



## Advice for Exporting to USA

To assist with customs clearing goods for export to the USA and clearing goods into the USA this advice should be followed, but not limited to, as a minimum requirement.

### Basic invoice requirements

Detailed description (in English), especially for machine parts, or textiles/clothing. <b>Do:</b> Provide specific detailed information about exactly what the goods are and their specific function, which can be easily understood. For example, rubber drive belt for household laundry washing machine. <b>Do not:</b> Use generic terms such as spare parts, machine parts, samples, gifts, food products, or only part numbers. For documents, include the type of document. e.g. Contract, legal document, accounting paperwork, deeds, insurance certificate.
What is the item made of? (e.g. What type of metal, material etc?)
Complete sender/receiver information (including tax ID's and contact details)
Commodity Code (HS code) per item
Value / Currency per item
Quantities per item
Country of Origin of all goods
Reason for shipping
Signature and date

### Additional common requirements for exports to the USA

<b>Textiles</b> (commercial) <u>over US\$800</u> require gender, fabric composition, knit or woven detail, manufacturer's name & address or MID Code is required.
<b>Footwear</b> <u>over US\$800</u> requires a Footwear Declaration <b>CF5523</b> or equivalent source of information. Requires material content (uppers and soles), construction (how sole attached), type (sportswear, etc.), gender, and other specifics (e.g. boot height, protective steel toe cap).
Import requirements of the U.S. Food and Drug Administration (FDA), which includes <b>foods, drinks, drugs, medical devices/equipment, some kitchenware, cookware, utensils, drinking vessels, beauty &amp; healthcare products, eyewear, blood, serum or other bodily by-products, microwaves and CD players.</b>



All FDA entries will now need:

- Detailed description of product
- Detailed packaging/ container information
- Intended use
- Manufacturer name and address
- Importer contact information
- Measurements per receptacle (e.g. number of bottles and size of contents - e.g.100ml)

Depending upon the nature of the product, additional information will be required, including but not limited to:

- Manufacturer FDA registration number
- Product ingredients list
- Trade or brand names of the product
- Scientific names of the product
- FDA prior notice confirmation (exemption for food items from one private individual to another, sent as personal use and under US\$200.)
- FDA compliance numbers
- Lot production info

**Laptops** require Federal Communications Commission (FCC) data either in an **FCC form 740** or added to the invoice. Also needs to state whether the laptop has an internal or external hard drive.

**Other electronic items (which emit any radio frequency)** requiring FCC information require FCC data either in an **FCC form 740** or added to the invoice. e.g. Mobile phones, modems, computers/equipment, radios, televisions, CD/DVD players. Digital video cameras should be distinguished from digital still image cameras.

**Chemicals** – Food additives, cosmetics, paint, ink (including pens), powders, detergents, oil and liquids require a **Toxic Substances Control Act (TSCA) form**, which requires authorisation from the receiver in the USA for you to compete. Please also consider TNT's hazardous/dangerous goods requirements for shipping.

**Artwork and antiques** - Require **Artwork Declaration** or **Antique Statement**.

**Watches and clocks** - If over US\$800, requires composition of strap & case, type of movement, power source, number of jewels, country of origin, value of each part.



### Further specific USA import requirements

<p><b>Alcohol</b> - Must be consigned to US Licenced distributor, ATF permit and label approval required for commercial (excluding samples).</p>
<p><b>Assembled goods</b> - Items assembled outside the US with US components require the value of the US components prior to assembly, the value of foreign components, and the value of the assembly.</p>
<p><b>Bearings</b> – If over US\$800, complete description required. Bearing type (i.e. Ball/roller/combo/housed/plain shaft) and bearing size.</p>
<p><b>Integrated circuits</b> - Complete description required; i.e. monolithic, hybrid, DRAM, SRAM, bit size, <u>if over US\$800</u>.</p> <p><b>Printed Circuit Boards</b> – If over \$US800, complete description required including, populated/unpopulated, flexible/rigid. Are they impregnated with plastic? What is the base made of? How many conducting layers?</p>
<p><b>Eyewear</b> - Prescription glasses/contact lenses for personal use require prescription. Eyeglasses/sunglasses and contact lenses require a <b>Drop Ball statement</b>.</p>
<p><b>Fish &amp; Wildlife</b> - CITES may be required. e.g. Furs, skins (including exotic leathers), ivory, mother of pearl, feathers and some shells.</p>
<p><b>Gifts</b> - Complete description of goods and name of recipient for each gift - maximum duty-free value of \$100 per recipient.</p>
<p><b>Jewellery</b> - Requires type, metal content, any gemstone details and individual values. Rubies/jadeite also require origin (mine where extracted) and the name of a knowledgeable representative of the exporter.</p>
<p><b>Metals</b> – Due to additional duties on steel and aluminium imports, there is a requirement to detail specific types of metals being shipped, rather than simply 'metal'.</p>
<p><b>Personal Use</b> – Commercial sale but items for the personal use of the importer. Can be new or used, but must be new to the importer (e.g. Online marketplace purchase.) Duty free only up to maximum value of US\$800.</p>
<p><b>Radiation Declaration - RadDec (FD2877)</b> required for items including the following: Cathode ray tubes, computer monitors, microwave ovens, CD/DVD players, lasers, laser projectors, laser scanners, televisions, radios, VCR's, x-ray machines and ultrasonic devices.</p>
<p><b>Returns</b></p> <p>(a) After processing - Value of repairs/alterations, country where processed, value before repair/alteration (market value).</p> <p>(b) American goods returned - Country of Origin on invoice, indicate whether sold or not sold, signed and titled <b>CF3311</b> or signed &amp; titled Manufacturer's Affidavit, or a signed &amp; titled shipper's declaration on the invoice or other page.</p>



**Samples**

(a) Marked - Requires "marked samples not for resale" on invoice, refer to textiles section if relevant. Not duty-free; subject to the same requirements as non-sample textiles.

(b) Mutilated - Requires "mutilated samples not for resale" on invoice, refer to textiles if relevant. Fabric samples max 8" x 8". Holes must be at least 2 inches in diameter.

**Vehicle parts - Highway Safety Form 7 (HS7)** required (or equivalent information on invoice) for items including, airbags & seat belts, brake fluid, brake hoses, indicators, reflectors, tyres & wheels, bumpers, child restraint systems, helmets, glazing materials (glass, headlamps, lighting), high-mounted brake lights, compressed natural gas (CNG) containers and external warning devices including reflective triangles.

**Videos/Films** - Signed video/film declaration **CF3291** or equivalent information on signed commercial invoice, if over US\$2,500.

**Used personal effects** - Requires "Personal Effects" indicated on invoice, a specific description of the goods, form **CF3299**. (Duty free when released, with no value limit.)