IMPORTER SHIPMENT PROFILE & COMPLIANCE INTAKE

For establishing importer profile and collecting shipment characteristics to support reasonable care and timely customs clearance.

Alejandro Martinez / AMG CUSOMS BROKER LLC

IMPORTANT DISCLAIMER (Reasonable Care / Importer Responsibilities)

1) This form is provided to help gather shipment and product information in advance. It is not legal advice and does not constitute a binding classification, valuation, country of origin, marking, admissibility, or duty determination.

2) Under U.S. law, the Importer of Record is responsible for exercising reasonable care and for ensuring customs entries are filed with accurate classification, value, and other required data. The importer is responsible for providing complete and accurate information and supporting documentation.

3) Alejandro Martinez may rely on information provided by the importer and its suppliers/manufacturers unless the broker identifies an inconsistency or a reason to request clarification. The importer remains responsible for the accuracy of all information.

4) If duties, taxes, fees, or other charges are billed through the broker, payment to the broker does not relieve the importer of liability to U.S. Customs and Border Protection in the event charges are not paid to CBP.

5) This form may be updated as products, suppliers, countries of origin, or regulatory requirements change.

SECTION 1 - IMPORTER OF RECORD (IOR) PROFILE

Legal company name (exact): _____

DBA (if any): _____

Entity type (LLC / Corp / Individual): _____

EIN (or SSN for individuals): _____

Physical address: _____
_____

Billing address (if different): _____
_____

Primary contact (name / title / email / phone): _____
_____

Accounts payable contact (name / email / phone): _____
_____

SECTION 2 - IMPORT ACTIVITY OVERVIEW

Primary ports of entry: _____

Estimated shipment frequency: _____

Typical value per shipment (USD): _____

Estimated annual import value (USD): _____

Freight forwarder(s) / customs contact(s): _____
_____

Carrier(s) / SCAC(s) (if known): _____

Primary facilities for delivery (ship-to addresses): _____
_____

Frequency options: [ ] Weekly [ ] Bi-weekly [ ] Monthly [ ] Occasional / Ad-hoc

SECTION 3 - PRODUCT / SKU FAMILY DETAILS (Repeat per product type)

Attach additional pages if needed. Provide as much detail as possible (materials, composition, intended use, and manufacturing process).

Product name / description (plain English): _____
_____

Commercial description used on invoice: _____
_____

Brand / model / part number (if applicable): _____

Intended use (what the product is used for): _____
_____

Materials / composition (include % if known): _____
_____

Manufacturing process (if known): _____
_____

HTS used previously (if any): _____

Country of origin (COO): _____

Country of export (if different): _____

Manufacturer name: _____

Manufacturer address: _____
_____

Supplier / exporter name (if different): _____

Supplier / exporter address: _____
_____

SECTION 4 - TRADE REMEDIES / SPECIAL DUTIES (Check Yes / No / Unsure)

If unsure, provide product details and prior entry information (if available). We will flag items requiring additional review.

Program / Exposure Area	Importer indication (Yes / No / Unsure) + Notes
Section 232 (steel / aluminum / derivatives):	[ ] Yes [ ] No [ ] Unsure Notes: _____
Section 301 (China-related duties):	[ ] Yes [ ] No [ ] Unsure Notes: _____
Antidumping / Countervailing Duties (AD/CVD):	[ ] Yes [ ] No [ ] Unsure Notes: _____
Quota / tariff-rate quota (TRQ):	[ ] Yes [ ] No [ ] Unsure Notes: _____
Other special duties / trade programs:	[ ] Yes [ ] No [ ] Unsure Notes: _____

If AD/CVD is known, list case number(s) and any prior scope guidance:

_____

SECTION 5 - WOOD, PLANT, AND WILDLIFE COMPLIANCE (Lacey Act / ISPM-15)

Does the merchandise contain wood or wood-derived materials? (solid wood, plywood, veneer, bamboo, MDF, paper): _____

If yes, identify wood type(s) / component(s): _____
_____

Species (if known): _____

Country of harvest (if known): _____

ISPM-15 wood packaging used (pallets/crates)? _____

Lacey Act may apply? (wood products, some furniture, paper, musical instruments, etc.) _____

Yes/No options: use [ ] Yes [ ] No [ ] Unsure where applicable.

SECTION 6 - PARTNER GOVERNMENT AGENCIES (PGA) INDICATORS

Check any that may apply. If unsure, check 'Unsure' and provide product details.

Agency	Applies? (Yes / No / Unsure) + Notes
FDA (food, beverage, dietary supplement, cosmetic, medical device, drug, animal feed):	[ ] Yes [ ] No [ ] Unsure Notes: _____
USDA / APHIS (plants, seeds, wood, animal products, insects, soil):	[ ] Yes [ ] No [ ] Unsure Notes: _____
EPA (chemicals, pesticides, engines, refrigerants, TSCA):	[ ] Yes [ ] No [ ] Unsure Notes: _____
FCC (wireless / radio frequency devices, IoT, Bluetooth/Wi-Fi devices):	[ ] Yes [ ] No [ ] Unsure Notes: _____
CPSC (consumer products, children's products, product safety):	[ ] Yes [ ] No [ ] Unsure Notes: _____
DOT (hazmat, batteries, regulated materials):	[ ] Yes [ ] No [ ] Unsure Notes: _____
Other agency / permit:	[ ] Yes [ ] No [ ] Unsure Notes: _____

SECTION 7 - DOCUMENTS TYPICALLY AVAILABLE (per shipment)

Check what you can provide at time of shipment. If a document is not available, explain in notes.

[ ] Commercial Invoice (detailed descriptions, quantities, unit values)

[ ] Packing List

[ ] Certificate of Origin / USMCA (if applicable)

[ ] Mill Test Certificates / Material certifications (if applicable)

[ ] Manufacturer affidavit / production statement (if applicable)

[ ] Product literature / specs / MSDS/SDS (if applicable)

[ ] FDA facility registration or product listing information (if applicable)

[ ] Permits, licenses, or agency correspondence (if applicable)

[ ] Prior entry summaries / prior rulings (if available)

[ ] ISPM-15 statement / wood packaging certification (if applicable)

Notes / exceptions: _____
_____

SECTION 8 - IMPORTER ACKNOWLEDGMENT

I certify that the information provided in this form is accurate to the best of my knowledge. I understand that U.S. Customs and Border Protection and my customs broker may rely on importer-provided data for entry filing, and that the Importer of Record remains responsible for reasonable care, including accurate classification, value, country of origin, admissibility, and supporting documentation.

Authorized signer (printed name): _____

Title: _____

Company: _____

Signature: _____

Date (MM/DD/YYYY): _____

Return completed form with your signed Power of Attorney (POA) and required identification/tax ID documentation.