SHIPPER'S LETTER OF INSTRUCTION – VEHICLE EXPORT TRANSACTION

1. Shipment & Transport Information

Mode of Transport ♦	Export Date ♦	Routed ♦ YES NO	*If the FPPI is providing the Power of Attorney, the shipment is routed. If the USPPI and FPPI are the same, the parties are related.*
Port of Export ♦	U.S. Origin State ♦	Related ♦ YES NO	***All fields marked with ♦ are required.***
Carrier Name ♦	Carrier SCAC Code	Hazardous ♦ YES NO	Please **TYPE** or Print legibly.

2. U.S. Principal Party In Interest (USPPI)	3. Ultimate Consignee (FPPI)	4. U.S. Freight Forwarder
Name ♦	Name ♦	Name Affiliated Customs Brokers USA Inc
EIN or Foreign Passport Number ♦	Consignee Type ♦ *(Direct Consumer, Reseller, Govt Entity, Other)* Select	EIN XX-XXXXXXX
U.S. Street Address ♦	Street Address ♦	U.S. Street Address 193 West Service Road
U.S. City ♦	City ♦	U.S. City Champlain
U.S. State ♦	State/Province ♦	U.S. State New York
U.S. Zip Code ♦	Country ♦	U.S. Zip Code 12919
U.S. Contact Name (First/Last) ♦	Contact Name (First/Last) ♦	Contact Name (First/Last) Anthony Barron
Telephone Number ♦	Telephone Number ♦	Telephone Number 915-592-3000

Section 5 – Vehicle Information

	Description (Year/Make/Model) ♦	Schedule B Number ♦	EC ♦	LC ♦	Weight KG	Qty 1 ♦	ECCN	USD Value ♦	D/F ♦	Used Y/N ♦	Vehicle (VIN) or Product Identification Number ♦	Title Number ♦	Title State ♦
1													
2													
3													
4													
5													

Prepared by	Name (First/Last) ♦	Date♦

For questions regarding this form please contact Affiliated Customs Brokers USA, Inc. (915) 592-3000 - Revised 03/2015

Section 5a - Additional Vehicle Information*													
	Description (Year/Make/Model) ♦	Schedule B Number ♦	EC ♦	LC ♦	Weight KG	Qty 1 ♦	ECCN	USD Value ♦	D/ F ♦	Used Y/N ♦	Vehicle (VIN) or Product Identification Number ♦	Title Number ♦	Title State ♦
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* Additional charges may apply for 6 or more line items

Shipper's Letter of Instructions - Form Directions

☞ Please make sure that you have read through our information pamphlet "Exporting a Used Vehicle" prior to filling out this form.
☞ All fields marked with a red diamond ♦ are required.
☞ Please ensure that you have filled in all required fields before sending the form to our AES team.
☞ Please send the completed form to aes@affiliatedcb.com for processing
☞ If you decide to cancel your AES transaction please let us know immediately. Our fees are not refundable.

Section 1 Shipment & Transportation Information

Mode of Transport is how your vehicle is being transported across the U.S. Border at the time of export.
Road, Other *– If you are driving or towing the vehicle yourself*
Road *– If you hired a transport company to haul the vehicle for you*
Vessel, Containerized *– If your vehicle has been containerized and is moving by an Ocean Vessel*
Air *– If your vehicle will be shipped by aircraft*
Port of Export is the port/city at which your vehicle will exit the United States.
Carrier Name is the name of the person driving the vehicle, or transport company hired to ship the vehicle.
Export Date is the date you tentatively plan on exporting the vehicle from the United States. Cannot be a past date.
U.S. Origin State is the state from which your vehicle began its journey to the Port of Export.
Carrier SCAC Code is a 4-digit alphanumeric code assigned to the exporting transport company carrier by the NMFTA. If you are driving or towing the vehicle yourself please indicate "Unknown".
Routed Transaction, if the FPPI has authorized Affiliated USA to file the AES the shipment, or if you have provided a "Routed Power of Attorney" please indicate "Yes".
Related Parties, if the USPPI and FPPI are related companies, please indicate "Yes".
Hazardous Material should be indicated if any part of your shipment is hazardous as defined by the U.S. Department of Transportation (49CFR)

Section 2 U.S. Principal Party In Interest (USPPI)

For purposes of filing the EEI, the USPPI is the person or legal entity in the United States that receives the primary benefit, monetary or otherwise, from the transaction. Generally, that person or entity is the U.S. seller, manufacturer, order party, or foreign entity purchasing or obtaining goods for export.
The foreign entity shall be listed as the USPPI *if it is in the United States when the items are purchased or obtained for export*. The foreign entity shall then follow the provisions for filing the EEI specified in § 30.3 and § 30.6 pertaining to the USPPI. This means that you will report your name and passport number, but the actual address from where the vehicle originated.

Section 3 Ultimate Consignee (FPPI)

The ultimate consignee is the person, party, or consignee that is located abroad and actually receives the export shipment. The ultimate consignee as known at the time of export shall be reported. For shipments requiring an export license, the ultimate consignee shall be the person so designated on the export license or authorized to be the ultimate consignee under the applicable license exemption in conformance with the EAR or ITAR, as applicable.
Please confirm and indicate the Consignee Type as either a: Direct Consumer, Reseller, Government Entity, or Other/Unknown.

Section 4 Freight Forwarder

This automatically defaults to Affiliated USA. Please let us know if you have hired or designated your own freight forwarder.

Section 5 Vehicle Information

Description is the Year, Make, and Model of your vehicle
Schedule B Number is the 10-digit classification for your vehicle. See pages 7-11 on the information pamphlet titled "Exporting a Used Vehicle"
EC is the export code for your vehicle. The most common codes for this type of shipment are: **HV** –Personally Owned Vehicles and **OS** – All other exports.
LC is the license code for your transaction. In most cases no license is required to export a vehicle from the U.S., in these cases the code is **C33**.
Weight KG is the weight of the vehicle in kilograms. This is not required when the Mode of Transport is "Road,Other".
Qty 1 is the primary unit of measure as indicated by the Schedule B Number. See pages 4 & 7-11 on the information pamphlet titled "Exporting a Used Vehicle"
ECCN is the Export Classification Control Number. See page 4 on the information pamphlet titled "Exporting a Used Vehicle".
USD Value is the US Dollar value of your vehicle.
D/F please indicate if your vehicle was manufactured in the United States (D) or outside of the United States (F). If you are unsure, the first digit of your VIN indicates Country of Origin.
VINs beginning with a 1, 4 or 5 are United States.
Used, please indicate **Y** if the vehicle is Used, of **N** if the vehicle is New.
Vehicle (VIN) or Product Identification Number is the serial number assigned to your vehicle by the manufacturer. Please be sure that this matches the number on your vehicle title.
Title Number is the serial or sequential number indicated on your vehicle title.
Title State is the state which issued the current vehicle title.
Prepared By, please fill in your name and date.

Section 5a Additional Vehicle Information
If you plan on exporting more than 5 vehicles on the same AES declaration, please use the additional form to provide the vehicle information. Please note there may be additional fees for processing more than 5 vehicles.