



# Executive Freight Services LTD

Professional Global Freight Forwarders

## Your CDS completion Checklist.

Now that you have received our CDS information flyers, use this checklist to make sure you have everything covered and are ready to start using CDS when it becomes our primary means of submitting customs declarations.

- **Are you registered for CDS?**  
Part 1 of our communication gave you the details of how you can do this and what you will need to register for the CDS service.
- **Financial dashboards and cash accounts.**  
In part 2 of our communications, we gave information about the new financial dashboard that comes as part of your CDS registration and how it can be used.
- **Do you understand the available methods of payment?**  
Methods of Payment were covered in part 3 of our communications. Do you understand the different types of payments that can be used, and which will best suit your business?
- **Direct Representation.**  
You will have received our direct representation form along with our guidance on the topic. Have you completed the form and returned it back to us yet? If we do not receive the signed form from you, then we will be unable to submit customs declarations on your behalf!
- **Other customs authorisations?**  
Do you hold any other customs authorisations? Perhaps you have your own Deferment account with customs that you would like us to use. Maybe you have authorisation for Inward and/or Outward processing? Please let us know about any authorisations you hold so we can keep a record of them on your customer profile.
- **Any further questions?**  
If you have any questions about the topics covered in our communication, or for any further guidance on matter relating to CDS and the planned change over, then please contact us at [CDS@executivefreightservices.co.uk](mailto:CDS@executivefreightservices.co.uk) and we will answer your questions.

---

**If you have any questions, please contact the team on**  
**[CDS@executivefreightservices.co.uk](mailto:CDS@executivefreightservices.co.uk)**

All business is transacted under the Standard Trading Conditions of the British International Freight Association (latest edition) copies of which are available upon request. Unless specifically otherwise agreed in writing, the company's role and capacity is that of an agent and as such, its liability shall be governed by its standard trading terms and conditions and, to the extent not inconsistent therewith, with the standard trading conditions of BIFA. These terms and conditions are available upon request. Quotation rates given are subject to change with or without notice. Information provided in this document is taken from HMRC and/or other Government publications.

