

Cusmode Customs Brokers

Vehicle Import Checklist

Importer / vehicle details

Importer name	
Customs client code / tax number	
Email	
Phone	
Make	
Model	
Year	
VIN / chassis number	
Country of export	
ETA / vessel	
Bill of lading	
Delivery / compliance address	

Documents and information required

Required document / information	Provided / Notes
■ Purchase invoice / bill of sale showing value and currency	
■ Proof of ownership / registration papers / deregistration certificate	
■ Export certificate or title documents from country of export	
■ Bill of lading, sea waybill or arrival notice	
■ Freight and insurance costs if not shown on invoice	
■ Photo or copy of VIN / chassis number where available	
■ Odometer reading and vehicle condition details	
■ Cleaning confirmation - vehicle must be free of soil, seeds, insects, leaves and contamination	
■ Asbestos declaration or supporting evidence if required	
■ Gas/air-conditioning refrigerant information if required	
■ Import approval, standards/compliance approval or entry certification documents where applicable	
■ Keys and delivery instructions	
■ Authority to Act completed and signed	
■ Any accessories, spare parts, personal effects or goods inside vehicle declared separately	
Vehicle notes / compliance provider / delivery instructions	

