



中外运敦豪

尊敬的客户：

Dear Customer,

感谢您使用中外运-敦豪国际航空快件有限公司的服务！

Thank you for using DHL-Sinotrans and your sincere trust on us.

随附特殊服务需求确认函，请您填写相关信息并盖章、签字予以确认后回传至我司。我司将在收到您的确认函后安排相关操作。

Please fill up the following form regarding Special Service Requesting confirmation with requested information accordingly and send to us after stamp & signature, DHL-Sinotrans will process your requirement after getting your authorization and confirmation.

同时，为确保快件的安全性及操作准确性，我司将对申请人进行身份验证。

Meanwhile, to provide greater safety to the shipment and insure operation's accuracy, DHL-Sinotrans will do the validation on the identity of requestor.

当申请人代表公司提出快件特殊操作服务需求时，请在相关确认函上加盖公章并回传至我司。

When the request was raised by a company's representative, stamp of such company must be given on the confirmation letter which will be uploaded to DHL.

当申请人为个人并提出快件特殊操作服务需求时，请申请人本人在相关确认函上签字。在回传确认函的同时，需申请人提供身份证、护照影印件（以下简称“个人信息”）以识别申请人是否为快件利益相关方（发件人或收件人或运费支付方）、是否具有提出快件特殊操作服务需求的权利。申请人的个人信息将仅用作上述身份验证目的使用。DHL 将妥善保存并依照国家相关规定严格保护申请人的个人信息。如申请人选择提供其个人信息，视为同意 DHL 为上述身份验证目的，收集、使用其个人信息。

When the request was raised by an individual, the copy of photographic proof of identity of requestor, e.g. ID or passport (hereinafter referred to as "personal information") must be uploaded together with completed & signed confirmation letter to DHL in order to validate if the requestor is relevant with the requested shipment (shipper/receiver/freight payer) who has the right to ask for the special handling of the shipment. The personal information of requestor will be ONLY used for validation of identity clarified as above. DHL will use and protect requestor's personal information as per relevant applicable laws and regulations. The requestor's uploading his/her personal information would be regarded as his/her approval on DHL's collection and usage of such personal information for above aim of identity validation.

如果申请人代表公司选择不加盖公章，或作为个人选择不提供个人信息，出于快件安全考虑，恕我司将无法提供快件特殊操作服务。

If the company's stamp or personal information of requestor was refused to be provided, we are sorry that the shipment cannot be handled as requested due to the safety of the shipment.

中外运-敦豪国际航空快件有限公司

DHL-Sinotrans International Air Courier Co.Ltd.

客户服务部

Customer Service Department



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出口快件付税方式更改确认函 Duty Payment Confirmation Letter

致：中外运-敦豪公司客户服务部

To: DHL-Sinotrans Customer Service Department

中外运—敦豪国际航空快件有限公司应本公司的要求于_____年____月____日将快件（运单号码_____）项下的货物递至目的地公司。现我公司同意承担支付货物在目的地进口清关产生的税款及其他清关费用。

DHL-Sinotrans as the courier company picked up our shipment (Airway bill number _____) on _____ (YYYY/MM/DD). Now, I agree to pay for the duties, taxes or other regulatory fees regarding to clearance of this shipment.

() 请将费用计入我司的账号（60_____）/帐号（9_____）内。

Now, I agree to pay for the duties, taxes or other regulatory fees regarding to clearance of this shipment via account 60_____ or 9_____.

() 我可以现金方式支付费用。

Now, I agree to pay for the duties, taxes or other regulatory fees regarding to clearance of this shipment by cash.

出口现销快件不支持由发件人支付目的地关税及其他清关费用。

Outbound Cash Payment shipment was not apply to this change request.

费用最终金额将以账单为准。同时，更改关税支付方式将产生附加费每票人民币 150 元。以上报价为不含增值税金额，增值税将按照国家政策规定另行收取。

I agree to pay for the duties, taxes or other regulatory fees regarding to clearance per the final amount in the bill. Meanwhile, I know the surcharge for Duties and Taxes Paid of DHL-Sinotrans is CNY 150 per shipment. Above price is exclusive of VAT. VAT will be charged accordingly as per related tax policies.

同时我已知悉，由于此类服务为针对特殊需求而做的特殊安排，此票快件存在因无法适应 DHL 标准操作流程而导致延期的风险。因此，DHL 无法承诺实现此类非标准性服务，并对于服务更改失败带来的损失不承担任何责任。

Meanwhile, I was well informed that DHL-Sinotrans is not liable for shipment delay caused by such special arrangement and DHL-Sinotrans does not support any direct or indirect losses occur accordingly.

本人/我司确认以上内容真实有效，若有违反，愿意承担相应的赔偿责任。同时，本人/我司同意，若以传真或电子邮件或互联网在线填写的方式签署本确认函，则传真件或电子邮件或互联网在线填写的效力等同于书面原件。

I ensure all the above details filled in are legal and correct (no blank is allowed). If any falsity about above information, we will take the compensation liability and We/Our Company agree that if this letter was



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executed by fax or email or on-line tool, the effectiveness of faxed letter or email or uploading via Intranet shall be the same as the original letter.

公司盖章 (Stamp) : _____

公司地址/Company Address: _____

日期 (Date) : _____

公司经办人签名 (Signature) : _____

联络电话 (Telephone Number) : _____