***Shipper's Letter of Instruction: NCBFAA Model***

National Customs Brokers and Forwarders Association of America (NCBFAA) created a Shipper’s Letter of Instruction (SLI) model that meets the 2014 export regulatory reporting requirements. This model is intended to be a guide for you to create a company specific SLI.

 [**SLI Portrait Form/Instructions**](http://www.ncbfaa.org/Scripts/4Disapi.dll/4DCGI/cms/review.html?Action=CMS_Document&DocID=16033&MenuKey=pubs)[**SLI Landscape Form/Instructions**](http://www.ncbfaa.org/Scripts/4Disapi.dll/4DCGI/cms/review.html?Action=CMS_Document&DocID=16034&MenuKey=pubs)[**Informational Presentation**](http://www.ncbfaa.org/userfiles/file/NEI%20SLI%20Model%20Webinar_022614.pdf)         [**SLI Webinar**](http://youtu.be/ewydjpK4iGo)

        A Shipper’s Letter of Instruction form serves multiple purposes: to provide transportation and documentation instructions; to provide export control and reporting information; and to convey authorization to the forwarding agent to transmit Electronic Export Information (EEI) to the Automated Export System (AES). Currently, many company’s forms do not allow for line item reporting of Export Control Classification Numbers (ECCN) or license authorization information. On April 5, 2014, the revised Foreign Trade Regulations became effective; the revision added the requirement to report two new fields: **Ultimate Consignee Type** and **License Value**.

       This SLI model focuses on the fields required for reporting an EEI in compliance with export control requirements. It allows for line item reporting of licensing information and the reporting of the new fields. The SLI model includes field by field comments with supporting regulatory requirements and citations and is accompanied by a separate “How to Complete the SLI” instruction document. This model does not include transportation and documentation instruction fields such as: prepaid/collect, insurance, Incoterms® 2010 rules, consent to screen, terms and conditions, etc., because they vary widely from forwarder to forwarder. You would add those fields as part of your customization. The authorization language is the minimum language in the regulation. NCBFAA recommends that you review this language and your final document with your legal counsel to ensure that it properly represents your internal policies.

        Although NCBFAA recommends use of this general format, a customized version might vary based on verbiage, supplementary information deemed necessary by your company, field numbering, and so on. The type of form you choose to use, such as fillable forms, PDF, on-line, could also impact design. In the end, the key is that your document should include all of the export compliance required fields included on the model. The model is password protected to prohibit accidental typing over field headings. The document can be unprotected using password “SLI”.