



# INTEGRATED TRADE SERVICES SIERRA LEONE LIMITED

6 WALPOLE STREET, FREETOWN, SIERRA LEONE

TEL: +232 80 123 123

## IMPORT DOCUMENT SUBMISSION FORM (IDSF)

TAX PAYER IDENTIFICATION NUMBER (TIN).....

IMPORTER NAME.....

IMPORTER ADDRESS .....

IMPORTER EMAIL ADDRESS .....

IMPORTER BANK NAME .....

FINAL INVOICE NO.....PROFORMA INVOICE NO.....

EXPORTER NAME .....

EXPORTER PHONE NUMBER .....

EXPORTER EMAIL ADDRESS .....

### ATTACHMENTS (Please tick as appropriate)

PACKING LIST

SALES CONTRACT

CERTIFICATE OF ANALYSIS

FREIGHT RECEIPT OF FREIGHT INVOICE

OTHER (S) (PLEASE SPECIFY)

### CLIENT'S CONTRACT INFORMATION IN SIERRA LEONE

PERSON SUBMITTING DOCUMENTS: (Please tick as appropriate)  IMPORTER  AGENT

NAME .....

ADDRESS .....

ACTUAL CONTRACT TELEPHONE NUMBER (S) .....

EMAIL ADDRESS .....

*WE/I WISH TO CONFIRM THAT THE FINAL DOCUMENTS HAVE BEEN CHECKED AND CERTIFIED AS THE TRUE FINAL DOCUMENTS. WE/I THEREFORE DO NOT ENVISAGE ANY SUBMISSIONS OF REVISED DOCUMENTS AND AGREE THAT ANY SUCH REQUESTS MAY BE REJECTED.*





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Importer/Buyer's Commercial Level (Please tick as appropriate)

Industrial user       Wholesaler/Distributor       Agent       Retailer       End user

Exporter's/Seller's Commercial Level (Please tick as Appropriate)

Manufacturer       Wholesaler/Distributor       Agent       Retailer       End user

Other Conditions to be met for the Transaction Value Assessment (See article of the ACV)

- (a) Is it a sale for Export?      Yes       No
- (b) Buying Commission?      Yes       No
- (c) Selling Commission?      Yes       No
- (d) Are the importer (buyer) and exporter (seller) related?      Yes       No

If yes, what is the relationship?

Importer (Buyer) Relationship to Exporter (Seller)- (See article 15, par. 4 of the ACV for details).

- Branch       Subsidiary       Legal Partners       Agent/Distributor/Concessionaire
- Family       Other (please specify)

If Yes, please indicate the reason why the relation DOES NOT affect the price of the goods as indicated on the Invoice

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Does the amount stated on the Proforma/Final Invoice represent the full price paid of payable for goods? If the answer is **NO**, what are the additional amounts paid or payable.

- Cost of packing/container .....
- Commission/Brokerage .....
- Inland Transport to FOB .....
- Freight charges .....
- Unloading charges .....
- Others .....



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Incoterms of Sale: \*Please specify currency, amount, details and/or submit supporting documents

- EXW Breakdown of Shipment Values  
EXW .....  
COST TO FOB .....
- FOB  
Total FOB Value .....
- CFR  
Freight .....
- CIF  
Insurance .....
- Grand Total** .....

Status of goods:  New  Used

Mode of payment:  Documentary Credit  Documentary Collection  Bank Transfer  
 Bill of Exchange Other, Please specify .....

Payment Condition:  Payment in advance  After Shipment  After arrival of goods

Expected date of arrival (DD/MM/YYYY): .....

Mode of transport:  FCL/FCL  LCL/LCL  LCL/LCL  Non containerized

Number and size of container(s) .....

NB: For LCL and Non-Containerized goods, please indicate weight of consignment.

Importer Remarks & Comments

Importer's Signature: .....

Date: .....