

# General instructions for customs-clearance and delivery for forwarders



Please, note the following binding customs clearance and delivery instructions for IMT Masken und Teilungen AG in CH-8606 Greifensee:

IMT Masken und Teilungen AG in CH-8606 Greifensee is not an authorized Consignee. **Therefore, all deliveries must be customs cleared at the border or at the forwarder's entry terminal.** Deliveries that are not customs cleared will not be accepted by us. The responsibility for proper import clearance applies to the involved freight forwarder. **Should a delivery nevertheless take place uncleared, the liability applies in principle with the fallible freight forwarder.**

## Basic data and ZAZ (Customs-) account:

Importer:	IMT Masken und Teilungen AG, Im Langacher 46, CH-8606 Greifensee
Goods recipient:	IMT Masken und Teilungen AG, Im Langacher 46, CH-8606 Greifensee
Customs account Number (ZAZ):	6739-7
VAT-Number:	CHE-106.686.732 MWST
Company ID-Number (UID):	CHE-106.686.732

## Our customs clearance instructions:

- The goods supplier must be evident compellingly on every customs declaration (name of the supplier ex commercial invoice)
- The following reference number must always be declared in the «Importer reference» field:

Our purchase order number:	PO 3xxxx or 4xxxx
Our complaint number:	RMA/CP 2xxxx
- For all deliveries (exception deliveries DDP) the import duties and VAT-charges must be billed directly to our customs account (ZAZ)
- The VAT for provisional customs clearance must also be charged directly to our customs account (ZAZ)
- If the import duties are not billed directly to our customs account, we will not accept billings for commissions or any other fees**
- The accompanying documents (invoice number / EUR.1 number etc.) must always be entered in the «Documents presented» field
- If a preferential proof is available, it must be declared in any case, even if the customs duties are too low
- If customs clearance is made on the basis of a customs or proforma invoice (free and sample deliveries), we request a copy of these documents

## Provisional customs clearance:

Must a provisional customs clearance be carried out due to the lack of documents or invalid account statements, the clearance must be carried out through our customs account. Provisional customs clearances have to be reported to us with the expiration date. Except for deliveries with D-conditions (DAP/DPU/DDP) IMT Masken und Teilungen AG is responsible for the procurement of the correct documents. Upon receipt of the final documents the clearing/forwarding service provider will be responsible for the proper dispatch. Subsequent changes of the clearing status from provisional to definite have to be reported back to us in any case immediately.

## Accepted Charges for customs clearance:

Provided that no other agreements have been made with your company, you may bill us maximally the following charges:

Customs clearance flat rate incl. 3 tariff numbers with service contents import tax clearance, communication expenses, fixed taxes, postage and papers CHF 60.00 per clearance.

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Customs clearance, lumpsum, maximum charges	CHF 60.00
Cost per additional tariff item, from 4 Tariff numbers maximum	CHF 3.50
Cost of inspection, customs reviews, reweights, only against proof of expenses maximum per hour	CHF 70.00
Any other possible customs administration charges	as per outlays / Receipt

Your Invoice must be accompanied by the following attachments:

- **Copy of commercial invoice**
- **Copy of Swiss entry customs declaration**
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## Address for invoice for customs clearance charges:

IMT Masken und Teilungen AG  
Im Langacher 46  
CH-8606 Greifensee

Email to: [eingangsrechnungen@imtag.ch](mailto:eingangsrechnungen@imtag.ch)

Billings which do not correspond to the above mentioned tariff, will immediate be returned to you for correction.

## Delivery:

### Our delivery address is as follows:

IMT Masken und Teilungen AG  
Im Langacher 46  
CH-8606 Greifensee, Switzerland

### Our delivery times are defined as follows:

#### **Monday to Friday (except public holidays)**

Mornings: 07:00 – 12:00  
Afternoons: 13:00 – 16:00

## Notification Procedure:

Regardless of the terms of delivery, every consignment must in principle be announced via email to the following addresses:

To:	<a href="mailto:spedition@imtag.ch">spedition@imtag.ch</a>
Copy to:	<a href="mailto:einkauf@imtag.ch">einkauf@imtag.ch</a>

The delivery notification to said addresses must always be accompanied by a commercial invoice or packing list. The following items have to be mentioned:

- **in the reference line the name of the supplier**
- Delivery date and expected delivery time
- Number of packages, weight and measurement
- Reference numbers IMT Masken und Teilungen AG (if visible on the packings list or commercial invoice)
- Special handling instructions (over-length, heavy weight)

Without a counter message from our side within 2 hours of your notification, the consignment can be delivered as announced. The following documents must always be attached:

- Delivery note / Waybill / CMR of the forwarder
- Copies from commercial invoice and packing lists

## Contact persons for inquiries:

Except for deliveries with D-conditions (DAP/DPU/DDP) IMT Masken und Teilungen AG is responsible for the procurement of the correct documents.

Email to [spedition@imtag.ch](mailto:spedition@imtag.ch)

- In the absence of proof of preference, we always ask you for info
- If the customs tariff number is not visible in the supplier invoice, we also ask you for information

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