



TRADE LOGISTICS

YOUR KEY TO INTERNATIONAL TRADE

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Clearing & Forwarding Instructions

Clearing and Forwarding Instructions

A Clearing agent arranges the customs clearance and pay over any taxes on behalf of the buyer. The Forwarding agent arranges the movement of the cargo. The Forwarding Agent may also do clearing.

The clearing and forwarding (C&F) instruction is a document completed by the exporter/importer for their forwarding and/or clearing agent. This will cover all the activities that are required to move the goods either from the seller to the [Incoterms](#) handover point (in the case of exports) or from the [Incoterms](#) handover point to the buyer.

The clearing or forwarding agent usually provides the C&F instructions form for the exporter/importer to complete. This form acts as a contract of performance and payment for services rendered by the agent. The agent will also be held liable for any deviation from the C&F instruction.

It is quite common for sellers and buyers to change instructions without informing their agents, which may incur additional costs. If the agents can prove that they are acting on the C&F instructions they will not be liable for the loss or the mistake. It is therefore common that agents request a new C&F instruction should there be any changes by the exporter or importer.

An example of both a standard exporter and importer clearing and instruction form is given below. It is quite a detailed example and a freight or clearing agent may not ask for all the information indicated in these examples.

Import Clearing and Forwarding Instruction Form:

Import Clearing / Forwarding instruction		
Importer		
Reference		
Customs code		
Vat number		
Supplier		
Transport mode & name of vessel		
E.T.A		
Transport document number & date		
Shipment reference number		
Invoice number & date		
Port of entry		
Customs purpose code DP/WH/WE/IR	New codes from A to L	
Destination code ZA / LS / SZ / NA / BW		
Tariff determination		
Customs valuation code & method / N1		
Customs value FOB / SOB date		
Number of packages & Marks and numbers	As per transport document	
Special goods / hazardous, perishable or taint	As per transport document	
Gross mass in kgs	As per transport document	
Measurement cm, mm, etc	As per transport document	
Import permit number		
Documents attached	Commercial invoices Transport documents Packing lists Certificate of origin Import permit other	
Incoterms	Fob Cape Town 2000	
Delivery instructions mode of transport		
Delivery address		
Split delivery address		
Special instructions		
Other		
<p>I.....the undersigned hereby declare that I am authorized to issue and sign this forwarding instructions for and on behalf of the Shipper/Exporter . I hereby declare that the information supplied in this document to true and correct and have not omitted and detail that would be important for this shipment to be executed according to the wishes of all parties concerned with this cargo.</p>		
<p>..... Date stamp</p>	<p>..... Name and signature</p>	<p>..... Company</p>

Export Clearing and Forwarding Instruction Form

Export Clearing & Forwarding instruction		
Shipper / exporter		
Reference		
VAT Number		
Consignee		
Notify party		
Place of Collection		
Port of loading		
Port of discharge		
Final destination		
Destination country		
Methods of payment		
Mode of transport		
Type of freight	containers	
Number of packages		
Type of packages		
Marks and numbers		
Description of goods		
Special goods / hazardous, perishable or taint	Not any	
Gross mass in kgs		
Measurement cm, mm, etc		
Cargo insurance and value	A class R1000000	
Documents attached	Commercial invoices Bank forms Packing Note Certificate of origin Export permit other e.g. PSI or DG certificate	
Incoterms & C.I value & currency	Fob Cape Town 2010 \$1 000 000	
Customs Export purpose code	New codes from A to L	
Customs Export number		
Tariff heading		
Special instructions		
Other		
<p>I.....the undersigned hereby declare that I am authorized to issue and sign this Clearing & Forwarding instruction for and on behalf of the Seller. I hereby declare that the information supplied in this document to true and correct and have not omitted any detail that would be important for this shipment to be executed according to the wishes of all parties concerned with this cargo.</p>		
<p>..... Date stamp</p>	<p>..... Name and signature</p>	<p>..... Company</p>



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