

## Direct Representation Letter (please transfer to your headed paper)

### Appointment of a Customs Clearance Agent to act as a Direct Representative

I, ..... (i)

Having authority to sign on behalf of

A. (name) ..... (no.) ..... (ii)

Hereby appoint

B. Peters & May Ltd (no.) GB314158972000 (iii)

To act on behalf of the exporter/importer named at A above in the capacity of a Direct Representative in accordance with BIFA Standard Trading Conditions Clause 7.

The entity A named above also authorises the Customs agent named at B to delegate Customs Clearance to a sub agent as a Direct Representative of the declarant, in all dealings with HMRC where circumstances necessitate.

We understand that advice given by Peters & May Ltd concerning commodity codes, CPC's and all other Customs matters is given without liability for errors or omissions howsoever or whatsoever and that under Direct Representation it is our responsibility (the entity named A above) to ensure that information provided to HMRC is correct.

#### Note:

A Direct Representative acts in the name of and on behalf of another person. In relation to Import/Export declarations, the importer/exporter will be liable for any customs debt arising from the declaration. The entity named A above assumes responsibility for any such debts incurred.

Signed: .....

Position: .....

Dated: .....

#### Notes:

- (i) Name of person signing, who warrants he/she has authority to sign on behalf of the importer or exporter.
- (ii) Legal name & EORI Trader Identification No. of importer or exporter.
- (iii) Legal name & EORI Trader identification No. of representative or agent.