseerde UW KLANT P.O. BOX 1 BASEL 8500 CH		Terugzendingsvoorbeeld terugzenden aan:		
	15 Land van verzending/uitvoer NL		17 Land van bestemming CH		
18 Identiteit en nationaliteit van het vervoermiddel bij vertrek TRUCK NL		55 Andere voorvallen tijdens het vervoer Vermelding van de feiten en de getroffen maatregelen		G VISUM VAN DE AUTORITEITEN	

Other documents

T2L: Document of origin proving that the goods originate from the free circulation in the EU. Particularly important in shipping where products are transported within the EU and customs may suspect that the loaded goods are all from outside the EU (i.e. non-Community goods). A T2L allows you to prove that they are from within the EU.

CVO / EUR1: This Certificate of Origin is a declaration of the origin of the goods and is often requested by the importer or even required by the government. A EUR1 Certificate is a special type of declaration of origin and is used to obtain a reduction or exemption from import duties. This is established by the EU in trade agreements.

AGD: The Administrative Guide Document is used when transporting excise goods within the EU on which excise duty has not yet been paid. It is prepared by the consignor.

SAAD: The Simplified Administrative Accompanying Document is used when transporting excisable goods within the EU on which excise duty has been paid in another EU member state. It is prepared by the consignor.

ATR: Customs document used for the movement of goods between the European Union and Turkey. This mutually allows most goods to be imported duty-free, regardless of origin. For some products, however, an ATR is not sufficient and a EUR1 should be used.

(LOI) Letter of Indemnity: used for transportation from a port to a customs office outside the port without the goods being cleared at the port. This transport then falls under a transit regimen and the LOI must cover the value of the goods.