



# Importing Checklist

<p><b>Before Shipping Begins...</b></p>	<p>Documents that are sometimes required depending on where the shipment is coming from / what the goods are;</p> <ul style="list-style-type: none"> <li>- Certificate of Origin</li> <li>- GSP Certificate</li> <li>- Import Licence</li> <li>- Anti Dumping Form</li> </ul> <p>Note: These forms will need to be arranged and completed by the supplier so it is crucial this arranged before the consignment is shipped.</p>	<p>Call us on +353 (0)1 5312821 and we will advise you on whether you will require any of these forms before you begin the Import shipment.</p> <p>Commodity codes and information about Anti Dumping rules can be found here:  <a href="http://www.revenue.ie/en/customs/leaflets/anti-dumping-duty-countervailing-duty.html">http://www.revenue.ie/en/customs/leaflets/anti-dumping-duty-countervailing-duty.html</a></p>
<p><b>Before the Shipment Arrives...</b></p>	<p>We will need the following documents prior to the vessel / flight arriving in Ireland:</p> <ul style="list-style-type: none"> <li>- An Original or Surrendered Bill of Lading or Airway Bill</li> <li>- A commercial Invoice</li> <li>- A Packing List (If Issued)</li> </ul>	<p>You should receive these from your supplier once they have dispatched the goods. You can ask them to send these documents directly to us.</p>
<p><b>To Clear Customs and the Shipping / Air Lines...</b></p>	<p>We will need the following information and documentation:</p> <ul style="list-style-type: none"> <li>- Terms of shipment (FOB, EXW)</li> <li>- VAT number / EORI Number</li> <li>- Reason for Import (commercial)</li> <li>- Commodity / Tariff Code</li> <li>- Payment</li> </ul>	<p>Revenue resources on Commodity Codes  <a href="http://www.revenue.ie/en/customs/businesses/importing/classification-of-goods.html">http://www.revenue.ie/en/customs/businesses/importing/classification-of-goods.html</a></p> <p>Registering for VAT:  <a href="http://www.revenue.ie/en/tax/vat/guide/registration.html">http://www.revenue.ie/en/tax/vat/guide/registration.html</a></p>
<p><b>Payment...</b></p>	<p>In order to process your shipment as efficiently as possible, certain payment deadlines will need to be met:</p> <ul style="list-style-type: none"> <li>- Import VAT &amp; Duty. Payable immediately on request.</li> <li>- All charges for shipment must be paid to us prior to delivery of the cargo.</li> </ul>	<p>Any delay in making payment could result in additional charges such as rental or demurrage, as well as incurring delays in receiving your cargo.</p> <p>Revenue Deferred Payments:  <a href="http://www.revenue.ie/en/tax/vat/guide/imports.html#section7">http://www.revenue.ie/en/tax/vat/guide/imports.html#section7</a></p>

If you have any questions or would like to ask our advice relating to the above, or in regard to any other aspect of Importing or Exporting your goods, please don't hesitate to contact a member of staff on 353 (0)1 5312821