

### 3.5 EXECUTION PHASE

#### EXHIBIT S – *Special Import Measures Act*

<b>Document Name</b>	<i>Special Import Measures Act</i>
<b>Document Number</b>	3.5S
<b>When/How Used</b>	Used during a multi or single program verification when samples include goods that attract or could attract SIMA duty.
<b>Created on</b>	March 25, 2003
<b>Last Updated On</b>	January 19, 2005
<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>	

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**FILE NO.**

**TO**

<b>SIMA VERIFICATION PROCEDURES</b>	<b>DONE BY</b>	<b>REF.</b>
3. Review product description, country of origin, country of export and the exporter/producer name to determine whether the goods are subject to a decision or finding.		
4. Determine whether the goods were properly described in accordance with instructions received from HQ-Ottawa. If so		
5. Verify that the exporter is the exporter as reported at the time of accounting.		
6. Verify that the declared selling price to the importer is in fact the amount that the importer paid to the exporter. Are there any discounts, credit notes, rebates that are not included the selling price reported to the CBSA? Are there documents indicating that the exporter pays the anti-dumping duty?		
7. Determine the date of sale. If unavailable, verify the date of direct shipment (the date of sale is required for the exchange rate).		
8. Determine whether the goods imported were the goods described at time of accounting.		
9. Determine the shipping terms.		
10. Identify if the importer is paying for shipping the goods. Verify that the importer has in fact paid for these transportation charges.		
11. Determine whether the same quantity of goods was imported as was declared.		
12. Determine whether the goods were assessed using the correct normal value, export price and/or amount of subsidy. This may involve some changes from the declared selling price.		

SIMA VERIFICATION PROCEDURES	DONE BY	REF.
13. Verify that the correct amount of SIMA duty was calculated and paid, including the correct exchange rate. For the participants who have been granted the privilege of self-adjustment, this verification is done post self-adjustment. It must be established that the participant cannot self-adjust downward after the verification unless directed by the CBSA.		
14. Is there a compensatory arrangement between the manufacturer, producer, vendor, exporter, importer in Canada, subsequent purchaser that directly or indirectly affects the price or sale of the goods, the net return to the exporter or the net cost to the importer? If yes, photo copy any documentation that relates to the arrangement and forward to the Anti-dumping and Countervailing Directorate in Ottawa.		
<p>15. Verify that the correct SIMA code was used.</p> <p>INFORMATION REQUIRED IN CERTAIN CASES</p> <p>Verify whether any commission was paid by the importer to the exporter and is in fact passed on to the party acting on the importer's behalf.</p> <p>Determine the level of trade of the participant.</p> <p>Verify the currency of settlement.</p> <p>In the situation where the officer is monitoring an undertaking agreement. The officer must verify, in the case of a price undertaken, the price that the importer paid for the subject goods and determine whether this is at or above the undertaking price. It may, in certain cases, be necessary to verify the selling price of the importer to the selling price of the importer to the next level of trade in Canada and verify certain discounts granted.</p>		

SIMA VERIFICATION PROCEDURES	DONE BY	REF.
16. Record results in the Compliance Management Workbook (Multi-program verifications only). The CM workbook calculates the percentage of errors, which will be included in the Final Report to the client.		
17. Prepare requirements and recommendations to be incorporated into the Final Verification Report.		