

準備報關文件必備-關鍵項目檢查清單

√填寫資料務必用英文填寫

#	重要資料項目	填寫範例
1	Shipper & Exporter of Record (EOR)	Shipper & Exporter of Record (EOR): John Shipper Road Name, No Zip Code Country
	Receiver & Importer of Record (IOR)	Receiver: Paul Receiver Road Name, No Zip Code Country Importer of Record (IOR): Tom Importer Road Name, No Zip Code Country
2	Contact (e-mail, mobile number)	John.Shipper@email.com +12 3456789
		Paul.Receiver@email.com +98 7654321
		Tom.Importer@email.com +45 6478391
3	Registration Number	Number: 12345678910
	Type	Type: EORI Number
	Issuing country	Issuing Country: Belgium
4	Type (Business / Private)	Type: Private or Commercial , B2C or B2B
	Reason for Export	Reason for Export: Repair and Return

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#	重要資料項目	填寫範例
5	Line Item Goods Description	Sunglasses with lenses optically worked
	Line Item HS Code for Export / Import	9004.10.XXXX* (*last digits are country-specific)
	Line Item Country of Origin	China
	Line Item Quantity and Measure	3 units (sunglasses)
6	Goods Line Item Value & Currency	Goods Line Item Value: US\$150 (x 3 units)
	Total Other Monetary Amount	Insurance: US\$ 25
	Total Freight Value & Currency	Total Freight: US\$ 50
	Total Invoice Value & Currency	Total Invoice: US\$ 525
	Incoterm and Place	Incoterm: EXW Place: Shanghai / China
7	Total Gross Weight & Unit	0.5 kilograms (KG)
8	Customs Document Type and ID	Type: Commercial Invoice ID: 98765543
	Customs Document Date	Date: July 22 nd 2020

正確的貨品敘述指南

- √可接受的貨品敘述包括完整資訊以及正確的貨品性質資訊
- √貨物說明應指出該貨物是什麼，使用貨物的目的是什麼，以及製造成分
- √貨物說明必須正確，使海關能辨識禁止/限制貨物，以及針對安全與保全理由執行適當風險評估

WAYBILL 電子提單正確的貨品敘述指南範例

不接受 ❌	接受 ✅
Aid consignments	Blankets, medications
Apparel	Men's shirts, lingerie, girls' vests, boys' jackets
Appliances	Refrigerators, stoves, microwave ovens, coffee machines
Auto parts	Automobile brakes, windshield glass for automobiles
Machine parts	Pumps, seals, engines
Machinery	Metalworking machinery, sewing machines
Machines	(See examples for "Machinery")
Oil	Mineral oil, plant oil
Plastic goods	Plastic kitchenware, plastic houseware
Electronics	Computers, televisions, CD players, tape recorders, phones
Equipment	Oil well equipment, poultry equipment
Wires	Iron and steel wire, copper wires
Foodstuffs	Fish, Beverages, Milk Powder
Gifts	Dolls, remote-control cars
Household goods	Plates, dishes, tableware (See also examples for "appliances")

The European Commission has published a document with a comprehensive list of unacceptable/ acceptable waybill goods descriptions, please see link below:

http://ec.europa.eu/taxation_customs/sites/taxation/files/resources/documents/customs/customs_code/guidance_acceptable_goods_description_en.pdf

COMMERCIAL INVOICE 正確的貨品敘述指南範例

不接受 ❌	接受 ✅
Samples	Samples of curtains and interior blinds; curtain or bed valances of cotton
Parts	Parts of pumps for liquids, whether or not fitted with a measuring device; liquid elevators
Gifts	Sunglasses with lenses optically worked
Textiles	Women's T-shirts made of cotton, knitted or crocheted

Note: in addition to goods descriptions, ideally customers should also provide the corresponding HS Code (full digits), ideally for both Export & Import Countries, on the Commercial Invoice/data.