

## General Supplier Guidelines for Customs Clearance

### GUIDELINE FOR OUR SUPPLIERS

#### 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](http://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](mailto:zoll@b-k-m.ch)

#### 1.1 Handling partner of BKM Customs & Consulting

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  
Grenzstrasse 72  
CH - 8240 Thayngen  
+41 52 632 20 70

##### **Wolfurt**

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

##### **Kreuzlingen**

Relatra AG  
Autobahnzollamt 8280  
CH-8280 Kreuzlingen  
+41 71 677 41 21

##### **Koblenz / Waldshut**

DST Combritrans  
Georg-Wittig-Str. 1  
D-79761 Waldshut  
+41 56 246 01 00

##### **Bad Säckingen Streck**

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

##### **Rheinfelden**

Zollimpex AG  
Rheinfelden Import CH, 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)

##### **Bardonnex / Geneve Autobahn**

Gondrand AG  
Chemin des Epinglis 20  
CH-1257 Bardonnex  
+41 22 885 96 00

##### **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

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

##### **Schaanwald / Tisis-Feldkirch**

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

##### **Vallorbe / Jougne**

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

##### **Au / Lustenau**

Gebrüder Weiss AG  
Grenze  
CH-9434 Au

##### **Ramsen / Rielasingen**

Balimpex AG  
Haus Moskau  
CH-8262 Ramsen

##### **Basel St. Louis**

Zollimpex AG  
Neudorfstrasse  
CH-4025 Basel

## 1.2 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  
Mrs. Manuela Scherrer /+41 44 866 26 64  
[www.ch.rhenus.com](http://www.ch.rhenus.com)  
[customs.clearance@ch.rhenus.com](mailto:customs.clearance@ch.rhenus.com)

## 1.3 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 THE SUPPLIER AND CUSTOMS**

#### 1.4 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 a valid declaration of origin is missing, customs clearance must always be provisional. The customs agent is then responsible for requesting and delivering a valid declaration of origin to the exporter 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

#### 1.5 Provisional customs clearance

**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**

#### 1.6 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.

#### 1.7 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.**

#### 1.8 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.