



## REQUEST FOR DETAILED INFORMATION

Dear Client,

The Authorities in the country of import require that the goods you are supplying be inspected by SGS prior to shipment. Depending upon the import requirements, the inspection may cover verification of quality, quantity, export market price, value for customs purposes, customs classification and import eligibility.

So that we may arrange for inspection, please complete or modify the attached form<sup>1</sup> and return it to us, preferably by email or by fax, and if possible, together with the required documents to issue the certificate:

- Final Invoice
- Detailed packing list, weight/measurement details
- Detailed product information/specification
- Manufacturer's test report
- Export price list and discount structure

Sellers are requested to give SGS a minimum of 3 working days' notice to schedule the inspection unless the import regulations stipulate a different period.

SGS Government and Institutions (SGS GIS) administrative offices are available to provide you further information about pre-shipment inspection procedures and supply copies of the following publications upon request (Alternatively, you may wish to visit our website at [www.sgs.com](http://www.sgs.com) to acquire copies of these publications):

- **Guidelines for Exporters** : provides a general overview of SGS Pre-shipment inspection procedures
- **Data Sheets for the Trade**: provides the specific import requirements for each country individually
- **Independent Review Procedures**: explain how exporters may refer disputes about pre-shipment inspection to an independent review in accordance with the WTO Agreement on Pre-shipment Inspection, Article 4.

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<sup>1</sup> As per the WTO Agreement on Pre-shipment Inspection (art. 2.9 to 2.13), SGS will treat all information received as business confidential. In case of need, please use additional blank paper and refer your answer to the relevant box title.



## REQUEST FOR DETAILED INFORMATION

<b>Buyer (Importer)</b>		<b>Seller (Exporter)</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Phone No.</b>		<b>Phone No.</b>	
<b>Fax No.</b>		<b>Fax No.</b>	
<b>E-Mail</b>		<b>E-Mail</b>	
<b>Place of Inspection</b>		<b>Inspection Contact</b>	
<b>Inspection Requested Date</b>		<b>Phone No.</b>	
<b>From:</b>	<b>To:</b>	<b>Fax No.</b>	
		<b>E-Mail</b>	
<b>Shipment</b>		<b>Shipping Schedule (loading)</b>	
<b>Shipment type:</b> <input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/> Final		<b>Date</b>	<b>City/ Country</b>
<input type="checkbox"/> Sea <input type="checkbox"/> Air <input type="checkbox"/> Land		<b>Carrier</b>	<b>Voyage #</b>
<input type="checkbox"/> Multimodal (Combined) <input type="checkbox"/> Unknown			
<b>Gross Weight in Kg</b>			
<b>Net weight in Kg</b>			
<b>Seal required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Container</b>	<b>(FCL: Full Container Load)</b>	<b>(LCL: Less Container Load)</b>	
<b>Serial No.</b> <input type="checkbox"/> FCL <input type="checkbox"/> LCL	<b>Dimension:</b>	<b>Type:</b>	



## REQUEST FOR DETAILED INFORMATION

Transaction Details		
Transaction Incoterm		FOB
Item Incoterm		Freight
Mode of payment		Insurance
Terms of payment	Payment as from:	Oth. Charges
Currency		Total Transaction

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<b>Goods Description*</b>	In case of partial shipment, please indicate the items and quantity to be inspected as well as any other additional specifications or description of the goods
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Classification	Declared Description	Other Specification / Description of the goods	Declared Quantity	Items to inspect	Quantity to inspect



## REQUEST FOR DETAILED INFORMATION

Please complete this valuation page which is required for performance of price verification mandated by the Authorities in the country of importation.

<b>Trade Level Importer</b>	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Sole Agent	<input type="checkbox"/> Distributor	<input type="checkbox"/> Wholesaler
	<input type="checkbox"/> Retailer	<input type="checkbox"/> End User	<input type="checkbox"/> Other	
<b>Trade Level Exporter</b>	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Sole Agent	<input type="checkbox"/> Distributor	<input type="checkbox"/> Wholesaler
	<input type="checkbox"/> Retailer	<input type="checkbox"/> End User	<input type="checkbox"/> Other	

Are the invoiced prices net of a rebate or discount? If YES, please specify the amount (or percentage in the appropriate box)  Yes  No

Dutiable discounts:  Discounts (other than retrospective)

Does the price invoiced include commissions and brokerage? (e.g. selling, buying, confirming commission, etc.).  Yes  No

If YES, please specify:

Beneficiary  Type of Commission  Amount

(a) Are the buyer and seller RELATED in the sense of the note below? If NO, go to the next box.  Yes  No

(b) Did the relationship INFLUENCE the price of the goods? (e.g. related discount)  Yes  No

Are there any costs related to the good's shipment?

Container cost	<input type="text"/>	Post-entry Charges	<input type="text"/>
Packing cost	<input type="text"/>	International Freight	<input type="text"/>
Handling, Loading, Unloading	<input type="text"/>	Freight in Importing Country	<input type="text"/>
Additional Freight	<input type="text"/>	Other deductible Values	<input type="text"/>
Insurance	<input type="text"/>	Duties & Taxes	<input type="text"/>

(a) Are there any RESTRICTIONS as to the disposition or use of the goods by the buyer?  Yes  No

(b) Is the sale or price subject to some CONDITION or CONSIDERATION for which a value cannot be determined with respect to the goods? Specify the nature of the restrictions, conditions or considerations as appropriate:  Yes  No

If the value of conditions/considerations can be determined, indicate here the amount:

(a) Are there any ROYALTIES and LICENCE FEES related to the imported goods payable either directly or indirectly by the buyer as a condition of the sale? If "Yes", indicate the amount.  Yes  No

(b) Are there any payments related to the goods but paid to a third party?  Yes  No

If "Yes", indicate the amount.

(c) Is the sale subject to an arrangement under which part of the proceeds of any subsequent RESALE, DISPOSAL or USE accrues directly or indirectly to the seller? If "YES" to either of these questions, specify conditions and, if possible indicate the amounts  Yes  No

Are goods and services supplied directly or indirectly by the buyer free of charge or at a reduced cost for use in connection with the production and sale for export of the goods?  Yes  No

If "YES", specify whether :  Materials, components, parts and similar items cost

Tools, dies, moulds, and similar items cost

and, if possible, indicate the corresponding values  Materials consumed in the production of imported goods

Engineering, development, artwork, design work, plans and sketches cost

Please register my (our) above declaration as a general statement valid during the next 6 months for all transactions between the said seller and importer. I (we) will quote the reference number provided for this purpose by SGS on future Request forms to satisfy such enquiries during this period.

(\*) NOTES: PERSONS SHALL BE DEEMED TO BE RELATED ONLY IF

- They are officers or directors of one another's businesses
- They are legally recognized partners in business.
- They are employer and employee
- Any person directly or indirectly owns, controls or holds 5% or more of the outstanding voting stock or shares of both of them;
- One of them directly or indirectly controls the other;
- Both of them are directly or indirectly controlled by a third person
- Together they directly or indirectly control a third person or
- They are members of the same family.

Name:

Position / Title:

Place and date:

Signature: