



ImperialFreight**Brokers**

SHIPPER'S LETTER OF INSTRUCTIONS

The Shipper's Letter of Instruction serves several purposes, primarily:

1. To provide the forwarder with the shipping instructions, special shipper requirements, and information required to complete the transport; and
2. To provide all of the information required for the filing of the EEI (Electronic Export Information) into the AES (Automated Export System)

The SLI must always be signed. It will be considered as authorization to file AES unless it is notated otherwise.

The following SLI document with numbered filed and corresponding instructions is intended to offer guidance, especially with regard to the export control regulatory requirements.



ImperialFreightBrokers

HOW TO COMPLETE THE SLI (SHIPPER'S LETTER OF INSTRUCTIONS)

PARTIES TO THE TRANSACTION

1	US Principal Party in Interest / Zip Code	Please show full name and street address – a P.O. Box is not allowed. The USPPI EIN is the person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction (party who makes the export sale). Generally that person is the U.S. seller, manufacturer, order party, or foreign entity. The foreign entity can only be listed as the USPPI if in the United States when the items are purchased or obtained for export. The transport document will be prepared in accordance with a letter of credit or special instruction from the shipper if submitted as an attachment to the SLI.
2	USPPI EIN	9 or 11 digit EIN/Tax ID. Passport number is allowed for foreign entities in the U.S. at the time of purchases for export.
3	Related, Non-Related	A related party transaction is a transaction between a USPPI and a foreign consignee, e.g., parent or sister company where there is at least 10% ownership of each by the same U.S. or foreign person or business enterprise.
4a	Ultimate Consignee	Enter the name and address (street address preferred) of the foreign party actually receiving the merchandise for the designated end-use or the party so designated on the export license.
4b	Intermediate Consignee	Enter the name and address (street address preferred) of the intermediary (such as broker, forwarder, or bank) who will arrange for or control the delivery of the cargo at destination.
5	Forwarding Agent	To be completed by Imperial Freight Brokers

THE FOLLOWING FIELDS WILL BE TRANSMITTED BY THE FORWARDER TO CUSTOMS AS PART OF THE AES RECORD

6	Place of Receipt	Location where cargo is taken over by forwarder
7	Port/Airport of Export	Port/airport of departure
8	Exporting Carrier	Name of carrier if known or specific carrier required
9	Final Destination	Final destination of shipment beyond port/airport of destination
10	Port/Airport of Unloading	Port / Airport of destination
11	Containerized Y/N	For ocean shipments only, check appropriate box



ImperialFreightBrokers

SHIPPER INSTRUCTIONS, AES DATA ELEMENTS

12	Point (State) of Origin or FTZ No.	Report the State where the cargo begins its journey to the port of export. If cargo is originating from several different states for a single USPPI report either the state of the commodity of the greatest value or the state where the cargo is consolidated for export. If from a FTZ enter the FTZ number for exports leaving the FTZ
13	Country of Ultimate Destination	Enter the country in which the merchandise is to be consumed, further processed, or manufactured; the final country of destination as known to the exporter at the time of shipment; or the country of ultimate destination as shown on the export license
14	Marks, Nos., and Kinds of Packages	
15	D/F	D = Domestic origin cargo / F = Foreign origin cargo that has cleared Customs in the U.S. F does not mean cargo moving in transit
16	Schedule B or HTS Commercial Description / Vehicle Information	Schedule B Number: Enter the full 10-digit Schedule B –Classification of Domestic and Foreign Commodities Exported from the United States. The Harmonized Tariff Schedule (USHTS) number may be reported. Commodity Description: Enter a generic but descriptive commodity description. Do not enter part number or trade names. Vehicle Information: VIN/Product Number/Vehicle Title Number – (For used self-propelled vehicles only). Report the following information for used self-propelled vehicles as defined by Customs regulations 19 CFR 192.1: (1) unique VIN in proper format; (2) Product Identification Number (PIN) for those used self-propelled vehicles for which there are no VINs; and (3) Vehicle Title Number.



ImperialFreightBrokers

AES DATA ELEMENTS

17	Quantity Schedule B Units	Report whole unit(s) as specified in the Schedule B commodity classification code. Report the unit specified on the export license if the units differ. The Schedule B unit is not likely the same as the number of pieces being shipped.
18	Shipping Weight (kgs.)	Enter the gross shipping weight in kilograms for each Schedule B number, including the weight of containers but excluding carrier equipment.
19	Value (at the port of export)	Value in US Dollars including freight and insurance to port of exit. Enter the selling price or cost if not sold, including freight, insurance, and other charges to U.S. port of export, but excluding unconditional discounts and commissions (nearest whole dollar, omit cents). The value to be reported is the exporter's (U.S. principal party in interest) price or cost if not sold, to the foreign principal party in interest. Report one value for each Schedule B number.



ImperialFreightBrokers

20	License Determination	<p>State License #, License Exception Symbol, or "NLR" (No License Required)</p> <p>License Number: Enter the license number when you are exporting under the authority of a Department of Commerce, Bureau of Industry and Security (BIS) Department of State, Office of Defense Trade Controls (ODTC) license Department of the Treasury, Office of Foreign Assets Control (OFAC) license (enter either the general or specific OFAC license number) Department of Justice, Drug Enforcement Agency (DEA) permit, or Any other export license number issued by a Federal government agency.</p> <p>License Exception Symbol: Enter the correct License Exception symbol, e.g. LVS, GBS, CIV when you are exporting under the authority of a License Exception. See EAR 740.1, 740.2, and 758.1 of the Export Administration Regulations (EAR).</p> <p>NLR – No License Required: Enter the "No License Required" (NLR) designator when you are exporting items under the NLR provisions of the EAR: When the items exported are subject to the EAR but not listed on the Commerce Control list (CCL), i.e. items that are classified as EAR99; and When the items being exported are listed on the CCL but do not require a license.</p>
21	ECCN (when required), or EAR99 State one or the other for all shipments except those controlled by DDTC regulations	<p>Enter "EAR99" or advise the ECCN (Export Control Classification Number) for all dual use products covered by the Export Administration Regulations.</p> <p>Classification is not required for cargo covered by DDTC (State Department License).</p> <p>Whenever an AES record is required, you must enter the correct Export Control Classification (ECCN) for all exports authorized under a license or License Exception, and items being exported under the "No License Required" (NLR) provisions of the EAR that are listed on the CCL and have a reason for control other than anti-terrorism.</p>



ImperialFreightBrokers

SHIPPER INFORMATION AND SPECIAL INSTRUCTIONS

22	Shipper's Reference	Shipper's reference number to be inserted in transport document
23	Date	Date of shipper's reference document
24	We have forwarded to you the subscribed via:	State trucking information
25	Declared Value of Carriage	State "NVD" indicating that no specific value is to be declared to the carrier, limiting its liability to the Conditions of Contract on the transport document. If a value is stated, the carrier will assess an additional insurance charge. It is recommended to purchase Marine/Transport Insurance yourself or by checking the Insurance box.
26	Name (Duly Authorized officer or employee)	Type name of signatory. This must be an employee who is duly authorized by the USPPI to sign this document. This name will be transmitted to Customs as required by contract.



SHIPPER: PLEASE BE SURE TO COMPLETE ALL SHADED AREAS.

1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Name and address including ZIP code)

ZIP CODE

b. USPPI EIN (IRS) NO. c. PARTIES TO TRANSACTION
 Related Non-related

4a. ULTIMATE CONSIGNEE (Complete name and address)

b. INTERMEDIATE CONSIGNEE (Complete name and address)

5. FORWARDING AGENT
 IMPERIAL FREIGHT BROKERS, INC.

8. PLACE OF RECEIPT 9. PORT/AIRPORT OF EXPORT

10. EXPORTING CARRIER 11. FINAL DESTINATION

12. PORT/AIRPORT OF UNLOADING 13. CONTAINERIZED (Vessel only)
 Yes No

SHIPPER REQUESTS INSURANCE No Yes \$

6. POINT (STATE) OF ORIGIN OR FTZ N^o 7. COUNTRY OF ULTIMATE DESTINATION

SHIPPER MUST CHECK INCOTERM & MODE OF TRANSPORT

ALL MODES OF TRANSPORTATION EXW FCA CPT CIP DAP DAT DDP

VESSEL ONLY FAS FOB CFR CIF

Always insert NAMED Place/Port:

AIR OCEAN TRUCK/RAIL CONSOLIDATE DIRECT

SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS ASSIGNED:
 ABANDON RETURN TO SHIPPER
 DELIVER TO:

14. SCHEDULE B DESCRIPTION OF COMMODITIES					SHIPPER'S REF. N ^o	DATE	VALUE (at port of export) (U.S. dollars, omit cents) (Selling price or cost if not sold / repair value) (20)
15. MARKS, NOS., AND KINDS OF PACKAGES							
D/F (16)	SCHEDULE B NUMBER / HTS NUMBER & COMMERCIAL DESCRIPTION (17)	CHECK DIGIT	QUANTITY - Schedule B Unit (s) (18)	SHIPPING WEIGHT (kg) (19)	(Use columns 17-19)		
					Please provide classification and licensing information for all commodities / all values. Information provided on this SLI including the first 6 digits of the HTS/Schedule B may also be used to fulfill destination country security reporting requirements.		
WE HAVE FORWARDED TO YOU THE DESCRIBED SHIPMENT VIA: <input type="radio"/> YOUR TRUCK, OR <input type="radio"/> OTHER CARRIER TRUCK LINE NAME: _____					RECEIPT PRO NUMBER: _____		
DECLARED VALUE FOR CARRIAGE \$ _____							

21. License # / License Exception Symbol / NLR or other Authorization 22. ECCN / EARR99 (When required)

PLEASE FAX OR EMAIL SCANNED DOCUMENTS

Cargo items tendered for air transportation are subject to inspection, aviation security controls by air carriers and when appropriate, other government regulations. Copies of all relevant shipping documents showing the cargo's consignee, consignor, description and other relevant data will be retained on file until the cargo completes its air transportation. All Export Shipments are also subject to inspection by Customs and Border Protection and/or Office of Export Enforcement.

23. Name (Duly authorized officer or employee):

Unless otherwise specified, the USPPI authorizes the forwarder named above to act as Forwarding Agent for export control, Census reporting, and Customs purposes, and to prepare and submit Electronic Export Information to the Automated Export System.

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).

DOCUMENTS ENCLOSED:

SPECIAL INSTRUCTIONS:
 For Ocean Shipments only: Bill of Lading / Waybill required

Please notify _____ if there are any problems with this shipment.

Phone: _____ Fax: _____ E-Mail: _____

SIGNATURE

TITLE

DATE

25. AUTHENTICATION (When required)

NOTE: The shipper of his Authorized Agent hereby authorizes the above named Company, in his name and on 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 consignee 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.