

1a. EXPORTER (Name and address including ZIP CODE)

SHIPPER'S LETTER OF INSTRUCTIONS

b. EXPORTER'S EIN (IRS) NO.

c. PARTIES TO TRANSACTION

Related Unrelated

2. DATE OF EXPORTATION

3. BILL OF LADING/AIR WAYBILL NO.

4a. ULTIMATE CONSIGNEE

SHIPPER'S REFERENCE

b. INTERMEDIATE CONSIGNEE

5. FORWARDING AGENT

6. POINT (STATE) OF ORIGIN OR FTZ NO.

7. COUNTRY OF ULTIMATE DESTINATION

8. LOADING PIER (Vessel only)

9. MODE OF TRANSPORT (Specify)

10. EXPORTING CARRIER

11. PORT OF EXPORT

12. PORT OF UNLOADING (Vessel and air only)

13. CONTAINERIZED (Vessel only)

Yes No

14. SHIPPER REQUESTS INSURANCE

Yes No

SHIPPER MUST CHECK

C.O.D. \$ _____ AIR OCEAN
 PREPAID COLLECT DIRECT CONSOLIDATE

SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS CONSIGNED

ABANDON RETURN TO SHIPPER
 DELIVER TO

SCHEDULE B DESCRIPTION OF COMMODITIES

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15. MARKS AND NOS. AND KINDS OF PACKAGES

D/F (16)	SCHEDULE B NUMBER (17)	CHECK DIGIT	QUANTITY SCHEDULE B UNITS (18)	SHIPPING WEIGHT (Kilos) (19)

SHIPPER'S NOTE:

IF YOU ARE UNCERTAIN OF THE SCHEDULE B COMMODITY NO. DO NOT TYPE IT IN - WE WILL COMPLETE WHEN PROCESSING THE 7525V.

VALUE (U.S. dollars, omit cents)
(Selling price or cost if not sold)
(20)

WE HAVE FORWARDED TO YOU THE SHIPMENT DESCRIBED BELOW VIA:

YOUR TRUCK, OR
 OTHER CARRIER (LISTED BELOW)

TRUCK LINE NAME

RECEIPT (PRO) NUMBER

DECLARED VALUE FOR CARRIAGE

\$

21. VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL

22. ECCN (When required)

PLEASE SIGN THE FIRST EXPORT DECLARATION IN BOX 23 WITH PEN AND INK

23. Duly authorized officer or employee

The exporter authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.

DOCUMENTS ENCLOSED

24. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).

Signature

Confidential - For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)).

SPECIAL INSTRUCTIONS

Title

Export Shipments are subject to inspection by U. S. Customs Service and/or Office of Export Enforcement.

Date

25. AUTHENTICATION (When required)

NOTE: The Shipper or his authorized agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consigned refuses payment. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.

GUIDE TO THE SHIPPER'S LETTER OF INSTRUCTION

The Shipper's Letter of Instruction is just that — a "letter" from the Shipper instructing the Freight Forwarder how and where to send the export shipment. In preparing this form, the Shipper also fills in most of the information required on the Shipper's Export Declaration, form 7525V (the Freight Forwarder will complete the rest). After the Shipper completes the form, he or she retains the blue shipper's ply and forwards the rest of the form with the shipment to the Freight Forwarder.

Name of the U.S. Principal Party in Interest. In all export transactions, the person listed in the U.S. principal party in interest block on the SED must be the exporter in the transaction. The USPPI is the person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction. Generally that person is the U.S. seller, manufacturer, order party, or foreign entity, if in the United States when the items are purchased or obtained for export.

U.S. Principal Party in Interest's Employer Identification Number (EIN). An exporter (USPPI) shall report its own Internal Revenue Service EIN. If no EIN has been assigned, the exporter's (USPPI's) own Social Security Number, preceded by the symbol "SS," must be reported.

Parties to transaction. Check "related" if transaction is between a USPPI and foreign buyer when, at any time during a fiscal year, one of the parties owns 10 percent or more of the other party's voting securities if incorporated or equivalent if unincorporated. Otherwise, check "Non-related."

Ultimate consignee. The name and complete address of the ultimate consignee whether by sale in the United States or abroad or by consignment shall be stated on the export declaration. For exports to foreign countries, the ultimate consignee shall be the same person so designated on an export license.

Intermediate consignee. The name and address of the intermediate consignee (if any) shall be stated. For exports to foreign countries, the intermediate consignee shall be the person named as such on an export license. If there is no intermediate consignee, the word "none" shall be entered.

Forwarding agent. The name and address of the duly authorized forwarding or other agent (if any) of the USPPI must be reported. Inland Carrier. Name of domestic carrier delivering goods to the forwarding agent or international carrier; the date goods offered to domestic carrier; carrier's proo or freight bill number.

Special Instructions. Any special instructions for handling of the goods that the exporter wants to communicate to the forwarding agent.

Date. Date SLI was prepared.

Point (State) of origin or FTZ No. Two character state abbreviation or the FTZ No. from which the goods commenced movement to the ultimate consignee.

Country of ultimate destination. Country of destination shall be reported on the Shipper's Export Declaration in terms of the names designated in Schedule C-E, Classification of Country and Territory Designations for U.S. Export Statistics.

Carrier identification code. Report the 4-character Standard Carrier Alpha Code (SCAC) for vessel, rail, and truck shipments and the 2 or 3-character International Air Transport Association (IATA) Code for air shipments to

identify the carrier actually transporting the merchandise out of the United States.

Shipment reference number. A unique reference number assigned by the USPPI to identify the export shipment.

Entry Number. Report the Import Entry Number when the export transaction is to be used as proof of export for import transactions such as In Bond, Temporary Import Bond, Drawback, and so forth.

Hazardous materials. Check "Yes" if goods are hazardous materials/dangerous goods. Otherwise, check "No". In bond code. If shipment is moving under a form of U.S. Customs bond to the port or place of export, report the two character In Bond code found in Appendix C to the FTSR (15 CFR Part 30).

Routed export transaction. A routed export transaction is where the foreign principal party in interest authorizes a U.S. forwarding or other agent to facilitate export of items from the United States. In a routed export transaction the foreign principal party in interest authorizes a U.S. forwarding or other agent to prepare and file the SED. The exporter (USPPI) must maintain documentation to support the information provided to the forwarding or other agent for preparing the SED and provide such forwarding or other agent with the following information to assist in preparing the SED:

- (i) Name and address of the USPPI;
- (ii) U.S. principal party in interest's EIN;
- (iii) Point of origin (State or FTZ);
- (iv) Schedule B description;
- (v) Domestic (D), foreign (F), or FMS (M) code;
- (vi) Schedule B Number;
- (vii) Quantity/unit of measure;
- (viii) Value;
- (ix) Upon request from the foreign principal party in interest or its agent, the Export Control Classification Number (ECCN) or sufficient technical information to determine the ECCN; and
- (x) Any information that it knows will affect the determination of license authority.

Shipper's Ref. No. Any reference number that exporter has assigned to this export shipment.

Ship Via. Instruction to the forwarding agent to ship via air or ocean and whether the shipment is to be consolidated or move on a direct bill of lading.

"D" Domestic - "F" Foreign - "M" FMS. Report "D" for merchandise that is the growth, product or manufacture of the U.S. including foreign merchandise enhanced in value. Report "F" for merchandise imported into the U.S. and being exported in the same condition. Report "M" for foreign military sales transactions.

Schedule B number. Report the 10-digit Schedule B number.

Quantity - Schedule B units. Where a unit of quantity is specified in Schedule B for the commodity number in which the item is clas-

sified, net quantity is required to be reported in the specified unit, and the unit in which reported should be indicated on the declaration following the net quantity figure.

Shipping Weight. Report the gross shipping weight in kilograms, including the weight of containers, for all shipments by vessel and air.

Description of commodities. A description of the merchandise shall be supplied in the "Description of Commodities" columns in sufficient detail to permit the verification of the Schedule B commodity number.

VIN/Product number. For Used self-propelled vehicles report the following items of information as defined in 19 CFR 192.1:

- (i) Vehicle Identification Number. Report the unique Vehicle Identification Number (VIN) in the proper format;
- (ii) Product Identification Number. Report the Product Identification Number (PIN) for those used self-propelled vehicles for which there are no VINs;
- (iii) Vehicle title number. Report the unique title number issued by the Motor Vehicle Administration; and
- (iv) Vehicle title state. Report the 2-character postal abbreviation for the state or territory of the vehicle title.

Value. The value to be reported on the SED shall be the value at the U.S. port of export (selling price or cost if not sold, including inland freight, insurance, and other charges to U.S. port of export) (nearest whole dollar; omit cents figures). The "Selling price" for goods exported pursuant to sale, and the value to be reported on the SED is the exporter's (USPPI) price to the foreign principal party in interest, net any unconditional discounts from list price, but without deducting any discounts which are conditional upon a particular act or performance on the part of the customer. For goods shipped on consignment without a sale actually having been made at the time of export, the "selling price" to be reported on the SED is the market value at the time of export.

License number/License exception symbol. For commodities subject to an export license, report the license number issued. If no license is required, report the regulatory citation exempting the merchandise from licensing or the conditions under which the merchandise is being shipped that make it exempt from licensing.

ECCN (when required). Report the Export Control Classification Number as required by the Bureau of Export Administration (BXA) Regulations (15 CFR Parts 730 through 774).

Prepaid or Collect. Instruction to the forwarding agent as to whether freight charges are to be prepaid or collect.

C.O.D. Amount. If shipment is moving on a Cash On Delivery basis, total amount in US\$ destination agent is to collect and remit to exporter.