

## Supplier's Guideline for Customs Affairs HACO AG 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 10 / +41 71 447 15 16  
Contact person: [t.mueller@b-k-m.ch](mailto:t.mueller@b-k-m.ch), [www.zoll-agentur.ch](http://www.zoll-agentur.ch)

All deliveries in responsibility of HACO / NARIDA must be advised in writing at the following e-mail address:  
[zoll@b-k-m.ch](mailto: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  
Grenzstrasse 72  
8240 Thayngen  
052 632 20 70

#### Koblenz / Waldshut

DST Combitrans  
Georg-Wittig-Str.1  
D-79761 Waldshut  
056 246 01 00

#### Romanshorn Hafen

Gondrand AG  
Friedrichshafnerstrasse  
8590 Romanshorn  
071 466 72 52

#### Basel / St.Louis

Gondrand AG  
Im Zollgebäude  
FR-68300 St.Louis DE-79576 W. am Rhein  
061 285 33 33 / 36 40

#### Chiasso / Como

Gondrand AG  
Via Maestri Comacini  
6830 Chiasso  
091 695 13 00

#### Ramsen / Rielasingen

DST Combitrans AG  
Moskau 314B  
8262 Ramsen  
052 740 14 56

#### Wolfurt

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

#### Bad Säckingen

Streck Transporte AG  
Zollgebäude  
D-79713 Bad Säckingen  
+49 7761 4660

#### St.Margrethen / Höchst

Care logistic services AG  
Grenzstrasse 24  
9430 St.Margrethen  
071 747 5060

#### Bardonnex / Geneve Autobahn

Gondrand AG  
Chemin des Epinglis 20  
1257 Bardonnex  
022 885 96 00

#### Schaanwald / Tisis-Feldkirch

Gondrand AG  
Voralbergerstrasse 227  
9486 Schaanwald  
00423 373 22 13

#### Kreuzlingen

Relatra AG  
Autobahnzollamt  
8280 Kreuzlingen  
071 677 41 21

#### Rheinfelden

Streck Transport AG  
Spediteurgebäude N3-A98  
4310 Rheinfelden  
061 831 37 19

#### Basel / Weil Autobahn

Gondrand AG  
Bürogebäude Nord-Süd, 3. Stock  
Büro-Nummer 309/310  
061 285 36 30/32

#### Bargen / Neuhaus

Gondrand AG  
Im Zollgebäude  
8233 Bargen  
052 653 11 88

#### Vallorbe / Jougne

Gondrand AG  
Route du Creux 22a  
1337 Vallorbe  
021 843 93 20

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 MAT TRANSPORT 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.

**MAT TRANSPORT LTD:** Address: Embraport 1, CH-8424 Embrach  
Phone: 0800 809 091 road@mat-transport.com, [www.mat-transport.com](http://www.mat-transport.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@mat-transport.com](mailto:paolo.ambula@mat-transport.com)

**Customs clearances in Gümligen are only suitable for full truck loads.** Before the delivery is arranged, MAT TRANSPORT 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 has 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.