



Importer Security Filing (ISF)

– For Our Clients who Import via Ocean Freight.

What it is. Why it's required. What are your responsibilities.

What is the Importer Security Filing (aka “10+2” or “ISF”)?

The **Security and Accountability For Every Port Act of 2006** – or **Safe Port Act**, required significant changes to the ocean shipping process to the USA. While the 24-hour Advanced Manifest data transmissions remain in force (Ocean AMS), and will continue to be handled by freight forwarders, the ISF was designed and implemented as an **Importer** requirement. So, much like a Customs entry is considered to be an importer requirement, so too is ISF.

The ISF imposes new requirements on you, the Importer, as well as on steamship lines. All importers who use ocean freight are required to transmit the information found in the list, found later in this document, to US Customs no later than 24 hours prior to loading the shipment onto the vessel.

What happens if the ISF isn't done?

The lack of a timely or accurate ISF will expose you to penalties by US Customs, and the possibility that you may be required to complete and notarize a personal and corporate indemnification, a letter of credit, or cash – of \$10,000 USD. Penalties are being issued against Importers- **up to \$5,000 for untimely and/or inaccurate ISF filings**. These penalties have been issued to egregious violators of the ISF requirement since July 9, 2013, and are your legal responsibility. In addition, shipments can be placed on “ISF Hold” by local Customs ports if a valid ISF isn't on file at least 72 hours prior to arriving at the first US port of arrival. This hold can result in delays, exams, and as a result, added cost.

The ISF Filer can either be Mainfreight, Inc., any Customs Broker you so designate, or any duly authorized party holding a valid Customs power of attorney from your firm. While ocean carriers must electronically provide vessel stow plan and container status messages to Customs, **Importers** (or Mainfreight, Inc. as your authorized representative) must electronically provide CBP with the first 8 data elements no less than 24 hours prior to lading on the vessel. Items 9 and 10 will need to be transmitted to Customs no less than 24 hours prior to the vessel's arrival at its first US port of arrival. Your appointed forwarder will provide this information to us – or your designated ISF Filer - as well.



What Information is required for an Importer Security Filing?

- 1)** Seller (full name and address, and their EIN, or Federal Tax ID number if US-based)
- 2)** Buyer (full name and address, and their EIN, or Federal Tax ID number)
- 3)** Importer of record number (full name and address, and their EIN, or Federal Tax ID number)
- 4)** Consignee number (full name and address, and their EIN, or Federal Tax ID number)
- 5)** Manufacturer or supplier (full name and address)
- 6)** Ship to party (the EIN, or tax ID number, along with their full name and address)
- 7)** Country of origin
- 8)** Commodity tariff (HTS) number, to the six-digit level
- 9)** Container stuffing location (full name and address)*
- 10)** Consolidator (the party responsible for arranging the stuffing of the container)*

* This information will be provided by our overseas partner. Note additional requirements may apply if your shipment consists of personal effects, US goods being returned to the USA, is traveling via a carnet, is consigned to the government or military installation, or is a low value (informal) shipment. We will notify you if we need additional information to timely process the ISF.

The freight forwarder overseas, if not a Mainfreight office or agent/partner, will also need to provide us:

- Master bill of lading number
- House (AMS) bill of lading number
- Date of expected loading of the container.
- Packing List (only if the full description of the items are not on the ISF Data Form).
- Consolidator (master coloader name & address)
- Container stuffing location name and address

Who is Responsible for the ISF?

Per Customs, you are responsible to ensure that the ISF is timely and accurately filed. In practice, it means you'll likely look to your Customs Broker (us) to file this for you.

Penalty for Non-Compliance:

Customs can issue a fine to you, the Importer, for failure to file the ISF timely - or accurately. Essentially, \$5,000 if late; \$5,000 if inaccurate. This fine is per bill of lading, and not per container.

ISF Filing Fees:

The ISF is an entry all by itself – and as such has compliance ramifications you need to consider. Compliance and accurate filing is key to limiting your firm's financial



exposure. Mainfreight, Inc.'s CHB team will be happy to quote this fee to you and provide this service for your ocean importing needs. Contact your sales representative or local Mainfreight CHB office today.

ISF Bonding Requirements:

Ideally, you should have a continuous bond on file with U.S. Customs. If not, a Single Entry ISF Bond Fee - per shipment - will be required. This will mean another bond fee will be required in addition to the entry bond. Currently, Customs allows your existing continuous bond to supply the necessary ISF coverage, at no additional cost for the yearly bond. We can file for a continuous bond if you so desire – please call your local Mainfreight, Inc. office for an application form! If you **do** have a continuous bond already, there is no need to worry. Your continuous bond will cover this new requirement.

As your appointed ISF filer, freight handling agent, and customs broker, we are well-suited to processing your ISF's and shipments timely and accurately.

How Can You Successfully Implement the Importer Security Filing requirement?

Mainfreight has a strong and compliant ISF process in place. When you ship with us, our watertight ISF process will ensure you of a timely ISF filing, with each and every shipment we are entrusted to move on your behalf. But no matter who moves your cargo, you are ultimately responsible for a timely ISF. Essential guidelines include:

1/ Open a free ACE web portal account with US Customs so you can determine your compliance rate with ISF filing requirements – then you can act accordingly to amend your processes to comply.

2/ We suggest you place a requirement in your purchase orders that your supplier must provide Mainfreight, Inc. or our authorized agents the needed information for a timely and accurate ISF filing.

3/ Send a partially completed ISF Data Form (attached) to your supplier when you submit your purchase order. The main fields that you should complete are:

- Seller
- Buyer
- Importer of Record
- Consignee
- Ship-to Party



4/ Instruct your supplier to add the part numbers (if applicable), and full commodity descriptions for each item you've ordered, including the country of origin for each item. If you know the Tariff number applicable, add it here. If not, we can classify this for you when filing the ISF.

5/ Your supplier will send the form to our agent/partners once they've added their portion to the ISF Data Form.

6/ Our agent/partner will complete the AMS House bill of lading, Master bill of lading, expected lading date, container stuffing location, and consolidator name/address fields. They will then forward this form to us for filing the ISF.

7/ Within 4 business hours of receipt, we will file the ISF on your behalf, and will notify our agent/partner of the "ISF Confirmation Number". This is their confirmation that the ISF obligation has been satisfied. We can also forward this number to you, as well. Just let us know your preference.

You need to ensure the ISF is filed, as this is an Importer Responsibility, not Mainfreight's. We will be happy to provide you a real-time confirmation that your ISF was filed timely – If you would like this confirmation, or have further questions, please contact your local Mainfreight Inc. office- or email us at isf@mainfreightusa.com. We'll answer your questions and ease your concerns. Most importantly – we'll make it as easy as possible to implement the ISF so that you remain in compliance with Customs and Border Protection rules and regulations.

Importing isn't Easy- We Just Make it Easier©



Importer Security Filing (ISF) Data Form

Completed form should be sent to ISF@mainfreightusa.com within 24 hours of booking. ISF Confirmation Number Must be Received by the Exporting Forwarder Prior to Loading the Container on Board the Vessel.

No timely ISF Confirmation means penalties can be issued against your company

(a) AMS House B/L Number (SCAC code required)	To be completed by the forwarder in country of export.	(b) Master bill of lading Number (SCAC code required):	To be completed by the forwarder in country of export.
(c) Estimated Loading Date:	To be completed by the forwarder in country of export.	(d) Email Address (to send ISF Confirmation Number to):	To be completed by the forwarder in country of export.

1.)	Seller: (Full Name & Address)	To be completed by the shipper or importer.
2.)	Buyer: (Full Name & Address)	To be completed by the shipper or importer.
3.)	Importer of Record: (Full Name & Address)	To be completed by the shipper or importer.
4.)	Consignee: (Full Name & Address)	To be completed by the shipper or importer..
5.)	Ship to Party: (Full Name & Address)	To be completed by the shipper or importer.
6.)	Container Stuffing Location: (Full Name & Address)	To be completed by the forwarder in the exporting country.
7.)	Consolidator: (Full Name & Address)	To be completed by the forwarder in the exporting country.

8.) Part Number	9.) Description	10. Country of Origin	11.) Manufacturer/Supplier (if different from above)	12.) HTS-6
To be completed by the shipper or importer.	To be completed by the shipper or importer.	To be completed by the shipper or importer..	To be completed by the shipper or importer.	To be completed by broker in USA



Importer Security Filing Information (ISF) Part Number Continuation Sheet

Must be made available to ISF@mainfreightusa.com as soon as possible after booking the shipment with your forwarder/agent. We will review and verify the data for accuracy, ask questions as needed, and arrange for the ISF filing accordingly.

(a) AMS House B/L Number	To be completed by the forwarder in country of export.	(b) Master bill of lading Number:	To be completed by the forwarder in country of export.
(c) Estimated Loading Date:	To be completed by the forwarder in country of export.	(d) Email Address (to send ISF Confirmation Number to):	To be completed by the forwarder in country of export.

8.) Part Number	9.) Description	10. Country of Origin	11.) Manufacturer/Supplier (if different from above)	12.) HTS-6
To be completed by the shipper or importer.	To be completed by the shipper or importer.	To be completed by the shipper or importer.	To be completed by the shipper or importer.	To be completed by broker in USA