

3.6 REPORTING PHASE

EXHIBIT D – Cover Letters to Client

Document Name(s) Cover Letters to Client

Document Number 3.6D

When/How Used The cover letter is sent with the Trade Compliance Interim/Final Verification Report.

Created on February 20, 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



Canada Border
Services Agency

Agence des services
frontaliers du Canada

REGISTERED MAIL

Trade Compliance Division
Office Address
City, Province
Postal Code

ABC International
3234 Dutch Village Road, Suite 9999
Halifax, Nova Scotia
B3L 4T1

Attention: Mr. John Smith
President

May 15, 2007

SUBJECT: ABC International -Trade Compliance Interim Verification Report

Please find attached the Trade Compliance Interim Verification Report, hereafter referred to as the Interim Report, dated May 15, 2007. This verification was conducted in accordance with subsection 40(1), and sections 42 and 42.01 of the *Customs Act*, by the Canada Border Services Agency (CBSA) at ABC International, for the period of January 1, 2006 to December 31, 2006.

The Interim Verification Report contains the following:

- results of the verification, including “reason to believe”;
- a description of the errors found;
- requirements and recommendations to assist you in correcting the identified errors;
- a listing of any penalties and information relating to the Administrative Monetary Penalty System; and
- your rights with regard to Dispute Resolution.

The Interim Report is being presented for your review and comments prior to the issuance of the Trade Compliance Final Verification Report. Space has been provided for your response in the body of the report. You will be provided by e-mail with a document for you to submit your comments electronically should you wish to do so. The file “Company Response.doc” contains comment boxes for each of the Trade programs verified.

Please forward your comments to the undersigned by June 15, 2007. If comments are not received by this date, it will be assumed that you agree with the findings and recommendations and a Trade Compliance Final Verification Report will be issued.

Should you have any questions, please contact Name of Manager or CVO, and title at 902-555-1212, ext. 1234.

On behalf of the verification team, I would like to take this opportunity to thank you for your cooperation and assistance throughout this process.

Yours truly,

Name of Manager or CVO

Title

Location

Attachment

REGISTERED MAIL

Trade Compliance Division
Office Address
City, Province
Postal Code

ABC International
3234 Dutch Village Road, Suite 9999
Halifax, Nova Scotia
B3L 4T1

Attention: Mr. John Smith
President

August 18, 2007

SUBJECT: ABC International- Trade Compliance Final Verification Report

This letter finalizes the Trade Compliance Verification that was conducted on imports, pursuant to subsection 40(1), and sections 42 and 42.01 of the *Customs Act*, by the Canada Border Services Agency (CBSA) at ABC International for the period of January 1, 2006 to December 31, 2006.

This report supersedes the Trade Compliance Interim Verification Report dated May 15, 2006.

Please find attached the Trade Compliance Final Verification Report dated August 18, 2007, which contains the following:

- results of the verification, including “reason to believe”;
- a description of the errors found;
- requirements and recommendations to assist you in correcting the identified errors;
- a listing of any penalties and information relating to the Administrative Monetary Penalty System;
- your rights with regard to Dispute Resolution; and
- your comments regarding the verification findings.

Should you have any questions, please contact Name of Manager or CVO and title at (902) 555-1212, ext. 1234.

I wish to thank you for the cooperation that your company extended to the CBSA during the course of this verification.

Yours truly,

Name of Manager or CVO
Title
Location

Attachments