**Bina D Shah**

**Licensed Customs Broker**

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**INSTRUCTIONS:**

* E-mail this fully completed coversheet and / or supporting U.S. Customs and Border Protection (CBP) documents to the **bshah@advanceimportexport.com.** E-mail address listed above at least **72 hours** prior to vessel loading.
* **E-mail attachments must be in TIFF or PDF format. Non-TIFF or PDF formats cannot be processed via e-mail**. **File name cannot contain special characters – only alpha/numeric characters.**
* For multiple shipments you must provide a separate coversheet per shipment and include this coversheet as the separator for the documents for each shipment.
* **It is the importer’s responsibility to verify, prior to loading at the foreign port, that your ISF has been accepted by CBP.**

**REQUIRED SHIPMENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Number of pages (including coversheet):    | Port of arrival:       | Estimated time of departure(MMDDYY):       |

**[ ]  New ISF** **[ ]  Update to existing ISF** **[ ]  Convert existing ISF to FROB**

**[ ]  Delete existing ISF, no longer destined for U.S.**

**Person to contact if there are problems with the fax or e-mail:**

|  |  |  |
| --- | --- | --- |
| Name:       | Company:       | E-mail address:Phone:  |

**Importer Security Filing – Shipment Header Information:**

|  |  |
| --- | --- |
| PO/customer reference/invoice number: |        |
| Vessel/voyage/port of loading: |       |
| Container number(s) – CY/CY Cargo (optional): |       |
| Booking number: |       |
| Master/house/sub-house bill of lading number:***SCAC CODE IS MANDATORY*** | AMS MBL (include SCAC) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** AMS HBL (include SCAC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMS SubHBL (include SCAC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Type of Filing – indicate by placing an “X” in the appropriate field** | CT Compliant Transaction - \_\_\_\_FR Flexible Range of Data - \_\_\_\_FT – Flexible Timing - \_\_\_\_ |
| **Shipment type** | 01/Standard - \_\_\_\_, 02/To Order of Shipper - \_\_\_\_, 03/Personal - \_\_\_\_, 04/Military/Govt - \_\_\_\_, 06/Carnet - \_\_\_\_, 07/US Goods - \_\_\_\_ |
| **Entry Summary – Importer of Record Number (EIN, IRS, SSN)** |  |

**Importer Security Filing – Ten (10) Data Elements:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Seller name: |       | Seller address: |       |
| 2. Buyer name: |       | Buyer address: |       |
| 3. Importer of record number: |       | Importer of record address: |       |
| Importer of record name: |       |  |  |
| 4. Consignee number(s): |       |
| 5. Manufacturer name: |       | Manufacturer address |       |
| 6. Ship to party name: |       | Ship to party address: |       |
| 7. Country of origin: |       |
| 8. HTS number(s): |       |
| 9. Container stuffing location name: |       | Container stuffing location address: |       |
| 10. Consolidator name: |       | Consolidator address: |       |

**Importer Security Filing - Foreign Remaining on Board (FROB) Five (5) Data Elements:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Booking party name: |       | Booking party address: |       |
| 2. Foreign port of unlading: |       | 3. Place of delivery: |       |
| 4. Ship to party name: |       | Ship to party address: |       |
| 5. HTS number(s): |       |