

## The following details are required to process your customs declarations

### Completed client-agent form

This document outlines obligations and responsibilities of both parties agreeing to the customs arrangement.

### Your EORI number(s) (IE, GB, NI)

Should you require any assistance applying for EORI numbers, please let us know. An Economic Operators' Registration and Identification (EORI) number is an identification number for economic operators, such as businesses or individuals, trading within the European Union (EU).

### Consignee EORI number (If Business to Business)

Along with your EORI number, we will require your supplier/customer EORI which is included on the customs documentation.

### Country of dispatch

Country from which goods will be exported.

### Country of destination

Different countries will have differing entry requirements for goods particularly if outside the EU.

### Frequency of goods movement

This will allow us to ascertain the best pricing structure for your Easy Customs account; the more volume, the more discount available to you.

### Reason for export/import

Please state the reason for import or export - e.g. will goods enter free circulation or are they intended for repair only? Different reason codes are applied on the customs document depending on reason for export/import.

### Description of goods

Customs authorities will require detail of what goods are being moved.

### Invoice value of goods in local currency

Valuation is one of the 3 pillars of customs along with origin and classification.

### Applicable VAT

Easy Customs can provide details regarding payment of VAT (Value-Added Tax) liability. VAT is payable at point of importation into the State. Imported goods are liable to VAT at the same rate as applies to similar goods sold.

### Applicable duties

Easy Customs can provide details regarding payment of any duties due. Customs duties are taxes levied on import and export of goods. Correct classification of your goods will determine the applicable duty (if any).

### Number of items and weight of the shipment

The make up of the consignment must be detailed to allow customs officials to compare paperwork to actual consignment upon inspection.

### Commodity code of all products for import/export

Also known as the HS code, a commodity code is the code that classifies your product and determines if goods are subject to any tariffs.

### Country of origin of the goods

Duty rates, preferential trade agreements, trade sanctions and import quotas are regulated according to country of origin of your goods - rules on origin can be complex and Easy Customs are here to support in this regard.