

ISF Letter of Instruction

Please fill out and fax to: 781-300-0024 or email to: ISF@Bruninginternational.com

In order to comply with the January 26th 2008 Federal Register interim rule, all imports must have an Importer Security Filing (ISF). The ISF must be filed 24 hours prior to laden on board with the Vessel. The carrier will require to receive the information at least four days prior to laden on board in order to stage cargo. It is recommended to provide the ISF filing details after the booking has been made with the carrier. A booking should be made 2 weeks prior to laden on board in order to ensure that all documentation is received and properly filed for 10+2 / ISF.

Please provide the following details on each shipment for the ISF filing. This information sheet IS NOT the ISF filing but a form to provide the data elements in order to input and send the ISF filing timely. It must be completed entirely and accurately.

Any errors in the data provided may result in a \$5000 per each violation in 2010 to the bonded party responsible for the ISF filing as per the Federal Register.

The below 11 POINTS of information must be provided PRIOR to lading on board.

Note: Throughout this form BIC = Bruning International Corporation

1. AMS BILL OF LADING NUMBER & Loading info

The bill of lading number required to enter with the ISF is the b/l number that has been transmitted as the lowest level BL number. Thus if you are shipping direct on the ocean vessel line the ocean line bill of lading. If the shipment is routed through BIC from origin, we will obtain the AMS b/l number. If the shipment is routed via another carrier and controlled by the shipper then the shipper has to provide the b/l info.

***load date is needed so that we know we are filing timely.**

Bill of Lading#:

Cntr Loading Date:

Vessel ETS:

2. Manufacturer (or supplier) name and address

Name and address of the entity that last manufacturers, assembles, produces or grows the commodity or name and address of the supplier of the finished goods in the country from which the goods are leaving.

Name:

Address:

City, State, Zip:

Country:

Duns #:

3. Seller name and address

Name and address of the last known entity by whom the goods are sold or agreed to be sold.

If the goods are to be imported otherwise than in pursuance of a purchase the name and the address of the owner of the goods must be provided.

Name:

Address:

City, State, Zip:

Country:

Duns #:

4. Buyer name and address

Name and address of the last known entity to whom the goods are sold or agreed to be sold.

If the goods are to be imported otherwise than in pursuance of a purchase the name and the address of the owner of the goods must be provided.

Name:

Address:

City, State, Zip:

Country:

Duns #:

5. Ship to name and address

Name and address of the first deliver to party scheduled to physically receive the goods after the goods have been released from customs custody.

If the Ship to is different from the importer of record. This address must be provided. If the shipper can not provide this information

then the importer must provide it prior to departure of the cargo. Addl fees may apply for searching for this information.

Name:

Address:

City, State, Zip:

Country:

Duns #:

6. Container stuffing location name and address

Name and address of the physical location(s) where the goods were stuffed into the container.

(Cargo loaded by a separate party hired by the Manufacturer, Seller or Supplier has to disclosed in this location.

Cargo location loaded by BIC'S agent may be provided by BIC's designated agent.

Cargo loaded by an unknown forwarder to BIC and is not BIC's designated agent must be provided by the Manufacturer, Seller or Supplier.

Name:

Address:

City, State, Zip:

Country:

Duns #:

7. Consolidator (stuffer) name and address

Name and address of the party who stuffed the container or arranged for the stuffing of the container.

For break bulk shipments the name and address of the party who made the goods Ship Ready.

Cargo location loaded by BIC'S agent may be provided by BIC's designated agent.

Cargo loaded by an unknown forwarder to BIC and is not BIC's designated agent must be provided by the Manufacturer, Seller or Supplier.

Name:

Address:

City, State, Zip:

Country:

Duns #:

8. Importer of record number

The IRS (Internal Revenue Service Number), EIN (Employer Identification Number), or SSN (Social Security Number), or CBP assign number

In order to confirm of the importer of record is different from the ship to please provide the full name and address of the importer.

IRS/EIN/CBP Number:

Name of Company:

Address:

City, State, Zip:

Country:

Duns #:

9. Consignee number

The IRS (Internal Revenue Service Number), EIN (Employer Identification Number), or SSN (Social Security Number), or CBP assign number

In order to confirm of the importer of record is different from the CONSIGNEE please provide the full name and address of the importer.

IRS/EIN/CBP Number:

Name of Company:

Address:

City, State, Zip:

Country:

Duns #:

10-11 Country of origin & Htsus number

Each item must show the country of manufacture, production or growth of the article, based upon the USA import laws.

Duty / statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). 6 digit number is required, but 10 digit Htsus number is acceptable.

Item Number:

Commodity Name:

Country of Origin:

Htsus number:

I hereby certify that this information is true and correct.

Signature:

Company name:

Contact:

Title:

Date:

Dear Importer,

We are receiving many questions from the importers confirming if any action has to be taken by the importer. It is important to know that as the importer you are a very important factor in the timely and accurate processing of 10+2 AKA ISF (Importer Security Filing).

Review your purchase order agreement with your suppliers

- Confirm that you are holding them responsible for accurate information
- Confirm that you are holding them responsible for adding the new ISF information on their invoice or another document that will be presented to the oversea freight forwarder 2 week in advance of sailing.
- Confirm that you have wording in your purchase order agreements covering
- Late documents
- Incomplete documents
- Unverified information (inaccurate information)
- Missing information
- Include a section that you will hold supplier liable for penalties, fines, demurrage, and re-issue of export documents.

Review your purchasing procedures

- Each product purchase should have an accurate HTS number and printed on you P.O.
- The purchase order should indicate the delivery to location with the IRS #
- If you are trying to keep this some information confidential, please contact us ASAP.
- The P.O# should confirm the booking agent overseas for your supplier to contact for booking.

Review your Inco Terms

- By controlling the cargo you will have a better way to manage the ISF filing through Bruning International Corp.
- Cargo that is EXW-FCA will go through Bruning International Corp ISF filing system
- Cargo that is DDP-DDU will be required to have an ISF filing and may require that you as the USA Company are still responsible for the ISF filing. -We recommend if the shipper/supplier would be responsible for the ISF filing. In this case they would hold you liable for any changes or correction in the USA that had to be filed in the ISF filing. You may still be liable for the penalties.

Email your supplier the new 10+2 /ISF requirements

- We have sent our ISF form via email; please visit our website at www.bruninginternational.com
- Send your supplier clear instructions and confirm that they understand them
- Confirm when they will make the changes or their documentation to comply with the ISF filing
- If the cargo is FCL, double check where they load the container and if it is a different address than the supplier address.
- Confirm that they understand they are responsible to make a booking two weeks in advance

Call your supplier

- Discuss with them the challenges they may incur
- ❖ Find out what your suppliers are thinking, so the issue can be worked out while the fines are not being issued.