ISF Instruction Form:

Please fill out the header and either the 10+2 or 5+2 section depending on what type of shipment you have.

Please return via email to RL Jones at [nassco@rljones.com](mailto:nassco@rljones.com) at least 72 hours prior to departure at origin. Also include copy of all shipping documents to include : Booking Confirmation, Invoice, Packing List & Bill of Lading (If available).

**Type of Filing:** 10+2 If 10+2 indicate the following:  3461  FTZ  IT

5+2 If 5+2 indicate the following:  T&E  IE  FROB

### Check the one that applies:

### New ISF Update to existing ISF Convert existing ISF to FROB Delete existing ISF, no longer destined for U.S.

### Person to contact if there are problems with the fax or e-mail:

|  |  |  |
| --- | --- | --- |
| Name: | Company: | Phone: |
| Email address: | | |

### Importer Security Filing – Shipment Header Information:

##### Header Information to be filled out by Agent / Freight Forwarder

|  |  |
| --- | --- |
| **ETD and ETA** |  |
| **Vessel/voyage/port of loading:** |  |
| **Container number(s):** |  |
| Booking / SCAC Code for MB and HBL |  |
| **Master/house/sub-house bill of lading number:**  ( Specify bill type) Submitted to AMS |  |
| **Bond Holder / Bond Number / IRS #**  (May be same as Importer) |  |

### Importer Security Filing – Ten (10) Data Elements: 10+2

|  |  |
| --- | --- |
| 1. **Seller name:**  Address:  (Including Zip Code) |  |
| 2. **Buyer name:**  Address:  (Including Zip Code) |  |
| 3. **Importer of record**  number: |  |
| 3A **Importer of record name:**  Address:  (Including Zip Code) |
| 4.**Consignee Name & IRS #** |  |
| 5.**Manufacturer or Supplier**  Address:  (Including Zip Code) |  |
| 6. **Ship to party**  name:  Address:  (Including Zip Code) |  |
| 7. **Country of origin:** |  |
| 8. **HTS number(s):** |  |
| 9. **Container stuffing**  location name:  location address:  (Including Zip Code) |  |
| 10.  **Consolidator name:**  address:  (Including Zip Code) |  |

### Importer Security Filing - Foreign Remaining on Board (FROB) Five (5) Data Elements: 5+2

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Booking party**  name:  Address  (Including Zip Code) |  | | |
| 2**. Foreign port of unlading**: |  | 3. **Place of delivery:** |  |
| 4. **Ship to party name:**  Address:  (Including Zip Code) | **Motorcar Parts of America** | | |
| 5. **Bond Holder** |  | | |

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