

3.4 PLANNING PHASE

EXHIBIT D – Information Required by the CBSA

Document Name	Information Required by the CBSA
Document Number	3.4D
When/How Used	This document is usually sent to the client with the notification letter, advising the client what information is required.
Created on	February 11, 2003
Last Updated On	February 28, 2007
Document Owner	
Division	Compliance Management HQ
Contact	Contact your local compliance verification office at: http://cbsa.gc.ca/contact/listing/indexpages/index-e.html
Other Stakeholders	

Information Required by the CBSA

1. A company organization chart showing structure, ownership, affiliates, divisions and key personnel.
2. The locations of the company's head office and where books and records are maintained.
3. Copies of the most recent annual report, audited financial statements, chart of accounts and corresponding trial balances.
4. A list of business numbers, import/export accounts, and associated names.
5. Copies of license and royalty agreements, patents, trademarks, copyrights, quota and profit sharing arrangements.
6. A list of foreign vendors.
7. The nature of any corporate relationships between the company and foreign vendors.
8. A list of CBSA-related programs the company takes advantage of (for example: duties relief/drawbacks)
9. A list of outstanding matters presently before the CBSA (for example: appeals)
10. A copy of the Tariff Classification Rating Guide used by the company.
11. A sample package containing all pertinent commercial documents relevant to Canada Customs Coding Form (B3) import transaction 14-Digit Transaction #. This package should include a copy of the Purchase Order, Commercial Invoice, Packing Slip, Canada Customs Invoice, Certificate of Origin (if applicable), Receiving Record, Proof of Payment, Quantity ordered, Freight Bill or Contracts and Bill of Lading, and Product Literature.
12. A description of how files are generally maintained within the company (i.e electronic format or manual). How long is it retained and where is the data located?

(Any additional, industry-specific information that CBSA may deem necessary to complete our review) i.e product literature.