

3.5 EXECUTION PHASE

EXHIBIT U - Unsolicited Goods - Verification Guidelines of Various Types

Document Name	Unsolicited Goods - Verification Guidelines of Various Types
Document Number	3.5U
When/How Used	This document describes various types of unsolicited shipments that may be received by a client and selected as part of a sample of transactions. Provides instructions for the CVO on the extent of evidence needed to verify the transactions.
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Contact	Contact your local compliance verification office at: http://cbsa.gc.ca/contact/listing/indexpages/index-e.html

Other Stakeholders

Unsolicited Goods - Verification Guidelines of Various Types

Verification Guidelines for Obtaining Supporting Documentation for Courier and Other Shipments

While conducting verifications, compliance verification officers (CVOs) may come across specific courier transactions within their verification sample.

The following identifies the different types of courier transactions that a CVO may select as part of their verification sample:

1. **Free Domicile Shipments** - shipments duty paid by the shipper;
2. **Non-Resident Importer (NRI) Shipments** - shipments cleared, and duty paid by an importer located outside of Canada;
3. **Shipments from outside Canada imported by Canadian suppliers** and sent to Canadian domestic manufacturers as landed domestic goods for inputs into the manufacturing process;
4. **Unsolicited Shipments** - shipments sent to the recipient, not ordered, duty paid by the exporter, with the intention to solicit new business, customers or interest in their products;
5. **Sample Shipments** - shipments sent to the recipient, not ordered, duty paid by the exporter, with the intention to solicit new business, customers or interest in their products;
6. **Private Non-Commercial Shipments** - an individual at a company ordering goods by mail order, etc. and using the company's address to receive goods during the day as they are not at home;
-these goods are duty paid either by the exporting company, cleared by a broker designated by the individual, or cleared by the courier as a COD; and
7. **Shipments to private individuals with delivery to** hotels, universities, hospitals and government institutions.

In the event that a verification sample contains one of the seven types of unsolicited shipments (listed above), it is the client's responsibility to obtain proof that the goods were accounted for to the CBSA.