



POSEIDON AGENCIES, INC.

SERVICE ANNOUNCEMENT

CUSTOMS GUIDELINES for exporting used vehicles (Non-Titled Vehicles)

DEFINITIONS

1. **Self-Propelled Vehicle** “Self-Propelled Vehicle” includes any automobile, truck, tractor, bus, motorcycle, motor home, self-propelled agriculture machinery, self-propelled construction equipment, self-propelled special use equipment, and any other self-propelled vehicle used or designed for running on land but not rail.
2. **Certified** “Certified” when used with reference to a copy means a document issued by a government authority that includes on it a signed statement by the authority that the copy is an authentic copy of the original. A certified copy is issued by the State, **and is not to be confused with a Notarized Copy. A NOTARIZED COPY IS NOT ACCEPTABLE.**
3. **Copy** “Copy” refers to a duplicate or photocopy of an original document. Where there is any writing on the backside of an original document, a “complete copy” means that both sides of the document are copied.

DOCUMENTATION REQUIRED FOR NON-TITLED VEHICLES

For used, self-propelled vehicles not issued a title, such as construction equipment, agricultural equipment, cranes, etc., the owner must provide to Customs, at the time and place specified below, the **Original Bill of Sale** and two complete copies.

Note: Notarized Copies of the Original Bill of Sale is no longer acceptable.

WHEN PRESENTED

The required documentation and vehicle must be presented to Customs **at least 72 hours** prior to vessel sailing. The purpose of requiring the documentation **at least 72 hours** before export of the vehicle is so that Customs can cross-check the VIN with information entered into the NCIC on stolen vehicles. The minimum statutory **72 hours** requirement does not include weekends and Federal Holidays. It is suggested that the documentation be presented **at least 72 hours** prior to the start of any holiday weekend, to ensure the documents are processed timely and the vehicle export not delayed. **THERE ARE NO EXCEPTIONS TO THE 72 HOUR REQUIREMENT. THERE ARE NO EMERGENCY SITUATIONS THAT CIRCUMVENT THIS REQUIREMENT.**

WHERE PRESENTED



Under the amended regulations, Port Directors will establish locations at which exporters must present the vehicles and required documentation for inspection.

1. Vehicle Presentation

The self-propelled vehicle must be delivered to the Terminal under an Abacoa Shipping Company booking number prior to document presentation to Customs. A copy of the attached letter of intent should be displayed in the vehicle's windshield, on the driver-side dashboard, and another copy, signed by an employee of the Terminal, to be submitted to Customs along with your certified bill of sale.

The vehicle must be available for inspection from the time the documentation is turned into Customs until the authenticated documentation is returned to the exporter or the agent for the exporter. The authenticated copy of the documentation must be available for review by any inspector prior to export of the vehicle. To facilitate this requirement, once you receive the cleared paperwork back from customs, deliver them to a receiving clerk at the Terminal who will keep them on file should Customs need to make an inspection.

2. Documentation for Processing

Vehicle documentation as outlined in the section above, entitled "Documentation Requirements", along with two copies of a Letter of Intent cover sheet (blank copy attached) may be presented to Customs for processing **Monday through Friday** between the hours of **8:00am and 10:00am, and 2:30pm and 4:30pm** at the **U.S. Customs Barge Office located at 8799 North Loop East, Suite 120, Houston, TX 77029. Attention: Outbound Team.**

The information on the Letter of Intent cover sheet must include:

- (a) Vehicle information – year/make/model/color, estimated value, VIN number, license number and state, and location for inspection (nominated Terminal).
- (b) Exporter Information – name, address, phone number, **drivers license number and state/country, social security number or passport number, and date of birth.**
- (c) Consignee Information – name and address
- (d) Export Information – vessel and voyage number, Abacoa Shipping booking number, dock where the vessel is located, sailing date, and container number (if applicable).
- (e) Shipper/Agent/Forwarder Information – company name, address, contact person, and phone and fax numbers.

An example of a Letter of Intent cover sheet with the pertinent information required is attached. The Letter of intent will be issued a unique number by U.S. Customs to identify the shipment. One copy will be returned to the exporter/agent as a receipt at the time the documentation is submitted for processing.

If you are not the owner of the cargo, but an exporter or forwarder, you must have the owner sign and notarize a power of attorney to empower you to do his export transactions. A copy of a power of attorney form is also attached and you are to have the owner of the cargo complete the form. You are then to present this completed and signed power of attorney with the rest of the documentation you are submitting to Customs.



3. Retrieval of Documentation

Processed documentation may be retrieved from U.S. Customs **Monday through Friday** between the hours of **8:00am and 10:00am**, and **2:30pm and 4:30pm** at the Barge Office. The receipt copy (with the unique Customs number) of the Letter of Intent cover sheet given to the exporter or the agent for the exporter must be presented to retrieve the authenticated documentation.

4. Cleared / Authenticated Customs Documentation

Once you get the export documentation back from U.S. Customs and it is authenticated with the unique Perforated Numbers, submit the documentation to **the Terminal** along with your **Abacoa Shipping Company booking number**. At that time, your cargo will be Cleared to Load.

INFORMATION

Further information concerning the exportation of used vehicles may be obtained by calling the Outbound Team on their direct line. 713.671.7700, option #4.

For your booking on Poseidon vessel to be in effect, and to reserve space on the next voyage, sign and return, via fax to 561.623.5501, indicating that you have read and/or are aware of U.S. Customs guidelines for exporting used vehicles.

Signed (Exporter/Agent/ Forwarder)