

	Preliminary checklist for Import Clearance Procedures	Check
1	Have you received “Arrival Notice (A/N)” from the shipping company or the shipping agent?	<input type="checkbox"/>
2	Have you confirmed the bonded area (warehouse or containet yard) where the goods is stored? If you are unsure, please contact the shipping company or the shipping agent.	<input type="checkbox"/>
3	Have you paid freight and handling charges described in the “Arrival Notice(A/N)” to the shipping company or the shipping agent, and have you received “Delivery Order (D/O) ” ?	<input type="checkbox"/>
4	Have you confirmed where the customs office for import declaration is? If you are unsure, please contact Customs Counselors. (e-mail address : kobe-sodan@customs.go.jp)	<input type="checkbox"/>
5	When the cargo for import requires a permit and approval under laws and regulations other than the Customs Law, have you obtained any license, authorization, etc. under these laws and regulations prior to customs clearance .	<input type="checkbox"/>
6	Have you confirmed that the goods has been taken into the bonded area? If you are unsure, please contact the bonded area where the goods is stored.	<input type="checkbox"/>
7	Do you have all the necessary documents for customs clearance? <ul style="list-style-type: none"> • “Arrival Notice (A/N)”, “Delivery Order (D/O) ” , Invoice, Packing list, B/L, Freight account, Insurance certificate, etc. • Import declaration form (Customs form C-5020)※ ※Please use“Export and Import Declaration Terminal” installed at customs office to make an import declaration. <ul style="list-style-type: none"> • Identification card/document (e.g. driver's licence) The required documents may differ depending on the contents of the import declaration.	<input type="checkbox"/>