

Cusmode Customs Brokers

Export Document Checklist

Exporter / shipment details

Exporter name	
Customs client code	
Consignee / buyer	
Destination country	
Port / airport of loading	
Port / airport of discharge	
Vessel / flight	
ETD	
Booking number	
Container / package count	

Documents and information required

Required document / information	Provided / Notes
■ Commercial invoice showing exporter, consignee, goods description, currency and value	
■ Packing list showing packages, weights, measurements and marks/numbers	
■ Shipping instruction / booking confirmation	
■ Bill of lading / sea waybill / air waybill draft details	
■ Export entry details and Customs client code	
■ Origin statement or certificate of origin if required by buyer or destination country	
■ MPI export certificate, phytosanitary certificate, animal products certificate or other official certificate if required	
■ Permits, licences or approvals for restricted or controlled goods	
■ Dangerous goods declaration and SDS if applicable	
■ Temperature / reefer instructions if applicable	
■ Insurance certificate if required	
■ Incoterms and freight payment terms	
■ Delivery / pickup instructions and contact details	
■ Any letter of credit, bank, consular or buyer-specific document requirements	

Special instructions / destination requirements

