

Dübendorf, 01.02.2018

Version: 2018 - 1

## **General Instructions for customs-clearance and Delivery to our Warehouse Duebendorf for forwarders with validity as of 1st February, 2018**

**Receiver:** all our international forwarding agents and transportation partners

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**Pages:** 4

Please, note the following binding customs clearance and delivery Instructions for Maagtechnic AG.

Maagtechnic AG Dübendorf 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.**

### **Principle and ZAZ (Customs-) account: (applies to all CH locations of the Maagtechnic AG)**

**Customs Account No. (ZAZ) 3541-0**

**VAT No. Maagtechnic AG: CHE-271.470.596 MWST**  
**Company ID-Number (UID): CHE-271.470.596**

- If the delivery condition is DDP, the customs account can be used only for VAT Charges.
- The goods supplier must be evident compellingly on every customs declaration (name of the supplier ex commercial invoice).
- In the column goods description our Order No. from SAP-System (450 ....) and as far as possible the associated article numbers. Our suppliers specify these as a rule on the delivery documents (commercial invoices).
- The VAT for provisional customs clearance must also be charged directly to our customs account. (ZAZ-Account)
- For all deliveries (exception deliveries DDP) the import duties and VAT-Charges must be billed 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.**

**Provisional customs clearance (valid for all CH locations of Maagtechnic AG)**

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/DAT/DDP) Maagtechnic 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: (applies to all CH locations of the Maagtechnic AG)**

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

Customs Clearance, incl. 3 Tarif-No. VAT Clearance, Charges for Communication, lumpsum per Clearance.

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

- **Copy of commercial Invoice**
- **Copy of Swiss entry customs Declaration**

**Address for invoice for customs clearance charges:**

Maagtechnic AG  
Sonnentalstrasse 8  
CH-8600 Dübendorf

**Incorrect customs clearance billings**

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

**Notification Procedure / Delivery Address Warehouse Dübendorf (applied only to location Dübendorf)**

Without other instructions our delivery address is as follows:

Maagtechnic AG  
Sonnentalstrasse 8  
CH-8600 Dübendorf 1

Opening Hours are as per follow:

Monday to Friday  
Morning: 06:45 h – 12:00 h  
Afternoon: 13:00 h – 17:00 h

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

To:  
[wareneingang-ch@maagtechnic.com](mailto:wareneingang-ch@maagtechnic.com)

Copy to:  
[transport-ch@maagtechnic.com](mailto:transport-ch@maagtechnic.com)  
[einkauf-ch@maagtechnic.com](mailto:einkauf-ch@maagtechnic.com)

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***
- *No. of Packages, Weight and Measurement*
- *Order No. from Maagtechnic (if visible on the Packings list or commercial Invoice, no further notice necessary)*
- *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:

- *Waybill / CMR we return copy of documents signed to Driver*
- *Copies from Commercial Invoice and Packing Lists*

**Deliveries not in accordance with the above-mentioned instructions, must reckon with longer waiting periods and or a general rejection.**

**Responsible Persons Department FILOGLS: (applies to all CH locations of the Maagtechnic AG)**

Any questions, should be addressed to the following persons from Department FILOGLS:

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**\* E-mail traffic is to be handled exclusively via the above mentioned E-mail address.**