

**IMPORTER SECURITY FILING (ISF) INSTRUCTIONS**

Dear Importer,

Please complete one form to the best of your abilities for each foreign manufacturer and return to Cargo Services Inc.

| <b>Box</b> | <b>Description</b>   |
|------------|--|
| (1)        | <b>HBL No.:</b> Please complete the House Bill of Lading number including the SCAC of the NVOCC issuing the House Bill of Lading. If Cargo Services Inc was the forwarder there is no need to complete as we will have this information already. Supplying this information will assist in an accurate ISF record. If Cargo Services Inc is acting as NVOCC, you need not supply this information.   |
| (2)        | <b>IMPORTER SECURITY FILING (ISF) IMPORTER</b> – US Customs states that the party responsible for the Importer Security Filing (ISF) is the party causing the goods to enter the limits of a port in the United States. This party is known as the "ISF Importer".<br><br>The Importer of Record Number is the Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation.<br><br>Please complete and include full name and street address information.. |
| (3)        | <b>SELLER / OWNER</b> – Enter the name and address of the last known entity <u>by whom</u> 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 address of the owner of the goods must be provided.  |
| (4)        | <b>SURETY NAME</b> - The name of the surety company that issued the ISF Bond. This data element is for future use as US Customs has not finalized the bonding requirement. This is expected to take effect in January 2010.  |
| (5)        | <b>BOND NUMBER</b> - The ISF bond number assigned by the surety. This data element is for future use as US Customs has not finalized the bonding requirement. This is expected to take effect in January 2010.   |
| (6)        | <b>BUYER (OWNER)</b> – Name and address of the last known entity <u>to whom</u> 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 address of the owner of the goods must be provided.   |
| (7)        | <b>MANUFACTURER OR SUPPLIER</b> – Name and address of the entity that <u>last</u> manufactures, assembles, produces, or grows the commodity. <b>Or</b> , the name and address of the supplier of the finished goods are leaving. In the alternative, the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules and regulations of the United States (i.e., entry procedures) may be provided (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes).  |
| (8)        | <b>CONSIGNEE</b> – Name and address of the individuals(s) or firm(s) in the United States on whose account the merchandise is shipped.<br><br>The Internal Revenue Service (IRS) number is the Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number. This element is the same as the "consignee number" on CBP Form 3461.  |
| (9)        | <b>CONTAINER STUFFING LOCATION</b> – Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided.<br><br><ul style="list-style-type: none"> <li>• The "scheduled" stuffing location may be provided</li> <li>• This may be the same name / address as the manufacturer (supplier)</li> <li>• If a "factory load", simply provide the name and address of the factory</li> </ul>   |
| (10)       | <b>SHIP TO PARTY</b> – Name and address of the first <u>deliver-to</u> party scheduled to physically receive the goods after the goods have been released from Customs' custody. U.S. Customs is looking for the actual "deliver to" name / address; <u>not the corporate address</u> . If unknown, provide the name of the facility where the goods will be unladen. You may provide the name and address of an in-land distribution center if the specific ship to name/address is unknown at the time of the ISF filing.  |
| (11)       | <b>CONSOLIDATOR</b> – Name and address of the party who <u>arranged for the stuffing</u> of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided. If no consolidator is used, e.g. "factory load" shipments provide the name / address of the manufacturer (supplier).  |
| (12)       | <b>COMMODITY HTS-6 NUMBER</b> – Duty / statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number must be provided to the six digit level. The HTSUS number may be provided to the 10-digit level   |
| (13)       | <b>COUNTRY OF ORIGIN</b> – Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the United States. This element is the same as the "country of origin" on CBP Form 3461.   |
| (14)       | <b>COMMODITY DESCRIPTION</b> - <i>(Optional) Will be used for shipment identification purposes and validation purposes. This is not required but helpful to ensure accurate ISF filing.</i>  |
| (15)       | <b>PART NUMBER</b> - <i>(Optional) Will be used data integrity and validation. This is not a required by helpful to ensure accurate ISF Filing.</i>  |