**Application for Shipping Instructions**

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| --- | --- | --- | --- |
| Exporter: **Crown Agents Limited****Blue Fin Building, 110 Southwark Street, London SE1 0SU, United Kingdom** | Declaration: | Forms: | See notes attached before completing |
| **Consignee:**Enter Consignee Address | Items: | Crown Agents Ref: Enter CA Ref |
| Supplier:Enter Supplier Name | Principal: | Name Recipient Government |
|  | Client: | Name End User |
| **Source of Funds:**  | Authority: Enter Indent No | Country Dest Code: |
| Suppliers Ref: | Country of Origin: | Country of Destination:Country |
| Vessel: | ETS: | Goods delivered to: |
| Mode of transport at the border: | Place of Loading: |  |
| Port of Discharge: | Final Destination: | Delivered By: |
| Marks & Number:Enter Shipping Mark | Description of Goods: | Item: | Commodity Code: |  |
|  |  | Gross Wt.: | Cube: |  |
|  | Procedure: | Net Wt: |  |
| Colour Mark:  | Special Stowage: |
| Gross WT: ........................................Package No: ..................................... | Supplementary Units: | Delivery Terms: | Statistical Value: |
|  |  |  |  |

Additional Information:

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| --- | --- | --- | --- |
| Measurements of Packages: |  | Booking Ref: | Vehicle Appt. No: |
|  |  |  |  | Address where Goods are lying: |
|  |  |  |  | Date when Goods Will be Available From: |

|  |  |
| --- | --- |
| Please send shipping instructions for the Goods described above:Signed: ............................................. Date: ...............................Tel:.................................................. | Notes to Supplier/Agent: |

**Should you need assistance completing this form please contact Greenshields Cowie on**

**Tel: +44 (0) 203 940 4000 or E-mail: GSCenquiries@greenshieldscowie.comNOTES**

1. If an order is to be inspected do not apply for instructions until the Goods have been passed by the Inspector.

2. It is essential that the description of Goods complies with the Harmonised System of commodity classification and that the commodity code number is correctly inserted in the appropriate box. The number comprises nine digits, and advice on classification may be obtained from local offices of HM Customs. The box headed supplementary units relates to the requirements of HM Customs but should only be completed if appropriate to the commodity code quoted

3. Separate applications must be completed for each of the following categories:-

* 1. Dangerous Goods, i.e. all Goods which fall within Rule 2 of the Merchant Shipping (Dangerous Goods) Rules 1978 and subsequent amendments. A form of certificate available from the Crown Agents must also be completed and sent with the application form. I.M.O. and U.N. Number (if any) to be quoted.
	2. Fragile Goods
	3. Goods requiring Cool or Refrigerated Stowage. (Please state temperature range required).
	4. Goods to be exported ex Bond or under Inward Process Relief. In this case the fact should be stated on this application and the supplier will be responsible for the preparation and lodging of the Customs and Drawback entries.
	5. Drugs, etc. with a limited shelf life. (Please state maximum shelf-life).

4. Nett and gross weights should be given and should show clearly whether each or total. Metric units should be used on all applications unless the nett weight is still required in Imperial Units in accordance with HM Customs Tariff. The weight and size of any package exceeding 5000 kilos or 12 metres must be shown separately. The gross weight should be shown on the outside of all packages in Metric units.

5. The value of any package exceeding £5,000 must be given separately.

6. Shipping numbers are specified in the shipping mark on the order documents or will be provided by the Crown Agents in the shipping instructions. Use these numbers unless you have made prior arrangements with the Crown Agents.

7. A fully detailed packing note (contents list) must be placed inside each case and copies must accompany this form. Repeat the Shipping numbers if available (see note 6 above) on the packing note and copies.

8. Invoices and Supporting Documents. Your relevant invoice with any other documents specified in the order, e.g. Certificate of Value and Origin, must accompany this form and must be for the full value of the consignment including packing and delivery charges. Delay in submission of these documents will delay shipment of the Goods and hinder payment of your invoice.