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 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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