

### 3.3 PRE-PLANNING PHASE

#### EXHIBIT D – Client Contact Information Sheet

|                           |  |
|---------------------------|--|
| <b>Document Name</b>      | Client Contact Information Sheet   |
| <b>Document Number</b>    | 3.4D   |
| <b>When/How Used</b>      | Used to document pertinent information about the client being verified including the contact person.   |
| <b>Created on</b>         | January 19, 2005   |
| <b>Last Updated On</b>    | February 28, 2007  |
| <b>Document Owner</b>     |  |
| <b>Division</b>           | Compliance Management<br>HQ  |
| <b>Contact</b>            | Contact your local compliance verification office at:<br><a href="http://cbsa.gc.ca/contact/listing/indexpages/index-e.html">http://cbsa.gc.ca/contact/listing/indexpages/index-e.html</a> |
| <b>Other Stakeholders</b> |  |

## Client Contact Information Sheet

Client Name: ABC International

Business #: XXXXXXXXXXRMXXXX

Date of Contact: 200Y-MM-DD

Contacted by: CVO's Name

Commodity Area: Priority Commodity

Total VFD (CAN): \$VFD of Priority Commodity

Priority Type: National/Regional

Period for VFD: 200Y-MM-DD to 200Y-MM-DD

Contact Name: \_\_\_\_\_

Title/Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Facsimile #: \_\_\_\_\_

Web site/E-mail Address: \_\_\_\_\_

Physical Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Warehouse Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Head Office (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Branches/Locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Customs Records  
(if different from above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Location(s) of Customs Documents  
(if they exist): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what format(s)? Hardcopy: \_\_\_\_\_ Electronic: \_\_\_\_\_

Major Business Activity: \_\_\_\_\_

Fiscal Year-End: \_\_\_\_\_

Has it changed in the last four years? \_\_\_\_\_

Do you have any other business names/numbers? \_\_\_\_\_

Customs Broker(s): \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_