

1. Authorization for representation

In order for us to act on your behalf on the PUESC platform, please send us the original authorisation signed by authorised persons in accordance with the registration document (KRS CEIDG).

If you do not have an EORI number, we can apply for one on the basis of mandate sent.

In the case of permanent or temporary authorizations, it is required to pay stamp duty in the amount of PLN 17.00. Below are the details of the payment:

Signature method

Authorization

Place of payment Bank transfer details

Hand signature any seat

(PL/EU)

PKO BP: 94 1020 4027 0000 1602 1262 0763

electronic signature registered office in Poland account of the city/commune office competent for Headquarters

electronic signature registered office outside Poland m.st Warsaw Office, Service Center

Taxpayer

21 1030 1508 0000 0005 5000 0070

SZYBKI: CITIPLPX

IBAN: PL21 1030 1508 0000 0005 5000 0070

By way of transfer: "Authorization fee for AC Delta Trans"

The stamp duty for one-time authorizations should be paid to the Office's account

The city in accordance with the place of its submission (please contact the selected customs agency).

2. Documents necessary for customs clearance

Please send scans of the following documents each time before the planned customs clearance to the e-mail address of the selected customs agency. This will allow you to preparation of the application and reduce the waiting time for clearance.

During each customs clearance, the goods must be in the customs yard or at the recognised by the customs authorities.

In the case of declarations in which customs duties arise, they must be paid

at the latest at the time of check-in. Release of goods will not be possible without prior payment confirmations.

2.1 Export

- Commercial invoice with translation of the description of the goods into Polish (description enabling

tariff classification)

- Weight and quantity specification, if the invoice does not contain details (gross weight, number of packages, net weight)

- Invoice for transport or statement on transport costs:

- at EXW/FCA – cost from the place of loading to the Polish border

- DAP/CPT – cost from the Polish border to the destination

- If it is necessary to issue a EUR.1 certificate – exporter's declaration

signed in accordance with the representation resulting from the company's registration documents.
You are welcome

remember about the need to have documents confirming the EU origin

preferential treatment of goods. This status is only granted to goods that have been fully obtained in the EU or properly processed in accordance with the rules set out in the legislation

Preferential.

- If a certificate of origin is required, a statement on the origin of the goods.

2.2 Import

- Commercial invoice with translation of the product description into Polish

- Weight and quantity specification if the invoice does not contain the required data

- Freight invoice, if the cost is not included in the commercial invoice

- Movement certificate EUR.1, A.TR or certificate of origin – if applicable

use. The original should be provided at the time of customs clearance

In certain cases, you may also be required to:

- Sea Bill of Lading or Air Waybill

- Declaration of conformity and user manual in Polish for goods subject to certification in the EU

- Sanitary, veterinary, attestations, contracts, etc.

- Claims required by specific regulations (e.g. environmental, product,