

Importer Requirements for filing Importer Security Filing (ISF) / 10+2

The following **10 elements** are required for ISF of ocean shipments consisting of goods intended to be entered into the United States and goods intended to be delivered to a foreign trade zone (FTZ):

1. **Seller name and address.** Name and address of the last known entity by whom the goods are sold or agreed to be sold. If the goods are imported other than in pursuance of a purchase, the name and address of the owner of the goods must be provided. (The party required for this element is consistent with the information required on the invoice of imported merchandise.)
2. **Buyer name and address.** Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported other than in pursuance of a purchase, the name and address of the owner of the goods must be provided. (The party required for this element is consistent with the information required on the invoice of imported merchandise.)
3. **Importer of record number/FTZ applicant identification number.** Internal Revenue Service (IRS) Number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. For goods intended to be delivered to an FTZ, the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ, documentation with CBP must be provided. The importer of record number for Importer Security Filing purpose is the same as “importer number” on CBP Form 3461.
4. **Consignee number(s)(name and address) (if different from the importer of record).** Internal Revenue Service (IRS) number, Employer Identification number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped. This element is the same as the “consignee number” on CBP Form 3461.
5. **Manufacture (or supplier) name and address.** Name and address of the entity that last manufactures, assembles, produces, or grows the commodity, or name and address of the supplier of the finished goods in the country from which the goods are leaving. In the alternative, the name and address of the manufacture (or supplier) that is currently required by the import laws, rules and regulations of the United States (i.e. entry procedures) may be provided (this is the information that is used to create the existing manufacturer identification provided (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes).
6. **Ship to name and address.** Name and address of the first deliver-to-party scheduled to physically receive the goods after the goods have been released from customs custody.
7. **Country of origin.** Country of manufacture, production, or growth of the article, based upon the import laws, rules, and regulations of the United States. (This element is the same as the “country of origin” on CBP Form 3461.)
8. **Commodity HTSUS Number... this is self-explanatory.**
9. **Container Stuffing Location.** Name and address(es) of the physical location(s) where the goods were stuffed into the container. **For bulk shipments**, the name and address(es) of the physical location(s) where the goods were made “ship ready” must be provided.
10. **Consolidator (stuffer) name and address.** Name and address of the party who stuffed the container or arranged for the stuffing of the container. For Break Bulk shipments, the name and address of the party who made the goods “SHIP READY” or the party who arranged for the goods to be “ship ready” must be provided.

For shipments consisting entirely of FROB and shipments consisting entirely of goods intended to be “transported” in-bond as an IE or T&E, the Importer Security Filing must consist of the following **five (5) elements**, unless an element is specifically exempted:

1. Booking party
2. Foreign port of unloading
3. Place of delivery
4. Ship to party
5. Commodity HTSUS number

IMPORTANT:

The ISF Importer must submit these elements as early as possible. The ISF must be transmitted in a single transmission to CBP no later than 24 hours prior to lading.

Also, the ISF must be updated with respect to certain elements as more precise or accurate information becomes available. The ISF Importer is required to supply updated information no later than 24 hours prior to arrival at a U.S. port (or upon lading at the foreign port if that is later than 24 hours prior to arrival at a U.S. port).

Importer Security Filing 10+2 Worksheet

Master Bill of Lading:	Importer (IRS #, Name, Address, City, State, Zip/Postal Code, Country)	
House Bill of Lading:		
Carrier Name:		
Vessel / Voyage # :		
Container # :		
Port of Loading: ETD:		
Port of Discharge: ETA:	IRS #	
Buyer (Name, Address, City, State, Zip/Postal Code, Country)	Consignee (IRS #, Name, Address, City, State, Zip/Postal Code, Country)	
	IRS #	
Consolidator (Name, Address, City, State, Zip/Postal Code, Country)	Container Stuffing Location (Name, Address, City, State, Zip, Country)	
Seller (Name, Address, City, State, Zip/Postal Code, Country)	Ship To (Name, Address, City, State, Zip/Postal Code, Country)	
Manufacturer (Name, Address, City, State, Zip/Postal Code, Country)	HTS #	Country of Origin

In order for the ISF to be filed on your behalf, this worksheet is to be completed, signed and emailed or faxed back to us upon completion of loading of freight into container.

For a proper HTS Declaration, we require the commercial invoice with detailed description of merchandise.

Please email or fax this worksheet together with a copy of the commercial invoice to: newoceanimportdocs@maribeliff.com or marissa@maribeliff.com or fax to 718-949-0662

Maribel International Freight Forwarders Inc. reserves the right to refuse to transmit untimely data. All transaction subject to Terms & Conditions of Service located at our website: www.maribeliff.com

Importer is solely responsible for the accuracy and timely delivery of all ISF data. Importer will be required to update its filing as more precise or more accurate information becomes available, no later than 24 hours prior to arrival at U.S. port (or upon lading at the foreign port if sailing time will be less than 24 hours prior to arrival at U.S. port).

We elect to have MARIBEL INTERNATIONAL FREIGHT FORWARDERS INC. file the ISF/10+2 on our behalf, utilizing our own Customs continuous bond.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____