

Dear customer,

Below are documents to be prepared for category 3 clearance status at Turkish Customs. Category 3 restrictions are: personal use for private individuals, weight limit is 30 kg, value limit is 1500 €.

You can find below the documents that are required to be prepared and related information, and you can also find the forms in the attachment:

Required documents:

- Indirect representation authorization certificate and items list - Duplex photocopy of identity card
- Document that shows the payments made to the sender for goods (credit card statements, Order confirmation letter, etc.). - Internet links that show purchased goods and their prices **Important:**

In case the above-mentioned documents are not delivered to us within **2 work days** as of the date of filing, your import file that you have been opened shall be **CLOSED** automatically.

For your closed files; please request for a new file opening by calling Customs Customer Relation Services in case you have prepared necessary document correctly and completely within **20 days official storage period** as of the arrival date of your consignment.

*** Please write the **specific contents of products** on the Customs Entry.

Example:

Incorrect Item Content

Clothing - Wear
Auto Parts

Right Item Content

Sweater - Skirt
Wheel cover of the car

In a consignment that its clearance shall be made; IN CASE THERE ARE DIFFERENT PRODUCTS MORE THAN 5, PLEASE PREPARE ITEMS LIST AS A SEPARATE SHEET.

Costs will arise:

Storage costs: Storage costs are not incurred.

Custom Tax VAT: A **18%** customs duty shall be incurred for **EU** members countries and **20%** for the countries outside of EU.

In addition to the customs duties, the 20% Special Consumption Tax will be applied for the products listed in the SCT number 4 list Books and printed publications with a value of over 150 euros will generate 8% customs duty.

How to pay your fees?

After your custom procedures are completed, you may pay your net payment amount which is informed by your customer representative to the bank account given below or you may pay it with your Credit Card on our website from the following link :

Website Link:

<http://gumruk.dhl.com.tr/etgbvergihesaplama.asp>

Bank Account Details:

Garanti Bank, Bakırköy Corporate Branch, Branch Code: 382 Account Number: 6297122 IBAN NO: TR86 0006 2000 3820 0006 2971 22

ATTENTION: As Receiver Account Name: "[DHL Worldwide Express Transport and Trade Inc.](#)" should be written and IBAN number must be noted correctly.

In case of clearance of the consignment which arrived with DTP Service within the scope of Category 3, the expenses to be incurred shall be covered by the sender.

IF THERE ARE QUESTIONS REGARDING THE EXPENSES TO BE INCURRED, PLEASE REFER TO CUSTOMERS SERVICE BEFORE YOU GIVE ANY AUTHORIZATION.

YOU MAY SEND THE DOCUMENTS THAT YOU HAVE PREPARED TO THE FOLLOWING E-MAIL ADDRESS BY WRITING YOUR BILL OF LADING NUMBER ON THE TITLE (SUBJECT) SECTION. kategori3@dhl.com

In case you send us your documents via e-mail, they will arrive us more clearly.

The messages that you will send to this e-mail address shall not be replied, It is just an e-mail address that you can forward your documents.

CUSTOMS SERVICE FAX NO: 0212 478 14 20 PHONE NUMBER: 444 00 40

CUSTOMS INDIRECT REPRESENTATION AUTHORITY

I. PARTIES

1. It is signed between DHL Worldwide Express Taşımacılık ve Ticaret A.Ş which operates in Yalçın Koreş Caddesi No 20 Yenibosna 34209 İSTANBUL address.. (In short, it shall be refereedas the carrier and / or "DHL", hereinafter) [Address:]..... (includi ng postcode), (Hereinafter the "Client") and(Name, Surname) who has Passport no and resides in Phone Number:

II. SUBJECT

1. With this authorization hereby, DHL shall represent the customer indirectly concerning his procedures in Atatürk Airport Customs Directorate in accordance with Customs General Communique, Mail and Fast Cargo transportation, Serial No:1 which has been published on 28.01.2010 dated and 27476 numbered Official Gazette.

The authorization is on a **single** bill of lading basis. Please write the bill of lading number and requested information below.

Bill of lading number: **Content:**

CN (Customs Tariff Position Number - if known):

2. With this authorization, DHL, has been appointed as an authorized proxy regarding the customs procedures of the goods by the customer. Pursuant to the scope of the Communique stated above, DHL is authorized to make transactions on behalf of and in the name of customer in all activities related to custom clearance procedures. Delivery address of the consignment is the customer 's address specified in the bill of lading. Customer is obliged to pay all costs occurring in customs duty (taxes, storage, customs clearance documents, clearance fees, terminal services fee and all other fees and expenses) to DHL. In addition, the CUSTOMER declares, accepts and commits all costs incurred in the clearance process.

3. All payments will be made DHL's bank account in cash or bank transfer: Bank information: Account owner: DHL Worldwide Express Transport and Trading Joint Stock Company, Garanti Bank, Bakırköy Corporate Branch, Branch Code: 382 Account No: 6297122.IBAN NO: TR86 0006 2000 3820 0006 2971 22.

III. LIABILITIES AND OTHER PROVISIONS:

Referring to the fulfillment of the rules foreseen by the communique, the customer has granted authority to DHL so as to make import transactions on behalf of Customer as an indirect representative. In the course of performance of mentioned customs procedures, taking decisions and signing authority of authorized DHL for all statements, payment forms and the agreement texts for solution and agreement texts for waiver has been granted to DHL by the Customer. In addition, the customer has granted the authorization to DHL in order to accept and approve all payments in customs procedures and to accept all customs documents and all agreements in the phase of acceptance of these documents. Additionally, the customer has granted authorization to DHL to make transaction with his name and on behalf of him if the customer desires in accordance with all procedures in the course of customs proceedings. Customer declares, agrees, commits, confirms and guarantees that the consignment in the article 126 of the 2009/15481 numbered decree of the council of ministers which is within the scope of fast cargo transportation is an item which doesn't exceed gross 30 kgs, and 1500 Euro value, and as being subject of release for free circulation, and item which has no trade value or content. With this agreement hereby, the customer has granted authorization to DHL as a proxy for all responsibilities specified below. At the same time, in correction and improvement process of ECID's (Electronic Commerce Introduction Declaration) the authority has been given to DHL by the customer. If it is necessary to record the customer to the customs system, customer is obliged to prepare the documents. Empowerer starts actively the authorization with the arrival of the mentioned document to the DHL customs office and agrees that its active completion occurs arrival of cancellation notice to the DHL Customs office. DHL accepts that the signature of the authorized person is in compliance with the authorization in the authorized signatures list. In relation to this, Customs paperwork must be signed by authorized person. Approval of customs statement declaration prepared by DHL indicates that the company which makes the statement has accepted the accuracy of the declaration. The person who signed the Customs declaration is responsible for all works during the period from the customs declaration until the exit from the customs. DHL undertakes to submit the authorization upon request of the Customs Authority. DHL undertakes to submit all document s after consignment clearance within the scope of the authorization. With this contract hereby, the customer undertakes to obtain all necessary documents and information during the customs clearance and concerning the customer's import, export and shipping with customs and also the documents requested by DHL in order to submit to Customs Authorities In addition, the customer is obliged to inform DHL on the changes in all documents direct and potentially related to written and other customs clearances. DHL is not responsible to any delay and loss arising from the customer; for example, when any documents concerning customs procedure / customs clearance or item cannot be obtained (Tax Number, union records, necessary information and documents etc.) In addition, the customer undertakes the process that the correction of any discrepancy and non-compliance situation by DHL between the custom procedure and the declarations that the clearance process are completed. Complaint filing process to customs authorities is 5 years beginning from the acceptance of declaration information. If the material is in transit, customer is obliged to submit transit documents to the concerning customs office that the consignment is to be cleared in time and completely. DHL has limited liability for the damages which occurred in the course of custom clearance phase of the consignment: This authorization is given indefinitely. The parties entitled to terminate this authorization with a written notice unilaterally. Warning time is 30 (thirty) days and this period starts with the receipt of the written notice to the other party. This authorization hereby is prevailing within the borders of the Republic of Turkey and in accordance with the Constitution of Republic of Turkey. Istanbul courts and executive offices are authorized for settlement of disputes.

CUSTOMS ENTRY (to be filled in Turkish)

- 1- 3-
- 2- 4-

My properties which are unused and came in the name of me is comprised of these and there is no any items which subject to declaration, banned from importation or objectionable among my belongings except these, and I declare and undertake that in case of determination in the course of the inspection to be made, legal actions within the scope of anti-smuggling law no. 5607 shall be taken about me. /...../.....

Name - Surname - Signature: