

Importer and Exporter Customs Registration Number (“CR Number”)

- All importers and exporters in China are required to register with Customs authorities for an importer or exporter Customs Registration number (“CR Number”). This CR Number is to be indicated on customs declaration forms of all shipments, except for documents and personal effects (limited to unaccompanied luggage, C2C shipments).

Harmonized System Codes (“HS Code”)

- All shipments, with the exception of documents, being exported from/imported into China will require a Harmonized System code (“HS Code”) to be indicated on customs declaration forms.

- These requirements will be mandatory by **1st January 2011** for dutiable shipments to all destinations in China
- China Customs requirement for the **CR Number is mandatory** for imports and exports of all China shipments (except documents).
- China Customs requirement for the **HS Code for import and export declarations is mandatory** to facilitate the clearance process.

Simple Guide for CR Number Application: FOR YOUR TRADING PARTNER IN CHINA

Location in China	PEK (Beijing)	PVG / SHA (Shanghai)	CAN (Guangzhou)
Preparation of Application & Required Documents	Fill up Application Forms (download on-line)	Fill up Application Forms (download on-line)	Fill up Application Forms (download on-line)
	<i>Supporting Documents Required:</i>	<i>Supporting Documents Required:</i>	<i>Supporting Documents Required:</i>
	Liability Certificate	Liability Certificate	Liability Certificate
	International Trade Registration File	International Trade Registration File	Organization Asset Evaluation Report
	Organization Constitution & Policy	Organization Constitution & Policy	Organization Constitution & Policy
	Organization Tax Registration Certificate	Organization Tax Registration Certificate	Customs Broker Certificates File (no less than 5 staff)
	Bank Account Information	Bank Account Information	Assessment Report for Brokerage Business
	Organization Code Certificate	Organization Code Certificate	
	Brokerage Registration File	Brokerage Registration File	Business Location Propertyship or Rent Contract
	Brokerage Management Team File	Brokerage Management Team File	Brokerage Management Team File
	Approval Certificate of Foreigner Investment in China	Approval Certificate of Foreigner Investment in China	Approval Certificate of Foreigner Investment in China
Other Business-related information (if requested by Customs)	Other Business-related information (if requested by Customs)	Other Business-related information (if requested by Customs)	
Filing of Application with Customs Authorities	Submit all requirements (Application Form + Supporting Documents Required) to local Customs authorities No fees or charges for submission of application Upon approval, local Customs authorities will issue the certificate and Customs Registration Number		
Application Processing	N/A (3rd Level Approval by Customs)	7 Working Days	40 working days
Certificate Validity Period	3 years from Issue Date		
Customs Website	http://beijing.customs.gov.cn/tabid/29866/Default.aspx	http://shanghai.customs.gov.cn/Default.aspx?tabid=5771	http://guangzhou.customs.gov.cn/tabid/4028/Default.aspx http://service.customs.gov.cn/default.aspx?tabid=12293
For other locations in China, customer may apply for CR Number with local Customs authorities, with the above process and requirements for reference only.			

USEFUL INFORMATION FOR YOU AND YOUR TRADING PARTNERS IN CHINA



The Ideal Commercial Invoice (Where to Indicate the CR Number and HS Code)

Commercial Invoice	
SHIPPER :	<u>Agilent Technologies</u> <u>10090 Foothills Building Dock Door 1284 Roseville, CA 95747</u>
CONSIGNEE:	<u>Agilent Technologies(china)</u> <u>No. 3 wangjing bei Lu Chao Yang District Beijing, China, 100102</u>

Consignee's Customs Registration no. is mandatory for import clearance into China

INVOICE NO.	INVOICE DATE	CONTRACT NO.	CONSIGNEE CR NO.	SHIP FROM	SHIP TO
MTA-FS	09-27-2010	QWATS1009-34	1105941955	USA	Beijing China

LINE NO.	GOODS DESCRIPTIONS	MODEL NO.	COUNTRY OF ORIGIN	HS CODE	QUANTITY/ SET	SELLING PRICE			
						CURRENCY	UNIT PRICE	TOTAL PRICE	
1	75-ohm Power Sensor,100	8483A	MY	9030899090	1	USD	858.08	858.08	
2	Coaxial Thermistor Mount,10	478A	US	9030900090	1	USD	1018.12	1018.12	
INCOTERM						FOB	TOTAL SELLING PRICE		USD 2,066.20
TOTAL PIECES						1	FREIGHT COST		USD 168.00
TOTAL GROSS WEIGHT						34	INSURANCE COST		USD 5.60
PACKING MAT						Carton	TOTAL INVOICE PRICE:		USD 2,039.80

Description needs to be detailed, material and component should be included if possible

Selling price should be true and realistic

Incoterm will determine whether insurance and freight cost should be added for duty/VAT calculation

Inclusion of correct HS code will help to clear customs more efficiently

It's necessary to keep the same currency code on invoice