

Preliminary checklist for Import Clearance Procedures

	Check item	Check
1	Have you received Arrival Notice from the shipping company or the shipping agent?	<input type="checkbox"/>
2	Have you checked the bonded area (warehouse or container yard) where the goods have been 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 to the shipping company or the shipping agent, and have you received Delivery Order in exchange for Bill of lading?	<input type="checkbox"/>
4	Have you checked the customs office where you would submit your import declaration? If you are unsure, please contact Customs Counselors of Kobe customs. (e-mail address : kobe-sodan@customs.go.jp)	<input type="checkbox"/>
5	Have you checked that the goods have been taken into the bonded area? If you are unsure, please contact the bonded area where the goods are stored.	<input type="checkbox"/>
6	When the goods for import require 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"/>
7	Do you have all the necessary documents for customs clearance? <ul style="list-style-type: none"> ・ Arrival Notice, Delivery Order, Invoice, Packing list, Bill of lading or Sea Waybill, Freight account, Insurance certificate, etc. ※The required documents may differ depending on the contents of the import declaration. ・ Import declaration form (Customs form C-5020) <ul style="list-style-type: none"> ※Please use “Export and Import Declaration Terminal” installed at customs office to make an import declaration. ・ Identification document <ul style="list-style-type: none"> Individual: driver's license or passport, etc. Corporation: certified copy of register, certified extract copy of register, Notification of Corporate Number or employee ID card etc. 	<input type="checkbox"/>