

非贸易物品代理报关委托书

Power of Attorney for Customs Declaration of Non-trading Goods

甲方(委托方):

Party A (Principal):

乙方(被委托方):

Party B (Agent):

甲方现委托乙方办理☐领馆、代表处办公用品☐个人物品☐留学生购买国产免税车☐其他\_\_\_\_\_的☐审批☐报关事宜。

Party A hereby entrusts Party B to ☐ apply for approval ☐ handle customs declaration for: ☐ office appliances of the consulate or the representative office ☐ personal stuff ☐ duty-free car bought by international student ☐ others

本委托书有效期自签字之日起至\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日止。  
This Power of Attorney takes effect on the date of execution and shall remain effective till\_\_\_\_\_

委托方(签章):

Principal (Seal):

年\_\_\_\_\_月\_\_\_\_\_日

Date:

委托方 Principal	姓名 (单位名称) Name	
	委托方证件及号码 Certificate & No	
	委托方境内工作单位 Employer in China	
	联系电话(Tel)	
进口提单号 Import B/L No		
其他要求 (Other Requirements)		
背面所列条款是本协议不可分割的一部分，签署本协议即表示同意背面的通用条款。 The articles on the overleaf are an integral part of this agreement signing this agreement means acceptance of the general articles on the overleaf		
委托方 (盖章) Principal (Seal)		
年_____月_____日 Date:		

被委托方 Agent	姓名 (单位名称) Name	
	被委托方证件及号码 Certificate & No	
	被委托方境内工作单位 Employer in China	
	联系电话 (Tel)	
承诺说明 (Commitment):		
背面所列条款是本协议不可分割的一部分，签署本协议即表示同意背面的通用条款。 The articles on the overleaf are an integral part of this agreement signing this agreement means acceptance of the general articles on the overleaf		
被委托方 (盖章) Agent (Seal)		
年_____月_____日 Date:		

(请注意背面通用条款)  
(Please be aware of the general articles on the overleaf)

# 非贸易物品代理报关协议通用条款

## General Articles of Customs Declaration Agency Agreement for

### Non-trading Goods

委托方责任 (Responsibilities of the Principal) :

- 一、 严格遵守《中华人民共和国海关法》及有关规定, 否则, 愿意承担相关法委责任 (The Principal must abide by the Customs Law of the People's Republic of China and relevant regulations. Otherwise, it must assume the legal liabilities) ;
- 二、 委托方应及时提供非贸易物品报关所必须的全部单证 (包括海运提单复印件, 提货单, 申报单, 物品清单, 身份证件, 关封等单证), 并对各类单证的真实性, 准确性和完整性负责 (The Principal must timely provide all the documents required for the customs declaration of the non-trading goods(including photocopies of ocean bill of lading delivery order, customs declaration, list of items, ID document and customs and customs cover)and be responsible for the truthfulness, correctness and completeness of such documents) ;
- 三、 委托方在被委托方办理报关手续后,及时支付代理报关费用,支付被委托方垫支的费用以及因委托方责任产生的滞报金,滞纳金和海关依法处以的各种罚款(After the Agent completes the customs declaration procedure, the Principal must timely pay the commission for customs declaration, the expenses advanced by the Agent, the delayed declaration fine and overdue fine incurred due to fault of the Principal, and all kinds of penalty imposed by the customs under law);
- 四、 负责与被委托方一同协助海关进行查验,配合海关的调查,并承担产生的相关费用(The Principal shall, together with the Agent, assist the Customs in inspecting the goods, provide cooperation for customs investigation, and cover the pertinent expenses);

被委托方责任(The responsibilities e of the Agent):

- 一、 严格遵守《中华人民共和国海关法》及有关规定, 否则, 愿意承担相关法委责任 (The Principal must abide by the Customs Law of the People's Republic of China and relevant regulations. Otherwise, it must assume the legal liabilities) ;
- 二、 负责在接到委托方交付齐备的各类单证后, 填写申报表并确保填写的真实, 完整(The Agent must abide by the Customs Law of the People's Republic of China and relevant regulations, Otherwise, it must assume the legal liabilities);
- 三、 负责解答委托方有关向海关申报的疑问 (The Agent should check the documents and certificates provided by the Principal to make sure they are complete and valid);
- 四、 负责对委托方提供各类单证, 证件是否齐全, 有效进行核对 (The Agent should check the documents and certificates provided by the Principal to make sure they are complete and valid);
- 五、 负责及时通知委托方共同协助海关进行查验, 并配合海关开展相关调查 (The Agent should timely notify the Principal to jointly assist the Customs in inspection and cooperate with the Customs in relevant investigations);
- 六、 负责完成委托方交办的其事项 (详见“其他要求”栏) (The Agent should complete other issues assigned by the Principal (see Other Requirements))