

Import/Export Shipment Pre-Compliance Checklist

Shipment Information

Shipment Reference	
Date	
Origin/Destination	
Consignee	
Shipper	

Documentation

Required	Checked	Notes
Commercial Invoice		
Packing List		
Bill of Lading / Air Waybill		
Certificate of Origin		
Permits / Licenses (if applicable)		
Insurance Certificate		

Product & Compliance Checks

Compliance Item	Checked	Notes
HS Code Confirmed		
Labeling Requirements Met		
Restricted/Prohibited Goods Checked		
Customs Valuation Rules Followed		
Packaging Standards Complied		
Sanitary/Phytosanitary Certificates (if needed)		

Logistics & Transportation

Task	Checked	Notes
Booking Confirmed		
Cargo Weight/Dimensions Verified		
Departure/Arrival Arrangements		
Carrier Instructions Communicated		

Other Compliance

Additional Requirements	Checked	Notes
Intellectual Property Compliance		
Export/Import License Validity		
Destination-Specific Formalities Completed		

Remarks

Prepared by

Name	
Signature	
Date	