

# Brexit Checklist

## Southern Ireland

- ✓ The sender **MUST** complete a Representation Form and return this to Courier Logistics to enable Roche Logistics to act on the sender's behalf. (This only has to be completed once by the sender). This is to be returned to [sales@courierlogistics.co.uk](mailto:sales@courierlogistics.co.uk) prior to any shipments booked.
- ✓ Consignments are to be fully completed and booked on Vigo by the **14:00 hrs cut off time**.
- ✓ A Customs Declaration (Commercial Invoice) **MUST** be uploaded to the Consignment before the **14:00 cut off time**. This is the responsibility of the Consignor (sender). For an example of what information should be included in this, please visit the Brexit Information Menu on our website.
- ✓ EORI Number is a mandatory requirement for all consignments destined to the Republic of Ireland and must be obtained prior to despatch and entered in the Manifest Notes of the Consignment.



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- ✓ The Consignee (receiver) **MUST** complete and return an AEP5 Customs & Excise Clearance Agent Form & RGL F024 Direct Representation Form. These **MUST** be uploaded as customer paperwork onto the consignment prior to the **14:00 cut off time** and is the responsibility of the Consignor (sender) to action. Both forms can be found under the Brexit Information Menu on our website.
- ✓ All items must be palletised and secured to **Heat Treated (HT) Pallets, Wooden Frames, Crates etc...** that display the **IPPC Stamp**.

