



3.4 PLANNING PHASE

EXHIBIT C – Notification Letter (On-site)

Document Name	Notification Letter (On-site)
Document Number	3.4C
When/How Used	Used to notify a client of an on-site Trade Compliance Verification.
Created on	June 4, 2003
Last Updated On	February 28th, 2007
Document Owner	
Division	Compliance Management HQ
Contact	Contact your local compliance verification office at: http://cbisa.gc.ca/contact/listing/indexpages/index-e.html
Other Stakeholders	



Canada Border
Services Agency

Agence des services
frontaliers du Canada

REGISTERED MAIL

Trade Compliance Division
Office Address
City, Province
Postal Code

ABC International
Mailing Address
City, Province
Postal Code

Attn: Client Contact Name and Job Title

January 1, 2007

Dear Mx. Client Surname:

This letter is to inform you that your company has been selected for a Trade Compliance Verification, herein after referred to as Verification, pursuant to subsection 40 (1), and sections 42 and 42.01 of the *Customs Act*. The objective of this verification is to promote and ensure compliance with all legislation administered by the Canada Border Services Agency (CBSA). Enclosed is a copy of the CBSA On-Site Verification Information Sheet that provides details of the verification process.

This verification will be conducted using a sample of import transactions to measure compliance within the following programs: Tariff Classification and End Use; Origin (tariff Treatment); Valuation and Accounting of Goods. The verification will include a review of the company's purchasing, receiving and accounting systems as they pertain to import and export activities. In addition, the verification will ensure that data supplied to Statistics Canada is reliable.

To assist us in our verification, please complete the enclosed Systems Questionnaire by February 1, 2007 (*if you prefer to complete this electronically please call our office promptly*). Receipt of this information *prior to* the opening meeting will facilitate the systems review and serve to minimize time required at your premises. Also, enclosed is a list of Information Required by the CBSA as well as an Authorization to Share Information Form. If any of the requested documentation has previously been provided to one of our offices, please provide details including a contact name and number.

Attached you will find a list of Import Transactions selected from our database. To assist us in our verification, we require that you make available all supporting documentation relating to each import transaction. This will include, but is not limited to, the following documents:

- Purchase Order (if applicable)
- Commercial Invoice
- Packing Slip
- Bill of Lading
- Customs Invoice
- Proof of Payment for Commercial

Canada



- Customs Coding Form B3
- B3 Recap Sheet (if applicable)
- Import Permit (if applicable)

Invoice

- Certificate of Origin (if applicable)
- Receiving Record

These documents may be photocopied and forwarded to our office by, Insert Date . Ensure that the copies are legible, import packages are numbered and relevant details are highlighted. Please advise me when the information is prepared or if there are any problems in meeting this date.

The verification period will be from January 1, 2006 to December 31, 2006. The principal contact for this verification is CVO's Name who can be reached at xxx-123-4567. Mx. CVO's Surname will contact you to arrange a suitable date for the opening meeting. During this meeting, a brief presentation will be provided outlining the verification process. We would also request a tour of your premises to obtain an overview of your operations and to confirm the practices and activities described in the Systems Questionnaire. This tour should include your customs and traffic operations, manufacturing or warehousing facilities, purchasing and accounting departments.

You will be informed of our findings, throughout the course of the verification. Upon completion of the verification you will receive a detailed report and be given an opportunity to respond to the findings, requirements and recommendations. Where non-compliance is identified within the sample, it will be corrected and a re-determination will be made for the sample of import transactions verified. You are required to make corrections on transactions outside the samples.

Information obtained during the verification will be treated in a confidential manner pursuant to section 107 of the *Customs Act*.

To obtain copies of Customs' Memoranda or for details respecting any of our programs including the Administrative Monetary Penalty System (AMPS), please visit our website at: <http://www.cbsa-asfc.gc.ca/general/menu-e.html>

Please contact the undersigned should you require additional information.

Manager's/CVO Full Name

Manager, Compliance Verification Unit XX

Region

Telephone: xxx-123-4567

Facsimile: xxx-765-4321

Enclosures: CBSA On-Site Verification Information Sheet
Systems Questionnaire
Information Required by the CBSA
Authorization to Share Information
Import Transactions