



Registrar of
Imported Vehicles

Registraire des
véhicules importés

405 The West Mall
Toronto ON M9C 5K7
1-888-848-8240
www.riv.ca

October 1, 2005

NOTICE TO ALL CUSTOMS BROKERS

RE: The Registrar of Imported Vehicles Program

Please be advised that as of November 1, 2005, there will be a new fee structure for the Registrar of Imported Vehicles program:

Fee Change

*Note that as of **November 1, 2005**, the Registrar's fees are as follows:

For vehicles entering the RIV program with a form 1 the fees will be:

\$224.00 for vehicles entering through a port in Quebec

\$209.00 for vehicles entering through a port in any other province

For vehicles entering the RIV program with a form 3 (parts) the fees will be:

\$81.00 for vehicles entering through a port in Quebec

\$75.00 for vehicles entering through a port in any other province

(1) **Canada Customs**

The Registrar's border services will be continued by Canada Border Services Agency.

(2) **Livingston International Inc.**

Livingston will collect any cash, money order, personal, certified, or company cheque payments on behalf of The Registrar at any Livingston office in Canada. These payments can be made during regular business hours of any Livingston office.

(3) **Transport Canada**

Transport Canada has issued new Vehicle Import Forms—Form 1's. **The form number now begins with an 'H'**. These forms will be made available to you and all CBSA offices on or before November 1, 2005. Upon receipt of the new forms, the old forms should be destroyed.

- (4) **The Registrar of Imported Vehicles** Phone: 1-888-848-8240
Fax: 416-626-0366
- (5) **Call Centre Hours of Operation** Mon-Fri 7 a.m. to 12 a.m.
Sat & Sun 7 a.m. to 5 p.m.
- (6) **Mailing Address** The Registrar of Imported Vehicles
405 The West Mall
Toronto Ontario M9C 5K7

(7) **Billing Arrangements**

Attached please find an example of a “Request to Invoice” form that should be copied onto the Customs Brokers’ letterhead. This cover sheet should ONLY be sent to Livingston when the client’s fees will be paid on the broker’s account. Any other communication by fax should be sent with the broker’s normal fax coversheet or letterhead.

When sending a Request to Invoice, please e-mail to info@riv.ca or fax the Request to Invoice to 416-626-0366 along with the Vehicle Import Form 1 and any other backup accompanying the file.

Alternative ways to pay The Registrar’s fee:

- Online at www.riv.ca : “How to Import a Vehicle”; “Partners Only”
- Credit Card (Visa, Master Card, or American Express)
- Cheque or Money Order (Please note that personal cheques will go on a ten-day bank hold)
- Interact (only at a Livingston office or the RIV office)
- Cash (only at a Livingston office or the RIV office)

Note: Each invoice will generate a charge of \$10 to cover administration and handling of the billing. The Registrar will invoice on a ‘per transaction number’ basis.

It is the Customs Brokers’ responsibility to distinguish, on their clients’ behalf, whether the vehicle or trailer should be registered into The Registrar’s program. Customs Brokers should determine whether their clients’ vehicles or trailers are admissible to Canada and/or whether the importer has a pre-clearance letter from Transport Canada or is on the pre-clearance list.

(8) **Complying/Exempt Vehicle Import Form 1’s**

Transport Canada requires all exemptions to The Registrar’s program—i.e. complying vehicles and trailers—to be entered into a tracking database. Copies of these forms will be received by The Registrar from Canada Border Services Agency. Please ensure that these forms include a list of all VIN #’s and

makes/models of vehicles/trailers when Box 1 of the Transport Canada form 1 states "See Attached".

(9) PARS

Canada Border Services Agency will not clear vehicles or trailers that enter The Registrar's program on PARS.

Complying vehicles may be cleared on PARS

Should you have any questions, please do not hesitate to call me at (416) 626-2800 ext 4509.

Christina Bewes
Manager, Operations
Registrar of Imported Vehicles

cc: Tracy Mallen, Director Operations – Adminserv Canada Ltd
Pierre Tremblay, Chief Importation and Audit Inspection - Transport Canada