



Dear colleague,

In order to assist with the delivery of study materials to you, we kindly ask that you review and answer the following questionnaire. This will allow us to prepare correct paperwork to comply with your local customs requirements and prevent potential delays or rejection of shipments.

General Notes:

- It is very important that full delivery address and contact details are provided, including street address, telephone number and email. If your organisation has an import department or specialist, please also provide their contact details.
- For shipments outside of the United Kingdom, NIBSC are legally required to provide a commercial invoice for customs. This invoice must show justifiable commercial value based on UK and WTO guidelines and as such we cannot create zero-value or low value invoices.

Where possible the materials will be sent under incoterms DDP.

This means that NIBSC will cover import duty and charges in your country.

However, some countries may have local charges and taxes which NIBSC are unable to pay due to local regulations.

In most cases research organizations such as yourself can reclaim these tax amounts from your government as a research related import.

- Customs will require your organisation's tax registration or IRS number to be shown on the invoice. Please provide this information as otherwise shipments may be delayed at customs.
- Where possible our courier or freight agent will carry out customs clearance processes on your behalf. However, if you would prefer to use an import broker or customs clearance agent of your own, please provide full contact details for your agent. In these circumstances we cannot ship as DDP, so you may incur extra customs costs.

Should you have questions regarding shipping please contact our Collaborative Study team:

collabstudy@nibsc.org

+44 (0)1707 641 022



Section A – Delivery address information:

Organisation Name:	
Address 1:	
Address 2:	
Address 3:	
Address 4:	
City:	
Postal code:	
Country:	
Contact Person (end user / scientist):	
Telephone:	
Fax:	
Email:	

Shipping / Logistics Contact:

Contact Person (shipping):	
Telephone:	
Fax:	
Email:	



Section B – Customs documentation

1) Company tax number / VAT / IRS number is: _____

2) Do these materials require import permits to be brought into your country? (Due to Great Britain leaving the European Union we now ask this of EU participants as well – please double check).

- YES
- NO
- NO – if extra document is submitted (see 4 below)

3) If yes to above please indicate if permit is available:

- Copy of permit is attached.
- Permit will be applied for at a later stage after further discussion with NIBSC.

4) Do your import regulations require NIBSC to provide any signed letters, declarations or special paperwork to customs?

- No
- Yes – please give details below (or attached)

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5) Are arrangements in place for payment of any import taxes/charges if needed?

- Yes
- No – please give details below

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Section C – Customs clearance / broker information

If you have a nominated import broker or customs clearance agent please provide their full contact details below.

Broker/agent
company name:

Address:

Contact person:

Telephone:

Fax:

Email:

Do you have a required airport that should be used for shipping?

- NO
- YES – please use following airport/gateway _____

Any other notes: