Docusign-EN-Manual

SGS Maco Customs Service Netherlands B.V. | Louis Eijssenweg 2A 6049 CD Herten **t** +31 (0)88 214 61 00 https://ecustoms.sgs.com/nederland/

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1 Docusign:

SGS Maco uses the DocuSign application to manage the authorisations required for the provision of customs services. As a customer, you will receive a link where you can enter the necessary details for the authorisation.

Using DocuSign offers the following benefits:

- Secure and reliable processing via DocuSign
- Immediately ready for electronic signing (E-Signing)

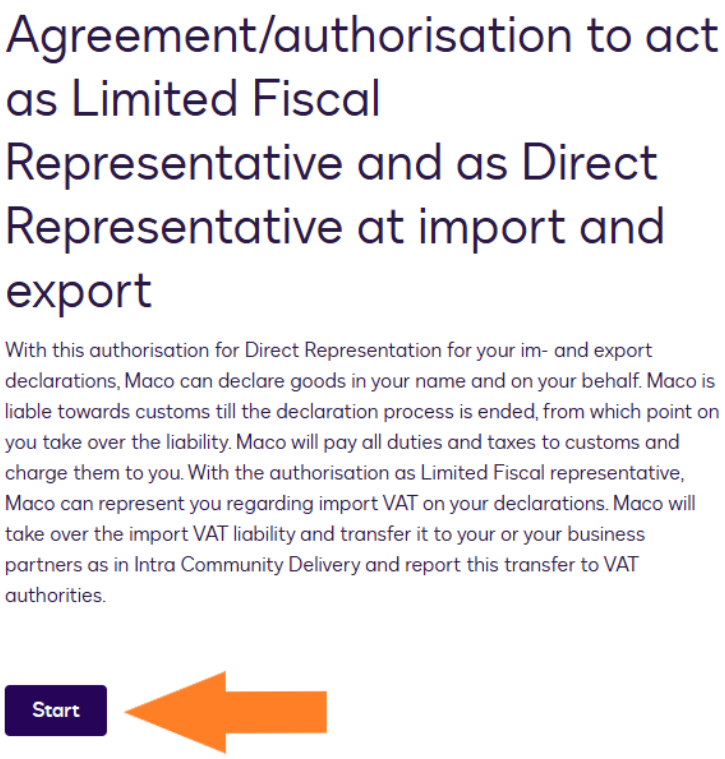
After you have completed and submitted the form, SGS Maco will check the details for accuracy to ensure the authorisation is correct before it is signed.

SGS Maco offers two types of authorisation; depending on which is required for the shipment, the correct link will be shared. These are the following types:

- Authorisation: Direct Representation
- Authorisation: Direct Representation with Limited Tax Representation

The following section explains the details requested in the form that appears after clicking the link to the authorisation.

The link leads to a start screen; clicking the start button opens the form for entering the details:



1.1 Data of the Authorisation

The table below provides a description of the fields, along with further details. Fields marked with an "*" are mandatory. If a mandatory field is left blank, it will not be possible to save the authorisation details.

Fieldname:	Description	DV:	BFV+ DV:
Company*	Official company name as registered with the Chamber of Commerce; this is verified by SGS Maco with the Chamber of Commerce.	✓	✓

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Chamber of Commerce Reg No.*	Your company's unique registration number with the Chamber of Commerce.	✓	✓
VAT number*	Your company's VAT number (including the country code in capital letters, e.g. NL). We use this to carry out the VIES check.	✓	✓
EORI number*	The EORI number used for customs formalities	✓	✓
Address: Street*	Street name of the company's registered office	✓	✓
Address: House number*	House number of the company's registered office	✓	✓
Address: Addition	Any suffix to the house number	✓	✓
Address: Postal code*	Postcode of the company's registered office	✓	✓
Address: City*	City where the company's registered office is located	✓	✓
Address: Country*	Country where the company's registered office is located	✓	✓
General phone number*	The company's general telephone number	✓	✓
Website	Company website (if available)	✓	✓
Name contact person customs affairs*	Name of the person responsible for customs matters	✓	✓
Email contact person customs affairs*	Business email address of the customs contact person	✓	✓
Email address financial department*	The finance department's business email address; the BFV acquisition letters are sent to this email address	✓	✓
Name Authorized Signatory (Full name)*	Full name of the authorised signatory, as stated in the passport and registered with the Chamber of Commerce. We will verify this to ensure that the authorised person is the one signing the authorisation.	✓	✓
Email Address Authorized Signatory*	The authorised signatory's business email address; the acquisition letters for BFV will be sent to this email address.	✓	✓
Job Description Authorized Signatory*	Job Description Authorized Signatory of the authorized person to sign	✓	✓
Goods to import*	Brief description of the goods being imported.		✓
Amount of shipments per year*	Estimated number of shipments per year		✓
Goods sent from*	Country from which the goods are dispatched		✓
Goods sent to*	Final destination of the goods		✓
Bill sent from*	Company/country from which the invoice is sent		✓
Bill sent to*	Company/department receiving the invoice		✓
Delivery conditions*	Agreed Incoterms (e.g. DAP, FCA, CIF)		✓
Goods that will be imported through the Netherlands*	Please specify the route taken by the goods to their final destination. If transhipment or storage is involved, please clarify the goods flow using the option: "Other, namely:"		✓
Will you ship dual use products (strategic goods)?*	Please indicate whether goods are subject to dual-use regulations	✓	✓
Documentation & Certification Requirements*	Please indicate here whether SGS Maco should also prepare the origin documents for the consignment. Applies only to export consignments.	✓	✓
I am associated with the company that sells the goods*	Please indicate whether there is a business relationship between the seller and the importer.	✓	✓
Name hauler	Name of the carrier/logistics service provider	✓	✓

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Confirmation of given Information*	Declaration that all information is accurate and complete	✓	✓
Confirmation*	Mandatory acceptance of the Terms and Conditions of Carriage, as I have read them	✓	✓
Sign by:*	Option to sign the authorisation via eSign or manual signature.	✓	✓
Chamber of Commerce Extract*	Please upload a recent (no older than 3 months) Chamber of Commerce extract as an attachment	✓	✓

1.2 Signing:

Once the details have been checked and approved, an email will be sent back to the person who signed the authorisation. Depending on the chosen method of signing, there are two options; the electronic signature is preferred.

1.2.1 Manual signing:

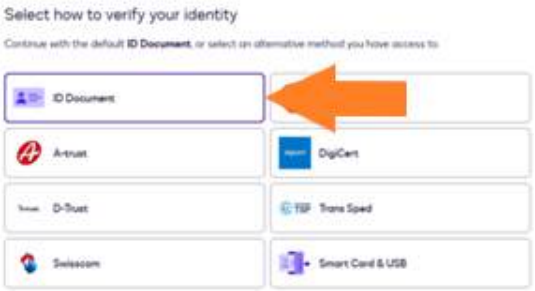
The applicant will receive an email from DocuSign containing the authorisation, ready for signing. The document must be printed, signed and returned to nl.maco.customer@sgs.com

1.2.2 Electronic signing:

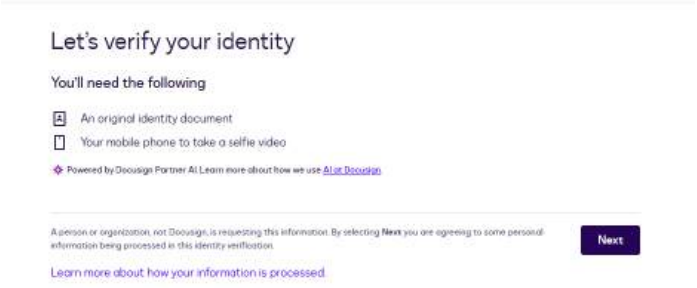
The person requesting authorisation will receive an email from DocuSign asking them to digitally sign the document. Verification is carried out using the applicant's email address and a valid form of identification.

The steps for digital signing are:

- Click the "Review Document" button in the email received to start the identity verification process.
- Select "ID Document" as the option for identity verification:



- The following screen is displayed:



- Use your mobile phone to take high-quality photos of the front and back of your ID document or the personal details page in your passport.

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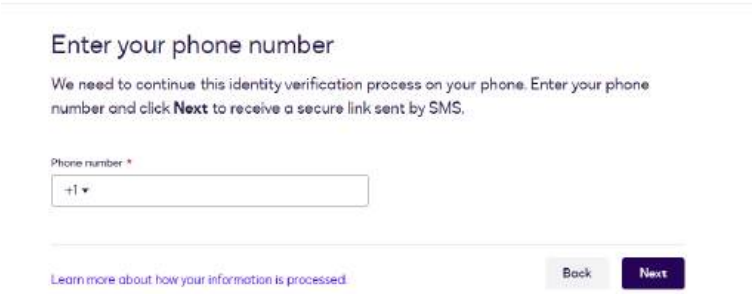
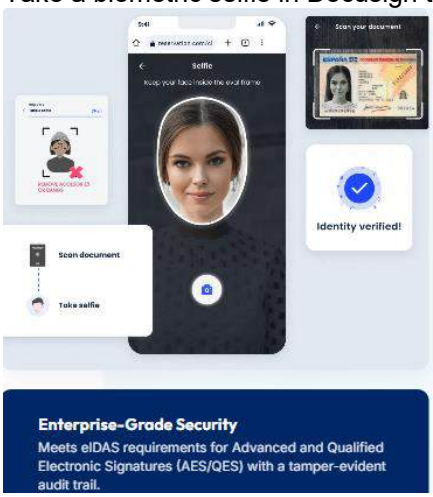
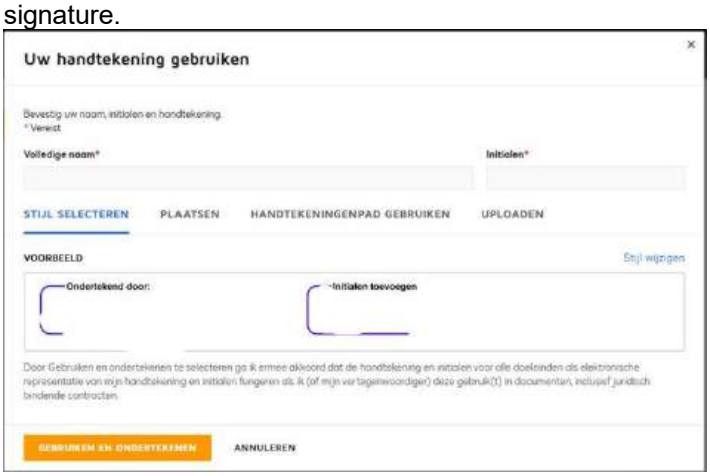
- You are asked to enter your phone number to receive a secure link for identity verification:



- Take a biometric selfie in Docusign to verify your physical presence and identity:



- Docusign analyses the ID document's characteristics, security features and biometric data to verify the identity.
- Once verification has been successfully completed, the document is released for a legally valid electronic signature.



- You will then be asked to verify your identity. To do so, enter the code you received via text message and tick the checkbox:



Once these steps have been completed, SGS Maco will process and record the authorisation so that the tax return(s) can be prepared.

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