

General Supplier Guidelines for Customs Clearance

1. Customs clearance at the border

HACO/NARIDA cooperates with the following customs agent and his handling partners for imports at the border:

BKM Customs & Consulting AG
Industriestrasse 12, CH-9320 Arbon

Mr. Michael Elvedi / T. +41 71 447 15 15 / +41 71 447 15 16
www.b-k-m.ch

All imports destined for either HACO or Narida must be notified to our customs agent by email.
the address is zoll@b-k-m.ch

2. Handling partner of BKM Customs & Consulting AG

Depending on where you want to cross the border, all customs documents must be presented to one of the following handling partners of BKM:

Thayngen / Bietingen
BKM Customs & Consulting GmbH
Bietingerstrasse 98a
CH - 8240 Thayngen
+41 52 632 20 70

Wolfurt
Gebrüder Weiss GmbH
Gemeinschaftszollamt
AT-6960 Wolfurt
+43 5574 696 12 58

Kreuzlingen
Frederick & Stähli
Autobahnzollamt
CH-8280 Kreuzlingen
+41 71 677 95 00

Koblenz / Waldshut
BKM Customs & Consulting
Georg-Wittig-Str. 2
D-79761 Waldshut- Tiengen
+41 56 200 24 94

Bad Säckingen
Streck Transporte AG
Zollgebäude
D-79713 Bad Säckingen
+49 7761 46 60

Rheinfelden
Zollimpex AG
Spediteurgebäude. N3-A98
/Warmbach
CH-4310 Rheinfelden
+41 61 861 44 25

Romanshorn Hafen
Gondrand AG
Friedrichshafenstrasse
CH-8590 Romanshorn
+41 71 466 72 52

St. Margrethen / Höchst
Care Logistics Services AG
Grenzstrasse 24
CH-9430 St. Margrethen
+41 71 747 50 60

Basel / Weil Autobahn
Zollimpex AG
Gemeinschaftszollanlage
Büro 410 (DE --> CH)
Basel / Weil Autobahn
+41 61 631 33 55

Basel / Weil Autobahn
Zollimpex AG
Gemeinschaftszollanlage
Office 319 – CH --> DE
DE-79576 Weil am Rhein
+41 61 631 36 90

Bargen / Neuhaus
Gondrand AG
Im Zollgebäude 8233
CH-8233 Bargen
+41 52 653 11 88

Chiasso / Como
Gondrand AG
Via Maestri Comacini
CH-6830 Chiasso
+41 91 695 13 00

Au / Lustenau
Gebrüder Weiss AG
Grenze
CH-9434 Au
+41 58 458 53 00

Schaanwald / Tisis-Feldkirch
Gondrand AG
Voralbergstrasse 227
CH-9486 Schaanwald
+423 373 22 13

Valorbe / Jougne
Gondrand AG
Route du Creux 22a
CH-1337 Vallorbe
+41 21 843 93 20

Ramsen / Rielasingen
Balimpex AG
Haus Moskau
CH-8262 Ramsen
+41 52 743 18 18

Basel St. Louis
Zollimpex AG
Neudorfstrasse
CH-4025 Basel
+41 61 322 40 80

Bardonnex
NTG Gondrand Customs SA
Chemin des Epinglis 20
1257 Bardonnex
+41 61 285 33 33



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3. Customs clearance in Gümligen / Authorised recipient (ZE)

As an external warehouse of RHENUS LOGISTICS AG, Embrach, HACO AG is considered an authorized consignee. Customs clearance can therefore be done directly in Gümligen.

But customs clearance in Gümligen should only be done for full lorries. Before delivery, RHENUS LOGISTICS AG and the responsible purchaser of HACO AG must always be contacted regarding the transit documents. **Customs clearance in Gümligen may not be carried out without prior agreement.**

If all criteria is met customs clearance in Gümligen shall be carried out by the following customs agent:

RHENUS LOGISTICS AG

Embraport 1, CH-8424 Embrach

Ms. Manuela Scherrer / customs.clearance@ch.rhenus.com / +41 44 866 26 64, Fax +41

44 866 26 50

4. Customs clearance instructions of HACO/Narida

For each order the supplier receives a copy of the customs clearance instruction as an e-mail attachment, which HACO/NARIDA sends to the customs agent. The information on the customs clearance instruction **is binding** and must be observed. In case of any uncertainties, proactively contact the responsible HACO/NARIDA purchaser.

GUIDELINES FOR OUR SUPPLIERS AND CUSTOMS BROKER

5. Customs assessment ruling

HACO/NARIDA requires a valid declaration of origin for each import on the assessment order

Import with valid declaration of origin on the commercial invoice or with EUR1. The valid declaration of origin must be checked by the customs declarant and correctly declared on the assessment form. If the certificate of origin is missing, the customs agent must provisionally clear the consignment and then request the document from the sender within the statutory period. If the ORIGIN cannot be marked with an (x) on the customs declaration for IT reasons, a note (valid proof of origin available or similar) must be added.

The supplier is responsible for ensuring that a valid certificate of origin is available when importing the goods so that this circumstance can be noted on the customs assessment order.

In addition, the following information must be noted on the customs assessment notice:

- Purchase order number HACO/NARIDA
- Article number HACO/NARIDA
- **Customs assessment ruling**



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6. Customs assessment ruling

HACO/NARIDA requires a reference to a valid document of origin on every tax assessment order!

If provisional customs clearance has to be carried out due to a missing document (GSP / EUR.1 / invalid declaration of origin etc.), the responsible buyers must be informed in advance. The customs agent is responsible for meeting the deadlines and is liable for any additional costs. After receipt of the missing documents, the customs agent is responsible for the definitive customs clearance. If the status of a shipment is subsequently changed from provisional to definitive, written confirmation must be provided.

GUIDELINES FOR THE CUSTOMS AGENT

7. Customs clearance errors

If the customs clearance service provider does not meet our conditions, he will be charged a lump sum of CHF 100.00 for the additional expenditure in case of recurrence after two warnings. Whoever carries out customs clearance for HACO / NARIDA accepts these conditions and also undertakes to settle these invoices. In case of recurrence this fee increases to CHF 100.00 per incorrect declaration

8. General tariff

The agreed rates for customs clearance services between HACO/NARIDA and the the customs agents are binding and must be observed. Additional expenses may only be invoiced if these have been agreed in advance with the responsible purchaser. If a foreign supplier makes a DDP delivery as an exception, the customs clearance costs must be invoiced directly to the supplier. **The customs account HACO/NARIDA (ZAZ 1533-9) may NOT be used for DDP deliveries by the customs agent.**

Incorrect customs clearance statements

We cannot accept import clearances which are not invoiced at the agreed tariff. The invoice will be returned immediately. The correction must be made within one week.