

Correct way to fill out the Shipper's Export Declaration

U.S. DEPARTMENT OF COMMERCE
Social and Economic Statistics Administration
BUREAU OF THE CENSUS

FORM NO. 7525-V (SEPT. 15, 1971) U.S. DEPARTMENT OF COMMERCE - BUREAU OF THE CENSUS - BUREAU OF INTERNATIONAL COMMERCE

SHIPPER'S EXPORT DECLARATION
OF SHIPMENTS FROM THE UNITED STATES
Export Shipments Are Subject To U.S. Customs Inspection

Form Approved O.M.B. No. 41-R0397

CONFIDENTIAL - For use solely for official purposes authorized by the Secretary of Commerce. Use for unauthorized purposes is not permitted. (Title 15, Sec. 30.91(a) C.F.R., Sec. 7(c) Export Administration Act of 1969, P.L. 91-184)

Customs Authentication (For Customs use only)

READ CAREFULLY THE INSTRUCTIONS ON BACK TO AVOID DELAY AT SHIPPING POINT

For shipments to foreign countries, where authentication of the Shipper's Export Declaration is required, the export declaration must be presented to and authenticated by Customs and a copy so authenticated delivered to the exporting carrier prior to exportation.

Declarations Should be Typewritten or Prepared in Ink

DO NOT USE THIS AREA

DISTRICT PORT COUNTRY (For Customs use only)

File No. (For Customs use only)

1. FROM (U.S. Port of Export) Baltimore, Maryland 2. METHOD OF TRANSPORTATION (Check one):
 VESSEL (Incl. ferry) AIR OTHER (Specify) _____

3a. EXPORTING CARRIER (If vessel, give name of ship, flag and pier number. If air, give name of airline.)
SS JAMAICA BAY (American) Pier 26

3. EXPORTER (Principal or seller - licensee)
Wooster MacDuff Company ADDRESS (Number, street, place, State)
514 Breed Street, Mineville, Maryland

4. AGENT OF EXPORTER (Forwarding agent)
Smith & Jones, Inc. ADDRESS (Number, street, place, State)
4547 Conдор Street, Baltimore, Maryland

5. ULTIMATE CONSIGNEE
Kenneth Gordon & Sons Ltd. ADDRESS (Place, country)
911 Gurney Place, Essex, United Kingdom

6. INTERMEDIATE CONSIGNEE
Delta Tango Forwarding Company ADDRESS (Place, country)
41771 Downer Lane, London, United Kingdom

7. FOREIGN PORT OF UNLOADING (For vessel and air shipments only)
London, United Kingdom 8. PLACE AND COUNTRY OF ULTIMATE DESTINATION (Not place of transshipment)
Essex, United Kingdom

MARKS AND NOS. (9)	NUMBERS AND KIND OF PACKAGES, DESCRIPTION OF COMMODITIES, EXPORT LICENSE NUMBER, EXPIRATION DATE (OR GENERAL LICENSE SYMBOL) (Describe commodities in sufficient detail to permit verification of the Schedule B commodity numbers assigned. Do not use general terms. Insert required license information on line below description of each item.) (10)	SHIPPING (Gross) WEIGHT IN POUNDS (REQUIRED FOR VESSEL AND AIR SHIPMENTS ONLY) (11)	MODE OF TRANSPORTATION (12)	SCHEDULE B COMMODITY NO. (13)	NET QUANTITY SCHEDULE B UNITS (State unit) (14)	VALUE AT U.S. PORT OF EXPORT (Selling price or cost if not sold, including inland freight, insurance and other charges to U.S. Port of Export) (Nearest whole dollar; omit cents figures) (15)
HCT 4	1 Crated 6 Cyl. Gasoline Automobile Eng., Replacement	850	D	711.5036	1 ea.	\$ 1,050
ARS 2365	1 Pallet, 10 lb. Bags, Wood Charcoal Briquettes	1,040	D	241.2000	1,000 lbs.	400
CCB-1	Hyd. Brake Fluid, Containing Less Than 70% by Wt. of Petroleum or Shale Oils	8,400	D	599.9945	10 bbls.	340
AS ADDRESSED	3 Cases Cotton Work Gloves	65	D	841.4121	58 lbs. 36 d.pr.	432
	GEN. LIC. "G-DEST" (24) (20)					
	These commodities licensed by the U.S. for ultimate destination <u>United Kingdom</u> . Diversion contrary to U.S. law prohibited.					

16. WAYBILL OR MANIFEST NO. (of Exporting Carrier) _____ 17. DATE OF EXPORTATION (Not required for shipments by vessel) _____

18. THE UNDERSIGNED HEREBY AUTHORIZES Smith & Jones, Inc., 4547 Conдор Street, Baltimore, Maryland TO ACT AS FORWARDING AGENT FOR EXPORT CONTROL AND CUSTOMS PURPOSES. (Name and address - Number, street, place, State)

EXPORTER Wooster MacDuff Company BY W. MacDuff (DULY AUTHORIZED OFFICER OR EMPLOYEE)

19. I CERTIFY THAT ALL STATEMENTS MADE AND ALL INFORMATION CONTAINED IN THIS EXPORT DECLARATION ARE TRUE AND CORRECT. I AM AWARE OF THE PENALTIES PROVIDED FOR FALSE REPRESENTATION. (See paragraphs 1 (c) and (e) on reverse side.)

SIGNATURE SW Smith FOR Smith & Jones, Inc. Vice-President
(Duly authorized officer or employee of exporter or named forwarding agent) (Name of corporation or firm, and capacity of signer, e.g., secretary, export manager, etc.)

ADDRESS 4547 Conдор Street, Baltimore, Maryland

Declaration should be made by duly authorized officer or employee of exporter or of forwarding agent named by exporter.

DO NOT USE THIS AREA

* If shipping weight is not available for each Schedule B item listed in column (13) included in one or more packages, insert the approximate gross weight for each Schedule B item. The total of these estimated weights should equal the actual weight of the entire package or packages.
* Designate foreign merchandise (reexports) with an "F" and exports of domestic merchandise produced in the United States or changed in condition in the United States with a "D." (See instructions on reverse side.)
All copies of the export declaration, bill of lading, and commercial invoice must show a destination control statement, when required. (See Department of Commerce Export Control Regulations.)

See page 2
for
other side of
Form 7525-V

January 1972

INSTRUCTIONS FOR THE USE OF THE YELLOW SHIPPER'S EXPORT DECLARATION

(Commerce Form 7525-V)

(Follow Carefully to Avoid Delay at Shipping Point)

I. GENERAL PROVISIONS OF LAW AND REGULATIONS

(a) Vessels shall not be cleared for foreign ports until export declarations covering the cargo, or its parts, have been delivered to customs at the point of exportation by the owners, shippers, or consignors thereof. Similar provisions apply to exportations by rail, air, vehicle, or ferry. A declaration shall not be used to effect any exportation after the expiration date of the export license referred to therein except as specifically authorized by export regulations.

(b) A declaration presented to a Customs Director or Postmaster and used to effect an exportation of any commodity for which a validated export license or a general license is required, constitutes a representation by the exporter (1) that all statements made and information set forth in the declaration have been furnished by him or on his behalf for the purpose of effecting an exportation in accordance with the export control regulations; (2) that the exportation of the commodity described in the declaration is authorized under the general or validated export license identified in the declaration; (3) that the statements contained in the declaration are identical in all respects with the contents of the validated export license or the terms, provisions, and conditions of the applicable general license; and (4) that all other terms, provisions, and conditions of the export control regulations applicable to the exportation have been met.

(c) It is unlawful under United States laws and regulations for any person, whether or not situated in the United States, knowingly to make any false or misleading representation, statement, or certification, or to falsify or conceal any material fact, whether directly to the Bureau of International Commerce, the Bureau of the Census, any district director of customs, or an official of any other United States agency, or indirectly through any other person or foreign government agency or official, for the purpose of or in connection with effecting an exportation from the United States, or the transportation, transshipment or diversion of any such exportation, or the issuance, or maintenance in effect of any document relating to export control, or in the course of an investigation or other action instituted under the authority of the Export Administration Act of 1969. Any person who knowingly violates any provision of said Export Administration Act of 1969 or any regulation, order, or license issued thereunder shall be fined not more than \$10,000 or imprisoned not more than one year, or both. For a second or subsequent offense, the offender shall be fined not more than three times the value of the exports involved or \$20,000, whichever is greater, or imprisoned not more than five years, or both. (Export Administration Act of 1969, Sec. 6; 83 Stat. 844, 50 U.S.C. App. 2405).

(d) Commodities which are intended to be, or are being, or have been, exported in violation of the export control law and the regulations promulgated thereunder, are subject to seizure, detention, condemnation, and sale under the Act of June 15, 1917, Ch. 30, Title VI, Sec. 1, 40 Stat. 223; 22 U.S.C. Sec. 401, as amended.

(e) It is a criminal offense for any person to knowingly make to the Bureau of the Census or the Bureau of International Commerce any false or misleading statement or representation relating to information on the Shipper's Export Declaration, subject to a maximum penalty of \$10,000 fine or imprisonment for 5 years, or both (18 U.S.C. Sec. 1001).

(f) Shipper's export declarations must also be filed for shipments between the United States and Puerto Rico, and from the United States or Puerto Rico to American Samoa and the Virgin Islands of the United States.

(g) For instructions regarding the use of this form for parcel-post exportations, see current United States Postal Manual, Chapter 2. One copy of the declaration should be mailed by postmaster to: Export Document Control, Foreign Trade Statistics Unit, Bureau of the Census, Room 308 - Building 66, Jeffersonville, Indiana 47130.

II. SHIPPER'S EXPORT DECLARATIONS (Commerce Form 7525-V)

(a) Must be made in duplicate for shipments by vessel, air, rail, car, vehicle, and ferry for all merchandise shipped to foreign countries, including Canada, where that country is not the final destination. For shipments finally destined to Canada, and between the United States and Puerto Rico and from the United States or Puerto Rico to American Samoa or the Virgin Islands the declarations must be made in duplicate. Under export control regulations, additional copies may be required by the Bureau of International Commerce. (Commerce Form 7525-V should not be filed for merchandise shipped intransit through the United States from one foreign country to another. In lieu thereof, "Shipper's Export Declaration for in-transit Goods" on Commerce Form 7513 should be filed.)

(b) For shipments to foreign countries, the exporter or his forwarding agent (duly authorized by a general power of attorney, or by specific power of attorney in item 18, of the export declaration form) or a duly authorized officer or employee of either must sign the original copy of the declaration in the space provided for signature. The name of the corporation or firm and the capacity of the signer (secretary, export manager, etc.) must be set out in the line captioned "For" in item 19. Oath is not required on the declaration, but the provisions of law and export control regulations applicable to false representations, as indicated in paragraph I (c) and (e), above, are fully applicable.

(c) Designation of agent must be in writing and signed by the exporter on declaration or in separate document providing similar authorization, which shall be filed in the agent's office and available on demand. Export control regulations define a "forwarding agent" as a person authorized by the exporter to perform for the exporter actual services which facilitate exportation of the commodities described in the declaration, such as preparing the declaration, attending to clearance of the shipment by submission of documents to the Customs Director or export control officers, securing cargo space or delivering the commodities to the exporting carrier, obtaining bills of lading in connection with the exportation, and attending to the formalities of consular invoices, certificates of origin, and other like documents; but such person need not be regularly engaged in the freight forwarding business.

(d) An authenticated declaration evidences the existence of a validated export license or an exportation permitted by an applicable general license. It is a violation of the export control law and regulations for any person to receive, use, alter, or assist in or permit the use or alteration of, any export declaration which has been authenticated by a Customs Director in connection with the exportation of any commodity under a general or validated export license, for the purpose of facilitating or effecting any exportation other than that set forth in such declaration and in accordance with the terms, provisions, and conditions thereof. Any person receiving an authenticated declaration showing evidence of unauthorized change, alteration, or amendment must not take any action to facilitate the exportation, but must report the facts to the nearest Customs Director and surrender the declaration to such Director.

(e) In the case of exportations subject to the export control law and regulations, the original and two copies (or additional copies if required or authorized by export control regulations) of the declaration submitted to the Customs Director at the port of exit by the exporter, his named duly authorized forwarding agent (or a duly authorized officer or employee of either) will be authenticated by Customs. The Customs Director will retain the original and one copy, and will return one (or more where required or authorized) authenticated copy to the exporter or such agent. One copy so returned shall be delivered by the exporter, or his agent, to the exporting carrier for attachment to the outward manifest. The additional copy or copies, when required or authorized, shall be used by the exporter in conformity with export control regulations. All copies not used shall be returned to the Customs Director. The statistical (manifest) copy of the declaration will be forwarded by the Director to the Bureau of the Census. Customs Directors will not authenticate a declaration which has been altered, changed, or amended, except as and to the extent authorized by the export control regulations.

(f) For shipments by rail, truck, or other vehicle requiring more than one rail car, truck or other vehicle, separate declarations are required for the merchandise carried aboard each such rail car, truck or other vehicle.

(g) Shipper's Export Declarations are for use solely for official purposes authorized by the Secretary of Commerce. Use for unauthorized purposes is not permitted. In accordance with the provisions of the Export Administration Act and the Foreign Trade Statistics Regulations, information from the export declarations will be published or disclosed only when the Secretary has determined that the withholding thereof is contrary to the national interest.

III. EXPLANATION OF TERMS

Item 1. "United States Port of Export" - Insert United States Customs port of exportation in terms of Schedule D, "Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics."

Item 2. "Method of Transportation" - Check whether exported by vessel (including ferry), air, or other means of transportation. If "Other," specify; i.e., rail, truck, etc.

Item 2a. "Exporting Carrier" - In addition to checking the method of transportation in item 2, specify here the name of the exporting carrier. If vessel, give name of ship, flag, and number or name of pier at which the goods were laden. If air, give name of airline. If "Other" (rail, vehicle, etc.), give name of carrier and identification by number or other designation.

Item 3. "Exporter" - Exporter named shall be the licensee named in the validated export license or person entitled to make the exportation under applicable general license in conformity with export control regulations.

Item 4. "Agent of Exporter" - State name of duly authorized forwarding agent of named exporter. See paragraph II (c).

Item 5. "Ultimate Consignee" - Ultimate consignee (whether by sale in U.S. or abroad, or by consignment) shall be person named as ultimate consignee in validated export license or authorized to be ultimate consignee under applicable general license in conformity with export control regulations.

Item 6. "Intermediate Consignee" - Intermediate consignee shall be person named as such in validated export license or authorized to act as such under applicable general license and in conformity with export control regulation. If none, state "none." Intermediate consignee should be inserted if known at time of authentication.

Item 7. "Foreign Port of unloading" - Foreign port of unloading (i.e., foreign port at which the merchandise will be unladen, from the exporting carrier specified in item 2a) should be shown for vessel and air shipments only.

Item 8. "Place and Country of Ultimate Destination" - The final place and country of destination, not the place of transshipment, should be shown in the space provided for "Place and Country of Ultimate Destination." Special care should be taken to give the final place and country of destination for goods shipped through Canada, United Kingdom, Canal Zone, Chile, Peru, or other seaboard countries for transshipment to other countries, such as through Chile or Peru, destined for Bolivia.

IV. DESCRIPTION OF ARTICLES, QUANTITIES, AND VALUES

Column 9. - Insert marks and numbers.

Column 10. - Insert number and kinds of packages, description of commodities, export license number, and expiration date, or general license symbol. Commodities must be described by nature and quantity in sufficient detail to permit verification of the Schedule B commodity numbers assigned. The description of the articles must be definite and complete, preferably the common commercial name of the specific article, and must conform with that set forth in the validated export license or with the requirements of the applicable general license. General terms such as "dry goods," "groceries," "meats," etc., are not sufficient. Catalog numbers or other characteristic trade identifications should be used where they will aid such description. Identification by trademark or brand name should be avoided where possible.

Column 11. - Insert gross weight in pounds for vessel and air shipments only.

Column 12. - Specify whether of domestic or foreign origin. Exports of domestic merchandise include commodities which are the growth, produce, or manufacture of the United States. Exports of foreign merchandise include commodities of foreign origin which entered the United States as imports, and which, at the time of exportation, are in the same condition as when imported. Commodities of foreign origin which have been changed in the United States from the form in which they were imported, or which have been enhanced in value by further manufacture in the United States, are considered as "domestic" commodities.

The above definition of the distinction between domestic and foreign merchandise is intended only for use in reporting column (12) on this export declaration and is intended for statistical purposes only.

Column 13. - Insert the Schedule B commodity code number. (See Instruction VII (a) below.)

Column 14. - Insert the net quantity in Schedule B unit. State the unit of quantity shown; i.e., pounds, square yards, etc.

Column 15. - Insert the dollar value at time and place (U.S. port) of export (omit cents figures). Value stated should be the selling price, or cost if not sold, including inland freight, insurance, and other charges to border point, seaport, or exporting airport. Ocean freight, marine insurance, and other charges incurred beyond the U.S. port of exportation should be excluded.

Item 16. - For convenience of exporter, to be inserted if desired.

Item 17. - To be inserted by Customs Director.

V. SIGNATURES

Items 18 and 19 - See paragraphs II (b) and II (c) of these instructions.

IV. FOREIGN TRADE STATISTICS REGULATIONS - EXPORT CONTROL REGULATIONS

For more detailed information regarding the preparation of the export declaration, refer to the Foreign Trade Statistics Regulations (Title 15, Ch. I, Part 30, Code of Federal Regulations), copies of which may be purchased from the Bureau of the Census, Washington, D.C. 20233. Information concerning export control law and regulations may be obtained from the Bureau of International Commerce, Washington, D.C. 20230, or from the Department of Commerce Field Offices.

VII. SCHEDULE B AND BLANKS

(a) Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States, may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, local Directors of Customs, and the Department of Commerce Field Offices.

(b) Shipper's Export Declaration blanks may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, local Directors of Customs, and Department of Commerce Field Offices located in principal cities. They may be printed by private parties provided they conform to the official form in size, wording, color, and quality (weight) of paper stock, and arrangement. An authenticated Shipper's Export Declaration may not be reproduced in any form.

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 - Price \$1.00 per pad.
Stock Number 0301-2365

★ U.S. GOVERNMENT PRINTING OFFICE: 1971-O-447-776

CORRECT WAY TO FILL OUT THE SHIPPER'S EXPORT DECLARATION

1. WHAT IS THE SHIPPER'S EXPORT DECLARATION?

The Shipper's Export Declaration is a joint Bureau of the Census--Bureau of International Commerce form, which is used for compiling official U.S. export statistics and for enforcing U.S. export control laws.

The basic Shipper's Export Declaration (Commerce Form 7525-V) is illustrated on the cover of this pamphlet. There is also available Shipper's Export Declaration (Commerce Form 7525-V-Alternate (Intermodal)) which is a variation of the basic Shipper's Export Declaration designed for simultaneous preparation with various other shipping documents commonly used, such as the dock receipt and the short form bill of lading. Commerce Form 7525-V-Alternate (Intermodal) can be used in lieu of the regular Form 7525-V without limitation.

A Shipper's Summary Export Declaration (Commerce Form 7525-M) is available for use by shippers who meet certain criteria and are authorized to report export information on a monthly basis in lieu of filing individual Shipper's Export Declarations (Commerce Forms 7525-V or 7525-V-Alternate (Intermodal)) for each shipment. Continuation Sheets are available for use as second and succeeding pages for Commerce Form 7525-V and 7525-V-Alternate (Intermodal) when needed.

The instructions in this pamphlet are specifically tailored to the preparation of the regular Shipper's Export Declaration, 7525-V, illustrated on the cover. However, the instructions and explanations are equally applicable to the corresponding items on all of the Shipper's Export Declaration forms.

2. WHEN IS THE SHIPPER'S EXPORT DECLARATION REQUIRED?

The Shipper's Export Declaration must be filed for all commodities, unless specifically exempt, shipped to foreign countries or areas from the United States, Puerto Rico, and the Virgin Islands of the United States, as well as for shipments between the United States and Puerto Rico, and for shipments to American Samoa and the Virgin Islands of the United States from the United States and Puerto Rico, regardless of the method of transportation. Shipper's Export Declarations are not required for shipments from the United States or Puerto Rico to the United States possessions, except for shipments to American Samoa and the Virgin Islands of the United States. (In particular cases, special arrangements can sometimes be made for the furnishing of statistical data on computer tapes or punch-cards, in lieu of filing individual Shipper's Export Declarations for each shipment.) See item 22 for a list of the most common exemptions from Shipper's Export Declaration filing requirements.

3. WHO SHOULD PREPARE AND SIGN THE SHIPPER'S EXPORT DECLARATION?

The Shipper's Export Declaration must be prepared and signed by the shipper, owner, or consignee, or his properly authorized agent. For shipments to foreign

countries if the Shipper's Export Declaration is prepared by an agent, his authority to sign such declaration must be in the form of a properly executed power-of-attorney signed by the shipper, owner, or consignee, on file in the agent's office and available on demand, or in the less formal written authorization printed on the export declaration form.

The Shipper's Export Declaration should be type-written or prepared in ink or other permanent medium (except indelible pencil). Duplicating processes, such as ditto and hectograph, as well as the overprinting of selected items of information, are acceptable. The signature may be executed in ink or by signature stamp.

4. HOW MANY COPIES OF THE SHIPPER'S EXPORT DECLARATION SHOULD BE PREPARED?

Except as otherwise provided by the Foreign Trade Statistics Regulations, three copies of the Shipper's Export Declaration are required for shipments to all foreign countries, except Canada, and for shipments through Canada destined to a third country; two copies are required for shipments to Canada and to nonforeign areas; only one copy is required for shipments by mail to all destinations. Additional copies in some cases may be required for export control purposes.

5. HOW SHOULD METHOD OF TRANSPORTATION BE DESIGNATED IN ITEM 2?

Check the appropriate box to indicate whether the shipment is being exported by vessel (including ferry), air, or other means of transportation. If "Other," specify; i.e., "rail," "truck," etc. "Other" should be checked for exported aircraft being flown away, vessels exported under their own power or afloat, or for other vehicles exported other than aboard another carrier, and the manner in which exported should be specified, e.g., "flown away," "in tow," etc.

6. WHAT SHOULD BE ENTERED AS THE PORT OF EXPORT IN ITEM 1?

The Customs port at which the land carrier crosses the border into foreign territory or where the exporting vessel or aircraft is loaded with the cargo covered by the specific export declaration is the port of export for statistical purposes and must be entered on the Shipper's Export Declaration in terms of the current edition of Schedule D, Classification of U.S. Customs Districts and Ports, except that for postal shipments, the name of the post office where the package is mailed should be inserted.

7. HOW SHOULD THE EXPORTING CARRIER BE DESIGNATED IN ITEM 2a?

The following details must be given according to the type of exporting carrier: (a) the name and flag of the vessel and number or name of the pier at which the goods are laden for shipments by vessel; (b) the name of the airline for shipments by air; and (c) the name and number, or other available designation, for shipments other than by vessel or air.

8. WHAT DETERMINES THE NAMES OF THE EXPORTER, AGENT, CONSIGNEE, ETC.?

The exporter named shall be the licensee named in the validated export license or person entitled to make the exportation under applicable general license in conformity with export control regulations. Similarly the intermediate and ultimate consignees shall be the persons named as such in the validated export license or authorized to act as such under applicable general license in conformity with export control regulations. If the exporter has duly authorized an agent to prepare the Shipper's Export Declaration and/or to perform other services which facilitate exportation of the commodities described in the declaration, the name and address of such agent should be shown.

9. WHAT IS TO BE SHOWN AS FOREIGN PORT OF UNLOADING IN ITEM 7?¹

The foreign port and country at which the merchandise will be unladen from the exporting carrier should be shown in this space for vessel and air shipments only.

10. WHAT SHOULD BE ENTERED AS THE COUNTRY OF DESTINATION IN ITEM 8?¹

In general, the final place and country of ultimate destination as known to the exporter at the time of shipment must be reported in terms of the current edition of Schedule C, Classification of Country Designations For United States Foreign Trade Statistics. The "country of destination" is the country in which the goods are to be consumed or further processed or manufactured. If the ultimate destination of the goods is not known, the last known country to which the goods are being shipped in their present form should be shown.

For vessels or carriers sold foreign, the country of new ownership is to be entered as the country of destination.

11. WHAT MARKS AND NUMBERS SHOULD BE SHOWN IN COLUMN (9)?

For purposes of identification of the Shipper's Export Declaration with the merchandise it covers, the marks, numbers, or other identification on the packages should be inserted.

12. HOW SHOULD MERCHANDISE BE DESCRIBED IN COLUMN (10)?¹

The merchandise must be described in sufficient detail to permit the verification of the Schedule B commodity number, as provided in the current edition of Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States. The name of the commodity, in terms which can be identified or associated with the language used in Schedule B (usually the commercial name of the commodity), and any and all characteristics of the commodity which distinguish it from commodities of the same name covered by other Schedule B classifications shall be clearly and fully stated. Careful reference to the Schedule B classification scheme, for related commodities as well as for the commodity being shipped, is necessary in order

¹Space limitations preclude further discussion of applicable provisions in this "Correct Way to Fill Out the Shipper's Export Declaration." It is particularly important that the Foreign Trade Statistics Regulations and the Export Control Regulations be consulted for more complete treatment of these items.

to establish which particular characteristics must be stated in the description to permit verification of the correct Schedule B commodity number, and to eliminate any question that some other commodity number might apply. The assignment of the Schedule B number is a separate requirement, and the furnishing of the correct Schedule B commodity number does not relieve the exporter of furnishing, in addition, a complete and accurate commodity description in accordance with this requirement. If the shipment is moving under a validated license, the description shown on the export declaration shall conform with that shown on the validated export license. However, where the description on the license does not state all of the characteristics of the commodity which are needed to completely verify the commodity number, as described above, the missing characteristics, as well as the description shown on the license, shall be stated in the commodity description on the Shipper's Export Declaration.

13. HOW SHOULD SHIPPING WEIGHT BE SHOWN IN COLUMN (11)?

The gross shipping weight in pounds, including the weight of immediate containers, should be shown for all shipments by vessel and air. If gross shipping weight information is not available for each individual Schedule B item for the reason that commodities covered by more than one Schedule B number are contained in the same package, approximate weights, estimated as accurately as is practicable should be shown for each Schedule B item in the package.

14. WHAT IS MEANT BY "D" OR "F" IN COLUMN (12)?

Foreign goods must be shown separately from goods of domestic production, and for this purpose, domestic merchandise is identified by the designation "D" and foreign merchandise by "F."

Exports of domestic merchandise include those commodities which are the growth, produce, or manufacture of the United States, Puerto Rico, or the Possessions (including commodities incorporating foreign components), and those articles of foreign origin which have been enhanced in value or changed from the form in which imported by further manufacture or processing in the United States, Puerto Rico, or the Possessions.

Exports of foreign merchandise include those commodities which are the growth, produce, or manufacture of foreign countries, which entered the United States as imports and which at the time of exportation have undergone no change in form or condition or enhancement in value by further manufacture in the United States, Puerto Rico, or the Possessions.

15. HOW CAN THE SCHEDULE B COMMODITY NUMBER BE OBTAINED?

Consult the current edition of Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States. Directions for locating the correct Schedule B commodity number will be found in the introduction to Schedule B. Shippers may also consult their local Customs Director, Department of Commerce field offices (located in principal cities), or write to the Foreign Trade Division, Bureau of the Census, Washington, D.C. 20233, for assistance in determining the correct Schedule B commodity numbers for their shipments. Schedule B may be purchased from the Superintendent of Documents, Government Printing Office,

Washington, D.C. 20402, or from Department of Commerce field offices. Local Customs Directors may also stock copies of Schedule B for sale.

16. HOW SHOULD NET QUANTITY BE SHOWN IN COLUMN (14)?

Consult the current edition of Schedule B (see question 15). Where a unit of quantity is specified in Schedule B for the commodity number in which the item is classified, net quantity exported must be reported in the specified unit, and the unit in which reported should be indicated following the net quantity figure. If no unit of quantity is specified in Schedule B for a numbered classification, but a validated export license for the item specifies a unit of quantity, the net quantity should be reported on the declaration in terms of the unit of quantity specified in the validated export license. In stating quantities, fractions (including decimals) of less than one-half should be ignored, and fractions of one-half or over should be considered a whole unit. Where neither Schedule B nor an applicable validated license requires a unit of quantity for the item, net quantity should not be shown, and a dash "--" should be entered in the "net quantity" column.

17. HOW SHOULD VALUE BE SHOWN IN COLUMN (15)?¹

A separate value must be given for each item requiring a separate Schedule B commodity number (except for a few commodity numbers for which Schedule B specifically requires quantity only), or each group of items bearing the same commodity number. The dollar value at U.S. port of export should be given. This value should be the selling price, or cost if not sold, including inland freight, insurance, and other charges to border point or seaport. It should not include freight, insurance, or other charges incurred beyond the U.S. port of exportation.

Where exact information as to the amount of inland freight charges, etc., is not available, estimates are acceptable. Inland freight charges, etc., should not be shown separately on the declaration, but should be reflected, together with the selling price (or cost, if not sold), in a single value figure entered in column (15) as described above. In stating values, fractions of less than one-half dollar should be ignored, and fractions of one-half dollar or over should be stated as a whole dollar. Cent figures should be omitted.

18. WHAT SHOULD BE ENTERED AS THE DATE OF EXPORTATION?

Information as to date of exportation, when required, will be entered by Customs Directors.

19. WHAT SHOULD BE DONE WITH THE SHIPPER'S EXPORT DECLARATION WHEN COMPLETED?

Unless otherwise provided in the regulations of the Census Bureau and the Office of Export Control, the Shipper's Export Declaration in the required number of

¹Space limitations preclude further discussion of applicable provisions in this "Correct Way to Fill Out the Shipper's Export Declaration." It is particularly important that the Foreign Trade Statistics Regulations and the Export Control Regulations be consulted for more complete treatment of these items.

copies should be presented in person by the exporter or his authorized agent to the Customs Director at the U.S. port of export prior to loading of the merchandise. (For shipments by mail, the declaration should be filed with the postmaster at the time of mailing.) For shipments from an interior point, the declaration, prepared and signed by the exporter or his agent, may be given to the carrier for presentation to Customs at the port of export.

20. HOW SHOULD CORRECTIONS BE MADE?

Corrections, amendments, or cancellations of data reported on Shipper's Export Declarations should be effected by means of the Shipper's Export Declaration Correction Form (available free from Customs Directors) which must be filed with the Customs Director or the Postmaster where the declaration was originally presented.

21. WHERE CAN THE SHIPPER'S EXPORT DECLARATION FORMS BE OBTAINED?

The regular declaration and its continuation sheet can be purchased for a nominal price from Customs Directors, Department of Commerce field offices, or the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. The alternate form and its continuation sheet must be privately printed; free samples are available from the Foreign Trade Division, Bureau of the Census, Washington, D.C. 20233. Any of the Shipper's Export Declaration forms may be privately printed provided they conform strictly to the official form in size, wording, color, quality (weight) of paper stock, and arrangement, including the instructions on the reverse side.

22. WHAT ARE SOME OF THE KINDS OF SHIPMENTS FOR WHICH SHIPPER'S EXPORT DECLARATIONS NEED NOT BE FILED?¹

Shipper's Export Declarations are generally required for all shipments unless specifically exempt. (See question 2.) A partial list of the kinds of shipments for which Shipper's Export Declarations are not required when such shipments are not moving under a validated export license is shown below:

- a. Shipments by mail where either the shipper or the addressee is not a business concern.
- b. Shipments by mail valued \$250 or under.
- c. Shipments of technical data by mail (regardless of whether or not a validated export license is required).
- d. Shipments by mail where the goods are not exported for commercial consideration.
- e. Shipments by mail of catalogs, instruction books, and other advertising matter, or of newspapers, magazines, and periodicals.
- f. Shipments of diplomatic pouches and their contents.
- g. Shipments of human remains and accompanying appropriate receptacles and flowers.
- h. Shipments from one point in the United States to another point thereof by routes passing through Canada or Mexico, and shipments from one point in Canada or Mexico to another point thereof by routes passing through the United States.
- i. Shipments of baggage, personal effects, and tools of trade, of persons leaving the United States, provided such

baggage, personal effects, and tools of trade (i) include only such articles as are owned by such person or member of his immediate family; (ii) shall be in his possession at the time of or prior to his departure from the United States; (iii) are necessary and appropriate and intended for the personal use of such person or his immediate family; and (iv) are not intended for sale, and provided further that such baggage, personal effects, and tools of trade are not moving as cargo under a bill of lading.

j. Shipments of all commodities, whether shipped commercially or through government channels, consigned to the United States armed services, including shipments to armed services exchange systems.

k. Shipments encompassed by Office of Export Control General License GIFT.

l. Shipments between the United States and Puerto Rico, to the U.S. Possessions, and to all countries except countries included in country groups S,W,Y, and Z as defined in the export control regulations of the Office of Export Control² where the value of the commodities classified under a single Schedule B number and shipped on the same exporting carrier from one exporter to one importer is valued \$250 or under.

²Country groups are established and maintained by the Office of Export Control. See Export Control Regulations (15 C.F.R. Parts 368-399) for lists of countries included in each country group.

23. HOW CAN I FIND THE ANSWERS TO ANY FURTHER QUESTIONS I MAY HAVE ON SHIPPER'S EXPORT DECLARATIONS?

The reverse side of the Shipper's Export Declaration, reproduced on page 2, contains additional instructions. For further information, consult your local Customs Director or Department of Commerce field office. The Foreign Trade Division, Bureau of the Census, Washington, D.C. 20233, will also be able to answer any inquiries. Complete information regarding Census (statistical) requirements for the preparation and filing of the Shipper's Export Declaration is contained in the Foreign Trade Statistics Regulations, (issued under the authority of Chapter 9 of Title 13, United States Code) (76 Stat. 951) which may be purchased from the Bureau of the Census, Washington, D.C. 20233. Copies of the "Correct Way to Fill Out the Shipper's Export Declaration" may be obtained free of charge from Customs Directors, Department of Commerce Field Offices, or the Foreign Trade Division, Bureau of the Census, Washington, D.C. 20233.

24. COMPLIANCE WITH EXPORT CONTROL REGULATIONS.

In preparing and filing export declarations, shippers must comply with all pertinent regulations published in the Export Control Regulations of the Bureau of International Commerce. Information concerning export control regulations may be obtained from the Bureau of International Commerce, Washington, D.C. 20230, or from the Department of Commerce field offices.