

### 3.4 PLANNING PHASE

#### EXHIBIT E – Notification Letter (Desk)

<b>Document Name</b>	Notification Letter (Desk)
<b>Document Number</b>	3.4E
<b>When/How Used</b>	Used to notify a client of a Trade Compliance Verification (desk).
<b>Created on</b>	June 26, 2003
<b>Last Updated On</b>	February 28, 2007
<b>Document Owner</b>	
<b>Division</b>	Compliance Management HQ
<b>Contact</b>	Contact your local compliance verification office at: <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>	



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

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, 2004

Dear Mx. Client Surname:

This letter is to inform you that your company has been selected for a Trade Compliance Verification concerning SPECIFY COMMODITY OR ISSUE, 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) of the above-noted commodity or issue.

It is anticipated that this verification will be conducted as a desk verification. However, you may be contacted by a Compliance Verification Officer to arrange an on-site visit to the company's premises, if required.

This verification will be conducted using a sample of your company's B3 Canada Customs and Entry Coding Form import transactions to verify compliance within the following programs: SPECIFY PROGRAM (S) TO BE VERIFIED 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 Invoice
- Customs Coding Form B3
- Certificate of Origin (if applicable)
- B3 Recap Sheet (if applicable)
- Receiving Record
- Import Permit (if applicable)

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.

**Canada**



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If any of the requested documentation has been previously provided to one of our offices, please provide details including a contact name and telephone number.

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

The verification period will be from January 1, 2003 to December 31, 2003. The principal contact for this verification is CVO's Name who can be reached at xxx-123-4567. Please submit all requested information to Mx. CVO's Surname at the above noted address, within 30 days from the date of this letter.

Upon completion of the verification, you will receive a letter summarizing our findings and outlining any additional requirements and/or recommendations for future compliance. 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 like transactions outside the samples.

To ensure the CBSA is responsive to our clients needs for privacy and that we maintain the confidentiality of any information that may be shared or exchanged as a result of the verification, we have provided you with an Authorization to Share Information form.

Please complete the attached form, to indicate if you wish your customs broker(s), or other customs service provider(s), to receive a copy of any of the correspondence, reports or assessments that may be issued as a direct result of this verification. Once we receive the completed form, the CBSA will provide a copy of all such information to your customs broker(s) / service provider(s), in accordance with paragraph 107(9)(b) of the *Customs Act*. Please return the attached form, with the original signature of an authorized officer of the company, to the address listed below within ten business days.

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

Please contact the undersigned should you require additional information.

**CVO's Full Name**

Trade Compliance Unit XX  
Region  
Telephone: xxx-123-4567  
Facsimile: xxx-765-4321

Enclosures :  
Import Transactions  
Authorization to Share Information