



**10 + 2 Importer Security Filing**  
 Fax paperwork to 781-286-3095  
 or e-mail as a TIFF or PDF attachment  
 to 10+2@OCEANAIR.NET

**REVISED 01/20/2010**

**INSTRUCTIONS:**

- Fax or e-mail this **FULLY COMPLETED** coversheet and / or supporting documents to OCEANAIR, Inc fax number or e-mail address listed above at least **72 hours** prior to vessel loading. **If available please include copy of commercial invoice & bill of lading copy. All yellow high lighted items are items we must transmit electronically to CBP to obtain an accepted ISF Transaction Number.**
- E-mail attachments must be in TIFF or PDF format. Non-TIFF or PDF formats cannot be processed via e-mail.
- For multiple shipments you must provide a separate coversheet per shipment and include this coversheet as the separator for the documents for each shipment.
- **THE IMPORTER IS RESPONSIBLE FOR ISF FILING INFORMATION. TO AVOID ANY INCORRECT FILINGS THIS FORM MUST BE USED AND SENT TO OCEANAIR AT 10+2@OCEANAIR.NET OCEANAIR WILL ACCEPT NO LIABILITY IF THIS FORM IS NOT USED OR ACCURATELY COMPLETED AND RECEIVED TIMELY.**

If faxing multiple shipments, do not exceed 20 pages per fax. Single shipments can exceed 20 pages.

**REQUIRED SHIPMENT INFORMATION**

Number of pages (including coversheet):	Port of arrival:	Estimated date of departure:
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- 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:	Email address:
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**Importer Security Filing – Shipment Header Information:**

PO/ customer reference/ invoice number:	PO#	Cust Ref#	Invoice#
Vessel / Voyage # / Port of loading: VESSEL ARRIVING AT U.S. PORT, NOT FEEDER VESSEL	Vessel Name	Voyage No.	Port of Loading
Container number(s) – CY/CY Cargo (optional):			
Booking number:			
Master bill of lading number incl. SCAC CODE AMS FILED HOUSE B/L Incl. SCAC CODE	SCAC _____	MBL -	
	SCAC _____	HBL -	



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**Importer Security Filing – Ten (10) Data Elements:**

1. Seller name:		Seller address:	
2. Buyer name:		Buyer address:	
3. Importer of record number:	# SUPPLIED IN US	Importer of record address:	
Importer of record name:			
4. Consignee number(s):	# SUPPLIED IN US		
5. Manufacturer ID:	# SUPPLIED IN US	Manufacturer address:	
Manufacturer name:			
6. Ship to party name:		Ship to party address:	
7. Country of origin:			
8. Harmonized Code	HARMONIZED CODE NOS:		
First 6 digits to be completed by shipper	FIRST 6 DIGITS OF EACH CODE		
Description of goods	COMMODITY SHIPPED:		
9. Container stuffing location name:		Container stuffing location address:	
10. Consolidator name:		Consolidator address:	

**Importer Security Filing - Foreign Remaining on Board (FROB) Five (5) Data Elements: Not required for US Destined Cargo**

1. Booking party name:		Booking party address:	
2. Foreign port of unlading:		3. Place of delivery:	
4. Ship to party name:		Ship to party address:	
5. HTS number(s):			

Dear client,

The Importer Security Filing, aka ISF or 10+2 interim final rule becomes effective January 26, 2009. This rule is applicable to all shipments imported to the US via the ocean mode of transportation. The rule requires importers to [file the ISF on their own](#) or select an "agent" for their ISF Filing. In most cases importers are expected to select their Customs Broker as their "agent for filing". If OCEANAIR is your Customs Broker we would request an email from you as below.

\_\_\_\_\_ hereby appoints OCEANAIR, Inc as our agent for ISF filings.

Name of Company

Any questions pertaining to the ISF filing should be directed to the following person who can respond on our behalf:

_____	_____
Name telephone contact	email address

If OCEANAIR is not your Customs Broker, but you want to appoint OCEANAIR to act as your agent the above statement and an ISF Customs Power of Attorney will be required. Contact your OCEANAIR representative to obtain a Power of Attorney form.

This form should be emailed to [10+2Questions@oceanair.net](mailto:10+2Questions@oceanair.net) The subject line should be ISF FILING AGENT AUTHORIZATION

Some basic background info on the ISF:

- **SUMMARY PURPOSE OF 10+2, PART OF THE SAFE PORT ACT OF 2006:** To help prevent terrorist weapons from being transported to the United States, vessel carriers bringing cargo to the United States are required to transmit certain information to Customs and Border Protection (CBP) about the cargo they are transporting prior to lading that cargo at foreign ports of entry. The required information is reasonably necessary to improve CBP's ability to identify high-risk shipments so as to prevent smuggling and ensure cargo safety and security.

There are 10 data elements required for the importer to file. These are listed below. Note that the 11<sup>th</sup> item is the bill of lading number. CBP does not consider this as an ISF data element, but it is required to complete the filing.

- Importer of Record Number
- Consignee Number
- Seller
  - Full address
- Buyer
  - Full address
- Ship to
  - Full address
- Manufacturer
  - Full address
- Country of Origin
- HTS number
- Container Stuffing Location
  - Full address

- Consolidator
  - Full address
- House bill of lading number or master bill of lading if no house bill assigned
  
- The ISF Importer, as a business decision, may designate an authorized agent to file the Importer Security Filing on the ISF Importer's behalf.
  - If an agent is used for ISF purposes, a power of attorney (POA) is required.
  - These agreements are executed between and maintained by private parties, not by CBP.
- Agents must have access to one of CBP's approved automated systems. For ISF requirements, the approved systems are the vessel Automated Manifest System (AMS) and the Automated Broker Interface (ABI).
- The filing of an ISF does not constitute "customs business".

#### What happens January 26, 2009?

- In order to provide the ocean cargo industry sufficient time to adjust to the new requirements and in consideration of the business process changes that may be necessary to achieve full compliance, CBP will show restraint in enforcing the rule, taking into account difficulties that importers may face in complying with the rule, so long as:
  - importers are making satisfactory progress toward compliance
  - Importers are making a good faith effort to comply with the rule to the extent of their current ability.
- This policy will last for twelve months after the effective date and will apply to all aspects of the filing rule.
- CBP is committed to fully supporting the ocean cargo community in its efforts to successfully implement the requirements of this rule.

## Bulk and Break Bulk Cargo

An Importer Security Filing is not required for bulk cargo.

For break bulk cargo that is exempt from the 24 hour prior to lading timing requirement for 24 Hour Rule purposes, the Importer Security Filing is required 24 hours prior to arrival.

## How Will the Rule be Enforced?

The interim final rule includes a delayed enforcement date of 12 months after the interim final rule takes effect. During this 12-month period, CBP will show restraint in enforcing the rule. CBP will take into account difficulties that importers may face in complying with the rule *as long as importers are making a good faith effort and satisfactory progress toward compliance*. **The flexible enforcement period will end January 26, 2010.** CBP may issue liquidated damages of \$5,000 per violation for the submission of an inaccurate, incomplete or untimely filing. If goods for which an ISF has not been filed arrive in the U.S., CBP may withhold the release or transfer of the cargo; CBP may refuse to grant a permit to unlade for the merchandise; and if such cargo is unladen without permission, it may be subject to seizure. Additionally, noncompliant cargo could be subject to “do not load” orders at origin or further inspection on arrival.

## Where Can I Find More Information?

For more detailed information about the Importer Security Filing, please visit the CBP website at [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/). The website includes fact sheets, FAQs, and other public outreach sources.

Additionally, questions may be sent to [Security\\_Filing\\_General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov).

Additional assistance may be available from your licensed customs broker, freight forwarders, trade associations and local trade centers.



# Importer Security Filing and Additional Carrier Requirements



U.S. Customs and Border Protection

U.S. Customs and Border Protection  
Office of Field Operations  
1300 Pennsylvania Avenue, NW  
Suite 5.5B  
Washington, DC 20229

[www.cbp.gov](http://www.cbp.gov)

CBP Publication No. xxxx-xxxx  
August 2009



U.S. Customs and Border Protection

On January 26, 2009, the new rule titled Importer Security Filing and Additional Carrier Requirements (commonly known as “10+2”) went into effect. This new rule applies to import cargo arriving to the United States by vessel. **Failure to comply with the new rule could ultimately result in monetary penalties, increased inspections and delay of cargo.**

The information submitted in Importer Security Filings improves U.S. Customs and Border Protection’s (CBP) ability to identify high-risk shipments in order to prevent smuggling and ensure cargo safety and security.

### **What is an Importer Security Filing?**

Under the new rule, before merchandise arriving by vessel can be imported into the United States, the “Importer Security Filing (ISF) Importer,” or their agent (e.g., licensed customs broker), must electronically submit certain advance cargo information to CBP in the form of an Importer Security Filing. This requirement only applies to cargo arriving in the United States by ocean vessel; it does not apply to cargo arriving by other modes of transportation.

### **Who is Responsible for the Filing?**

The ISF Importer is required to submit the Importer Security Filing. The ISF Importer is the party causing the goods to arrive within the limits of a port in the United States by vessel. Typically, the ISF Importer is the goods’ owner, purchaser, consignee, or agent such as a licensed customs broker.

However, for foreign cargo remaining on board (FROB), the ISF Importer is the carrier. For immediate exportation (IE) and transportation and exportation (T&E) in-bond shipments, and goods to be delivered to a foreign trade zone (FTZ), the ISF Importer is the party filing the IE, T&E, or FTZ documentation.



### **What Must Be Filed?**

Shipments Consisting of Goods Intended to be Entered into the United States and Goods Intended to be Delivered to a Foreign Trade Zone

ISF Importers, or their agent, must provide eight data elements, no later than 24 hours before the cargo is laden aboard a vessel destined to the United States. Those data elements include:

- Seller
- Buyer
- Importer of record number / FTZ applicant identification number
- Consignee number(s)
- Manufacturer (or supplier)\*
- Ship to party \*
- Country of origin \*
- Commodity Harmonized Tariff Schedule of the United States (HTSUS) number\*

\* ISF Importers have flexibility with respect to the submission of these four data elements. For these data elements, importers may submit a range of acceptable responses based on facts available to the ISF Importer at the time of submission. The Importer Security Filing must be updated as soon as more accurate or precise data becomes available and no later than 24 hours prior to the ship’s arrival at a U.S. port.

Two additional data elements must be submitted as early as possible, but no later than 24 hours prior to the ship’s arrival at a U.S. port. These data elements are:

- Container stuffing location; and
- Consolidator

### **FROB, IE Shipments, and T&E Shipments**

For shipments consisting entirely of FROB and shipments consisting entirely of goods intended to be transported in-bond as an IE or T&E, the Importer Security Filing must consist of five elements. Importer Security Filings for IE and T&E shipments must be submitted no later than 24 hours before the cargo is laden aboard a vessel destined to the United States and Importer Security Filings for FROB must be submitted any time prior to lading. The following five data elements must be submitted for FROB, IE and T&E shipments:

- Booking party
- Foreign port of unloading
- Place of delivery
- Ship to party
- Commodity HTSUS number

