



27/Mar/2025

Import Control System 2 (ICS2) release 3 Operational Guidelines # 3

Dear Valued Customer,

We would like to share an update on the Import Control System 2 regulations as a follow up to our previous communication which can be [Read here](#)

As communicated earlier, the Import Control System 2 – Phase 2 regulations had a deployment window open from 4th December 2024 and the mandatory phase for the layered house filing will be made mandatory from **1st April 2025**. All the vessel sailings from the respective Compliance load port on and after **1st April 2025** will require the additional declaration interms of House and Buyer and Seller declarations. We would like to reiterate the requirements under Phase 2 regulations and below guidelines will help you to share the required information with Maersk to ensure the compliance and smooth loading of your cargo.

The ICS2 Phase 2 layered filing is required only when the place of delivery of the cargo is a European Union Country. The layered filing is not required for the transshipment and freight remaining onboard cargo with place of delivery as Non-EU Country.

The Phase 2 implementations focus on the layered filing for both Direct (BCO) Customers and Forwarders. We have outlined below the requirements for both the customer segmentation:

1. **Direct Customers** – In case there are any other parties involved in a shipment which are other than Shipper and Consignee listed on bill of lading, there is a need to layered filing. This can be made in 2 ways:
 - a. Buyer and Seller information can be shared with Maersk. We will include that along with Master BOL information and submit the Full ENS Manifest (F10).
 - b. Buyer and Seller information can be shared directly with EU Customs system via F17 (Self-filing). In this case, we require you to provide the **EORI-Next Filing party** in EU who will be responsible for doing the self-filing. Maersk will then perform the partial ENS Manifest submission (F13)

Shipments with Consignee as “TO ORDER” we require the EORI number of the First Notify Party.

2. **Forwarders** – Submission of House BOLs are required when a forwarder is listed on the bill of lading as Shipper or Consignee. The House BOL declarations to EU Customs can be made in 2 ways:
 - a. Submission of House Shipper and Consignee details to Maersk. We will include that House information with Master BOL information and submit the Full ENS Manifest (F11)
 - b. House BOL can be shared directly with EU Customs system via F14/F15 (Self-filing). In this case, we require you to provide the **EORI-Next Filing party** in EU who will be responsible for doing the self-filing. Maersk will then perform the partial ENS Manifest submission (F12)

We would like to share the operational guidelines which would help you to provide the layered filing details with Maersk for the shipping instructions submitted via different channels.

“Declaration of Buyer and Seller information to Maersk for Direct Customers”

a. Shipping Instructions submitted via Maersk.com

On the Shipping Instructions feature on Maersk.com under Parties Page, we have added 2 new party roles – Buyer and Seller



You need to enter the information for Buyer and Seller which should mandatory includes – Name, Street address, City, County/Region and Postal Code

The screenshot shows two main sections: 'Buyer' and 'Seller'. Each section has an 'Add' button and a message 'You must add a buyer' or 'You must add a seller'. To the right, a detailed form for the Buyer is shown, including fields for Name, Street address, City, Country/Region, and Postal code, with a 'Done' button at the bottom.

b. Shipping Instructions submitted via Intrtra

Intrtra have also enabled the dedicated fields to provide Buyer and Seller information on their portal. Request you to use the Buyer and Seller fields as displayed in the below screenshot to provide the Buyer and Seller information.

The screenshot shows a form with two main sections: 'Seller' and 'Buyer'. Each section has a 'Lookup' button and fields for Name, Address, and Tax ID. There are also radio buttons for 'Goods Delivered in EU, Norway, Northern Ireland or Switzerland' and 'Carrier Does Not File Full ENS'.

c. Shipping Instructions submitted via EDI

The Customers using EDI Platform for submitting Shipping instructions and have completed their ICS2 EDI Set up with Maersk can provide this information in the structured format. The EDI Customers where EDI set up is still not ready, needs provide the keyword on the shipping instructions as – **Actual Buyer and/or Actual Seller along with** the mandatory details in the below exact format with colon (:) after every field for both Buyer and Seller

Name: XXXX

Street address: XXXX

City, County/Region: XXXX

Postal Code: XXX

This information can be entered in the free text - Notes to carrier section. Please note, in case we do not receive these key words on the shipping instructions then the declarations would be incorrect and you will be responsible for the Customs fines and cost incurred for further procedures.

“Declaration of House Bill of lading to Maersk for Forwarders”

a. Shipping Instructions Submitted via Maersk.com

On the last page of Shipping Instructions journey on Maersk.com, you can enter the information on House Shipper and House Consignee under the header “House Bill Parties” in the below format. Please note, please provide the same header information along with colon (:))



8. House Bill Parties

Actual Shipper

Name: XXXX

Street address: XXXX

City, County/Region: XXXX

Postal Code: XXXX

Actual Consignee

Name: XXXX

Street address: XXXX

City, County/Region: XXXX

Postal Code: XXXX

If there is single HBL against the bill of lading, we will not require the Cargo description and stuffing information however if there are more than one House Bill involved then we require the additional cargo description and stuffing information in the below format

Cargo Description: XXXXXXXXX

Stuffing: XXXXXXXXX

Container number: XXXXXXXXX

Number of Packages: XXXXXXXXX

Gross Weight: XXXXXXXXX

Volume: XXXXXXXXX

Also note, House Notify Party, Place of Acceptance and Actual Place of Delivery are required to be provided wherever applicable.

b. Shipping Instructions submitted via Intrtra

Intrtra have also enabled the dedicated fields to provide House BOL information to Maersk. You can use the dedicated fields provided by Intrtra to provide the actual shipper and consignee details.

The screenshot displays a web form for shipping instructions. At the top left, there's a section titled "House Bill Issued for this Shipment?" with three radio button options: "No House Bill", "One House Bill" (which is selected), and "Multiple House Bills". To the right of this, there are two radio button options: "Filed by NVOCC" and "Filed by Carrier" (which is selected). Below these, there's a "House Bill Number" field with a placeholder "Enter Number...". The form is divided into two main columns. The left column is for the "Actual Shipper" and contains fields for "Enter Name...", "Address" (with a larger text area), and "Tax ID" (with a placeholder "Enter Actual Shipper Tax ID..."). The right column is for the "Actual Consignee" and contains fields for "Enter Name...", "Address" (with a larger text area), and "Tax ID" (with a placeholder "Enter Actual Consignee Tax ID..."). Both columns have a "Q Lookup" button next to the name field and a "★ Add to Favorites" link at the bottom.

c. Shipping Instructions submitted via EDI



Our EDI teams are working closely with EDI partners to enable dedicated fields providing the house bill information. In the interim, house bill party information can be shared with Maersk in the below format. This information can be entered in the free text - Notes to carrier section.

Actual Shipper	Actual Consignee
Name: XXXX	Name: XXXX
Street address: XXXX	Street address: XXXX
City, County/Region: XXXX	City/Country/Region: XXXX
Postal Code: XXXX	Postal Code: XXXX

If there is single HBL against the bill of lading, we will not require the Cargo description and stuffing information however if there are more than one House Bill involved then we require the additional cargo description and stuffing information in the below format

Cargo Description: XXXXXXXXX
Stuffing: XXXXXXXXX
Container number: XXXXXXXXX
Number of Packages: XXXXXXXXX
Gross Weight: XXXXXXXXX
Volume: XXXXXXXXX

Also note, House Notify Party, Place of Acceptance and Actual Place of Delivery are required to be provided wherever applicable.

Please note, in case we do not receive these key words on the shipping instructions then the declarations would be incorrect, and you will be responsible for the Customs fines and cost incurred for further procedures.

As communicated earlier, Maersk has rolled out a **No Manifest No Load policy**. This policy will be rolled out from **1st April 2025**. In case of a ENS declaration missing for a container, the container will not be loaded and will be shifted to the next available vessel. We request you to provide a complete shipping instructions with all the above details included at least **48 hours prior vessel arrival at Compliance load port**.

We will also be sharing a dedicated guide for our Intra customers to share all the details related to ICS2 on the shipping instructions.

In case you have any questions or require any assistance regarding this new regulation, please do not hesitate to contact your local Maersk representative.

Best regards,
Maersk