

Supplier's Guideline for Customs Affairs

HACO Ltd. and NARIDA AG named below HACO / NARIDA

1 Customs clearance

1.1 Responsibility

The purchasing department at HACO / NARIDA is responsible for the import process. Depending on the product, the responsibility includes purchasing; raw material, packaging material, trading goods or technical equipment.

GUIDELINE FOR THE SUPPLIER

1.2 Customs clearance at the border

HACO / NARIDA works together with the following customs broker and handling partners:

BKM Customs & Consulting GmbH: Address: Industriestrasse 12, CH-9320 Arbon
Phone / fax: +41 71 447 15 15 / +41 71 447 15 16
Contact person: m.elvedi@b-k-m.ch, www.b-k-m.ch

All deliveries in responsibility of HACO / NARIDA must be advised in writing at the following e-mail address:
zoll@b-k-m.ch

Handling partners of 

The hand over of the customs documents take place at the following handling partners:

Thayngen / Bietingen

BKM Customs & Consulting GmbH
Bietingerstrasse 98a
8240 Thayngen
052 632 20 70

Wolfurt

Gebrüder Weiss GmbH
Gemeinschaftszollamt
AT-6960 Wolfurt

Kreuzlingen / Konstanz

Frederick & Stähli
Gemeinschaftszollanlage
8280 Kreuzlingen

Koblenz / Waldshut

DST Combitrans
Georg-Wittig-Str.1
D-79761 Waldshut

Bad Säckingen

Streck Transporte AG
Zollgebäude
D-79713 Bad Säckingen

Rheinfelden

Zoll-Fit GmbH
Speditionsgebäude Verkehrsrichtung N/S
4310 Rheinfelden

Romanshorn Hafen

Gondrand AG
Friedrichshafnerstrasse
8590 Romanshorn

St.Margrethen / Höchst

Care Logistic services AG
Grenzstrasse 24
9430 St.Margrethen

Basel / Weil Autobahn

Zoll-Fit GmbH
Gemeinschaftszollanlage Verkehrsrichtung N/S
3. OG Büro 314
DE-79576 Weil am Rhein

Basel / St.Louis

Gondrand AG
Im Zollgebäude
FR-68300 St.Louis

Bardonnex / Geneve Autobahn

Gondrand AG
Chemin des Epinglis 20
1257 Bardonnex

Bargen / Neuhaus

Gondrand AG
Im Zollgebäude
8233 Bargen

Chiasso / Como

Gondrand AG
Via Maestri Comacini
6830 Chiasso

Schaanwald / Tisis-Feldkirch

Gondrand AG
Voralbergerstrasse 227
9486 Schaanwald

Valorbe / Jougne

Gondrand AG
Route du Creux 22a
1337 Vallorbe

Ramsen / Rielasingen

DST Combitrans AG
Moskau 314B
8262 Ramsen

AU / Lustenau

Gebrüder Weiss AG
Grenze
CH – 9434 Au

All customs clearances at the border (responsibility of HACO / NARIDA) are to be operated by BKM!

1.3 Authorized consignee

As an external warehouse of RHENUS LOGISTICS LTD, HACO is registered as an authorized consignee. Customs clearances can therefore take place on-site in Gümligen. All customs clearances are to be operated by the following customs broker.

RHENUS LOGISTICS LTD: Address: Embraport 1, CH-8424 Embrach
Mail / Homepage: customs.clearance@ch.rhenus.com, www.ch.rhenus.com
Contact person: Paolo Ambula, Tel. +41 44 866 26 66, Fax +41 44 866 26 50,
mobile +41 79 343 34 78, paolo.ambula@ch.rhenus.com

Customs clearances in Gümligen are only suitable for full truck loads. Before the delivery is arranged, RHENUS LOGISTICS LTD. as well as the responsible buyer is to be contacted concerning the transit documents. It is prohibited to arrange customs clearances in Gümligen without consultation of these parties.

1.4 Customs instructions HACO / NARIDA

With every order, the supplier receives a copy of the customs instructions (per email attachment). This is sent at the same time to the customs broker by HACO / NARIDA. The specifications on the customs instructions are **mandatory**. If anything is unclear, the supplier should contact the responsible buyer in order to solve any issues.

GUIDELINE FOR THE SUPPLIER AND THE CUSTOMS BROKER

1.5 Customs assessment

On every customs assessment, HACO / NARIDA requests a valid declaration of origin:

"The import must be done with a valid declaration of origin stated on the commercial documents or with a EUR1. The customs broker is to check the valid declaration of origin and is responsible for a correct declaration on the customs assessment decision. If a valid declaration of origin is missing, the customs clearance must be done provisionally. It is in the responsibility of the customs broker to ensure that the exporter sends a valid declaration of origin within the legal period. HACO / NARIDA is to be informed throughout the entire process. If it is not possible to mark the customs assessment decision with an (x) due to technical reasons, a comment (valid proof of origin available) is **mandatory**."

The supplier is responsible for ensuring that the certificates of origin required for the import process are made available.

Additionally the following information on the customs assessment decision are mandatory.

- order number HACO / NARIDA
- material number HACO / NARIDA

1.6 Provisional customs clearance

HACO / NARIDA requires a valid certificate of origin for every customs assessment!

The responsible buyer is to be informed, if the customs clearance was provisionally done due to missing documentation (GSP / EUR 1 / invalid statement of origin etc.). It is the customs broker's responsibility to meet the deadlines. He is liable for potential extra costs. After receiving the missing documents, the customs broker is responsible for the final customs clearance. If the status of a delivery happens to change from provisional to definitive, a written confirmation must be provided.

GUIDELINE FOR THE CUSTOMS BROKER

1.7 Customs clearance error

If the customs broker does not adhere to our terms, HACO / NARIDA is permitted, in case of recurrence, to charge **CHF 100.-** for any additional work caused. Customs brokers working for HACO / NARIDA are to accept our terms and are obligated to pay our invoices. The fee will be increased by **CHF 100.-** for any further errors.

1.8 General rate

The flat rate for customs clearance agreed with the customs broker is **mandatory**. Additional expenses can only be invoiced to HACO / NARIDA if there is an agreement with the responsible buyer. If however, a foreign supplier delivers on exception by DDP, the costs will be charged directly to the supplier. **It is prohibited to use the ZAZ account from HACO / NARIDA (ZAZ 1533-9) for DDP deliveries.**

1.9 Invoicing error

HACO / NARIDA will not accept import declarations with incorrect rates. If this is the case, the invoice will be returned and asked to be revised within one week.