



## **Trade Compliance – Here’s Where to Start**

Sifting through endless Customs Regulations is an onerous task, but establishing and maintaining proper import/export customs compliance practices is necessary in today’s penalty driven environment. Clients that plan ahead and invest the time and effort to ensure their procedures are in-line with CBSA’s requirements are rewarded in the event they are selected for a CBSA verification and audit.

*In CBSA’s own words: “Businesses that establish good compliance records with the CBSA are less likely to have their shipments examined at the border or selected for post-release verification, or to receive administrative monetary penalties under the Administrative Monetary Penalty System (AMPS). Simply put, a good trade compliance record is related to risk — the lower the risk, the less need for intervention by the CBSA. Fewer interventions by the CBSA equates to lower business costs and to the faster movement of goods.”*

The following points, hi-lite areas we recommend all clients be pro-active and review thoroughly. If further assistance is required, please contact us. In the event of an audit, Traders Customs Brokerage can provide both guidance and the resources necessary to reply to CBSA’s requests.

- **Identify an individual (or individuals) within your firm whose responsibility is Customs Compliance.**
- **Establish good record keeping practices, bearing in mind that the period for record retention for imported goods is six years.**
- **Build and maintain a parts database of HS Classifications that can be shared/compared with Traders client profile. This will be a work in progress that needs updating as required.**
- **Apply for Advance Customs Rulings whenever there is doubt regarding HS tariff classification, valuation or origin. Our cost for this service is very reasonable and the peace of mind is priceless.**
- **Ensure you are taking advantage of Canada’s many global Free Trade Agreements. Request Certificates of Origin from suppliers when you place foreign orders and provide copies to Traders Customs Brokerage in advance of the goods arriving.**

- **Verify whether any goods your firm imports are controlled, regulated or prohibited by the Canada Border Services Agency or any other government department or agency. This includes making certain that the goods are marked and labelled as required.**
- **Look into CBSA's Duty Relief Programs to see if they can apply to your firm. If you are a manufacturer or wholesaler that imports goods and subsequently exports products, you may be eligible for tariff relief at the time of import, or post export duty refunds.**
- **Review our work immediately to ensure the customs B3 entry is consistent with what you received. When you identify any overages or shortages, report these to Traders staff. We file corrections with CBSA that keeps you compliant. This is the time to correct any tariff, origin or valuation discrepancies.**
- **Monitor your compliance by conducting internal reviews of customs transactions. Make certain that the goods on a particular purchase order we accounted for to customs properly, received in full and paid for without discrepancy. Establish linkages within your firm that allow purchasing, receiving and accounts departments to exchange information. Good communication allows potential compliance problems to be identified quickly and rectified efficiently.**

**Understand the impact on your business. Please contact Traders Customs Brokerage for additional information or email: [info@traderscb.com](mailto:info@traderscb.com)**