

Diamond Shipments to HRD Antwerp - Diamond Lab

Prior to sending the shipment, the client is requested to mail the following documents to the diamond lab, diamondlab@hrdantwerp.com.

- A letter listing the examinations required. We refer to our pricelist for a survey of the various services offered
- A pro forma invoice: please fill out the pro forma and detailed list in annexe. The correctness of these documents is essential to avoid loss of time and extra costs during import and export.
- For first-time clients: please download the client registration form and add a filled-out copy to your shipment. For regular clients: please mention your client registration N° on all correspondence.

The shipment containing the diamonds and a copy of the pro forma has to be addressed to :

HRD Antwerp - Diamond Lab
Hoveniersstraat 22
B-2018 Antwerp
Belgium

Shipping and insurance

- Diamonds are insured from receipt to return at the reception of the diamond lab. Insurance during shipment, both forwarding and return, must be provided by the client.
- To avoid damage during shipment, pack diamonds in separate parcel papers.
- We accept loose polished diamonds, loose rough diamonds and jewels from countries within the EU. For countries outside the EU, we only accept loose polished diamonds; loose rough diamonds are also accepted provided that the Kimberly certificate is included. Diamonds must be in a clean condition (deep boiled).
- Please check with your local shipping agent on the procedure to be followed, as customs regulations may vary from country to country.
- After examination, the diamond lab will return the diamonds via one of these shippers - Brinks, Ferrari or Malca-Amit for forwarding. Should you wish to arrange another shipper, you have to arrange it yourselves. Please also make sure the shipper of your choice officially handles diamond shipments. We cannot accept instructions to return diamonds under the guise of documents or other goods.
- The diamond lab accepts the value mentioned on the pro forma by the client for administrative purposes only. In case of marked under- or over evaluation, customs may not accept the pro-forma and a fine may be imposed (minimum 250 €)
- A small charge is levied by Diamond Office for import/export formalities. Costs are: 0.04% of the value of goods less than EUR5,000,000; 0.015% of the value of goods equal to or more than EUR5,000,000; and minimum of EUR80 (import + export). Along with our services and transportation costs, these costs are invoiced by HRD Antwerp and must be paid before HRD Antwerp ship the goods back.

Payment

- The invoice for the services rendered by the diamond lab will be included with your shipment.
- A second invoice will be issued at the end of the month for Diamond Office Charges and extra costs invoiced by the shipping agent for local handling and/or return if applicable
- Please note that invoices are to be paid on delivery of the invoice (Cash on Delivery – COD).

For more information, please contact the diamond lab +32 (0)3 222 0625 or diamondlab@hrdantwerp.com

PRO FORMA

TO

HRD Antwerp – Diamond Lab
Hoveniersstraat 22
2018 Antwerp
Belgium

Name of firm :

Address :

FOR CERTIFICATION

Date :

Origin :

Total number of stones (*):

Total weight (*):

Total value (*):

Name :

Signature :

(*) see detailed list in annexe