

**Ferrer Brokers, Inc.**

#### 9840 Via de la Amistad, San Diego CA, 92154

Ph.619-661-6755. Fax.619-661-6758

[www.ferrerbrokers.com](file:///%5C%5CServer%5Cfbdata%5CMANUAL%5CCapitulo%203-New%20Customers%5CProspective%20customers%5Cwww.ferrerbrokers.com)

Thank you for choosing Ferrer Brokers, Inc. as your broker. Because the Power of Attorney (POA) can authorize the movement of conveyances and merchandise into the United States. It is critical that it be examined carefully. By ensuring that each POA is valid, the broker joins U.S. Customs and Border Protection in verifying the data used to screen what enter this country:

Please read and complete the following attached documents accurately.

* Customs Power of Attorney
* Agreement for Services and Credit
* Terms and Conditions.
* Assignment of Agent in Charge (if you are a foreign entity)

We also need:

* Official signed ID (Driver’s License, Passport etc.) to verify identity of signor. (If you do not want to submit it; please have the Power of Attorney notarized.)
* Any official document showing your TAX ID number; It does not have to be the entire document for security reasons. We just need to verify that the number given is correct to avoid errors.
* If Corporation: Articles of incorporation; just the page showing that you have authority to contract services.

Please feel free to call us if you have any questions at 619-661-6755 or by email: claudia@ferrerbrokers.com or need help in completing the forms.

Natalia Teja,

Ferrer Brokers, Inc.

AGREEMENT FOR SERVICES AND CREDIT

 Ferrer Brokers, Inc. wants to give you the best possible service. For this reason, we need to review your importing process. Please take a few minutes to complete this information. If you have any questions, please give us a call at 619-661-6755. To Fill Form please use tab.

|  |  |
| --- | --- |
| Company Name:       | [ ]  Corporation\*State of Incorporation \_\_\_\_\_ [ ]  Partnership [ ]  Individual |
| Contact:      | Telephone:    -    -     ext.       |
|  Mailing Address:       | Facsimile:    -    -      |
|       | Mobile:    -    -      |
| City:       State:   Zip:       | e-mail:       |
|  Physical Address:       | FederalTax ID:       |
|       | Year business started:       |
| City:       State:   Zip:       | Years at Present Location:       |
|  |  |
| Person to contact regarding invoices:       Telephone:    -    -     e-mail:       |
| Person to contact regarding Customs Issues:       Telephone:    -    -     e-mail:      Our responsibility as brokers under CBP regulations is to bill the importer of record for services provided. However, if due to business considerations and convenience for your company. You can request and instruct us to bill your agent for our services [ ]  Yes [ ] No **If yes** Name of Company       |

 **INFORMATION ON PRINCIPALS**

**List all Owners. If corporation or Limited Liability Company: List all officers.**

|  |  |
| --- | --- |
| NAME | POSITION |
|       |       |
|       |       |
|       |       |

 Have any of the companies or individuals listed above ever been a debtor in bankruptcy? [ ]  Yes [ ]  No

Has any judgement ever been entered against any of the companies or individuals listed above? [ ]  Yes [ ]  No

Are there any credit actions or arbitrations pending against any of the company or individual listed above? [ ]  Yes [ ]  No

**CREDIT REFERENCES (Attach separate schedule if necessary)**

|  |  |
| --- | --- |
| Bank:       | Account No:       |
| Contact:       | Telephone:    -    -     ext.       |
| Address:       | City:       State:    Zip:       |

**TRADE REFERENCES**

|  |  |
| --- | --- |
| Name:       | Account No:       |
| Contact:       | Telephone:       -      -     ) ext.       |
| Address:       | City:       State:   Zip:       |
| Name:       | Account No:       |
| Contact:       | Telephone:    -    -     ) ext.       |
| Address:       | City:       State:    Zip:       |
| C-TPAT is a partnership program to deter terrorism. All of our trading partners must adhere to C-TPAT security Criteria. Please review the link below for more information about becoming a partner or to review your internal security. Management is committed to enforcing CTPAT criteria. |  |
| Are you C-TPAT Certified? [ ]  Yes [ ]  No | SVI No.       |
| If you are not C-TPAT Certified please look at the information on webpage: <https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat> Do you adhere to C-TPAT security criteria? [ ]  Yes [ ]  NoDo you belong to a foreign security program? If yes what is it?      For any Security questions please contact Natalia Teja 619-661-6755 natalia@ferrerbrokers.com  |

**Information to Facilitate Entry**

**Duty Payment option direct to CBP or Ferrer Brokers:**

If you are the importer of record payment to the broker will not relieve you of liability to CBP charges (duties, taxes or other debts owed to CBP) in the event the charges are not paid by the brokers. Therefore, if you pay by check CBP charges may be paid with a separate check payable to “U.S. Customs and Border Protection”, which shall be delivered to CBP by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

**Invoice Requirements**

The invoice must be accurately prepared and should contain this information:

* Name and address of the seller/ manufacturer? Shipper.
* Name and address of the buyer
* Detailed Description of the merchandise (quantity, weight, unit of measure)
* Tariff classification and value
* Purchase price or value as applicable
* Country of origin
* All charges, assists or rebates.
* Invoice must be in English or have an accurate English translation attached.
* Name of responsible employee of exporter with knowledge of the transaction.

**FDA**

All food items or any other merchandise that has to go through the inspection and approval of FDA has to be aware of the following:

* Upon your crossing we need to inform CBP and FDA two hours prior to the arrival of goods.
* It is very important that you provide us with accurate information.
* FDA requires that the shipment be accompanied by the manufacturer’s invoice to assure that the place of manufacture is correct.
* You cannot distribute your product until our office has notified you that it has been officially released by means of a “Release Notice”.
	+ The fact that your merchandise has been released from the compound does not mean that a Release Notice has been issued,
* You must keep the entire shipment at a location in Otay Mesa. If you distribute the product you may be liable of a penalty up to three times the invoice value of the merchandise.

**U.S. CUSTOMS LIABILITY**

* Under Customs regulations the Importer of Record is responsible to exercise reasonable care in the preparation of declarations to U.S. Customs. The submission of incomplete or inaccurate information related to an import entry including but not limited to description, quantities, weights, purchase prices, discounts, commissions, country of origin, etc. makes it liable to severe government penalties or sanctions. All of our trading partners must adhere to C-TPAT security criteria.

|  |  |
| --- | --- |
| Has your company imported before? [ ]  Yes [ ]  No | If Yes, does it have a Bond? [ ]  Yes [ ]  No |
| Current / Former Broker or Forwarder:       | Freight Credit with:       |
| Frequency of shipments:       | Import:       Export:       |

**Relationship with Vendors:**

Because this relationship can affect the transaction price, it is very important that you bring these relationships to our attention. Please list below (and on attached sheet if necessary) each of your international vendors and indicate if each would be considered a related party. ¹ (members of same family, serving as officer or director of the vendor company, partner, employee, owning 5% or more of the other’s stock)

|  |  |
| --- | --- |
| Vendor:       | Vendor:       |
| Address:       | Address:       |
|       |       |
|  |  |
| Manufacturer ID: (if known)       | Manufacturer ID: (if known)       |
| Related: [ ]  Yes [ ]  No | Related: [ ]  Yes [ ]  No |

**Classification of Merchandise:**

|  |
| --- |
| Have you obtained rulings on the classification of your merchandise? [ ]  Yes [ ]  No |
| What is the country of origin (manufacture)?       |
| Is all merchandise properly marked with the country of origin? [ ]  Yes [ ]  No |
| How is your merchandise described on the invoice? Please see invoice requirements below.       |
| What is it made of?       |
| What is the value?       |
| Is it subject to other Government Agency? FDA, USDA etc. |       |
| Does it qualify for USMCA? [ ]  Yes [ ]  No | Do you have a valid certificate of origin? [ ]  Yes [ ] NoPlease give us a copy of the Certificate of Origin |
| US Goods returned [ ]  Yes [ ]  No | Assembled or repaired in foreign country [ ]  Yes [ ] No |

**Valuation of goods:**

U. S. Customs and Border Protection regulations requires that the full value of the goods be declared. Often the full transaction costs are not reflected on the commercial invoice because some adjustments and payments are made. Please notify us of any such adjustments.

**Payment to Others:**

Sometimes charges are made on your shipment post importation; such as, freight demurrage, loading/offloading, etc.

Please be aware that you are responsible for such charges and will receive an additional invoice from Ferrer Brokers, payable immediately. Initial Please:

**Certification:**

I have completed this questionnaire to the best of my knowledge and ability. I understand that the information contained in here will be used to prepare Customs entries on behalf of us. Declarations made in error based upon this information are the responsibility of the importer importer according to the Terms and Conditions of NCBFAA.

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|  |  |  |
| --- | --- | --- |
| Name of Company:       | Title:       | Date:      |
| Signature: | Name:      |

Have you received a copy of Terms and Conditions? Yes[ ]  No[ ]  (Initial please)

Have you received a copy or Container Seal Inspection? Yes[ ]  No[ ]  (Initial please)