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

- **Rheinfelden**
  - Zoll-Fit GmbH
  - Speditionsgebäude Verkehrsrichtung N/S
  - 4310 Rheinfelden

- **Thayngen / Bietingen**
  - DST Combitrans
  - Georg-Wittig-Str.1
  - D-79761 Waldshut

- **Bad Säckingen**
  - Streck Transporte AG
  - Zollgebäude
  - D-79713 Bad Säckingen

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

- **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!

15.06.2018
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.