

Known Importer Questionnaire

This document is intended to provide the Broker with information needed to prepare the Importer's customs entries. It is not meant to be exhaustive and the particular commodity being imported may have special requirements not discussed in this document. The completion of this questionnaire will enable the broker to identify your company to U.S. Customs and Border Protection (CBP) as a "Known Importer" at the time of entry.

General Information

Company Name:

IRS Number or Importer Identification Number:

Date:

Mailing Address:

Name of person providing this information:

Phone#:

Email:

Please provide the following additional contact information:

Import Operations

Name:

Name:

Phone#:

Phone#:

Email:

Email:

Accounts Payable

Name:

Name:

Phone#:

Phone#:

Email:

Email:

Legal structure:

- U.S. Corporation
- Foreign corporation
- Partnership
- Sole Proprietor
- Individual

State of Incorporation:

Country of incorporation:

Documents Required to Make Entry

The basic documents required for a Customs entry are:

- Commercial Invoice
- Packing List
- Bill of Lading or Air Waybill
- Arrival Notice or Authority to Make Entry

Other documents or information may be required depending on the commodity and/or country of origin of your merchandise. Section 141.89 of the Customs Regulations lists additional information for certain classes of merchandise. Please review the list and provide the required information if you are importing one of these commodities.

Please indicate how you will be sending the necessary documents:

- Email
- Courier
- Regular Mail

Customs Bonds

All entries must be secured with a Customs Bond. The purpose of the bond is to ensure that all duties, taxes, and fees due at entry are paid to CBP. The bond also ensures that your merchandise complies with all regulatory requirements and that you redeliver the merchandise to Customs custody if they should so demand.

Please provide us with your current bond information:

- Type:
- Amount:
- Surety:
- Expiration date:

Right to Make Entry

Under federal law, only the importer of record has the right to make entry of imported goods. The importer of record is the owner or purchaser of the imported goods and includes any party with a financial interest in a transaction such as:

- The actual owner of the goods
- The actual purchaser of the goods
- A buying or selling agent
- A person or firm who imports on consignment
- A person or firm who imports under loan or lease
- A person or firm who imports for exhibition at a trade fair



- A person or firm who imports goods for repair or alteration or further fabrication, etc.

Based on the above definition, do you have right to make entry on the goods you plan to import?

- Yes
 No

Classification

Classification is the process of assigning a 10 digit number from the Harmonized Tariff Schedule of the United States to a product. Every item that arrives in the U.S. from a foreign country must be classified. The classification of an item determines its duty rate and whether it requires clearance by any other government agency.

If you are not familiar with the classification process, see here to get an idea of what is involved: <http://hts.usitc.gov/>

Please indicate how you will handle the classification of your products:

- I will provide all necessary classifications
 My broker will classify my products based on information I provide.

If you will be providing classifications, please indicate if you have a spreadsheet or other database listing all of your product numbers with their corresponding classification:

- Yes
 No

Valuation

Additions to transaction value:

The entered value of imported merchandise must include the following items:

- Packing costs
- Selling commissions
- Assists which consist of is any of the following items if supplied directly or indirectly, and free of charge or at reduced cost by the buyer of the imported merchandise for use in connection with the production or the sale for export to the United States of the merchandise:
 - Materials, components, parts and similar items incorporated in the imported merchandise.
 - Tools, dies, molds, and similar items used in the production of the imported merchandise.



- Merchandise consumed in the production of the merchandise.
 - Engineering, development, artwork, design work and plans and sketches, that are undertaken elsewhere than in the United States, and are necessary for the production of the imported merchandise.
- Any royalty or license fee related to the imported merchandise that the buyer is required to pay, directly or indirectly, as a condition of the sale of the imported merchandise for exportation to the United States
 - The proceeds of any subsequent resale, disposal, or use of the imported merchandise that accrue, directly or indirectly, to the seller.

Please indicate if any of the above items apply to the goods you will be importing:

- Yes
 No

If yes, please indicate if the price shown on the commercial invoice includes the cost of these items:

- Yes
 No

Deductions from transaction value:

If the price shown on the commercial invoice includes charges for transportation, insurance or other related services incident to the international shipment of your merchandise from the country of exportation, these charges may be deducted from the value of the merchandise if:

- You know the actual amount of these charges. Estimated charges cannot be deducted.
- You provide us with a document that shows the actual charges. Acceptable documents include:
 - An invoice or written contract separately listing freight/insurance costs
 - A freight/insurance invoice
 - Through bill of lading which shows the charges
 - Proof of payment of the freight/insurance charges

Please indicate if there will be deductions from the transaction value:

- Yes
 No



Related Party Transactions

CBP requires that an indication be made as to whether you as the importer are related to any of your overseas suppliers. CBP defines related parties as any one of the following situations:

- Members of the same family, including brothers and sisters (whether by whole or half blood), spouse, ancestors, and lineal descendants.
- Any officer or director of related organizations, as well as those organizations themselves.
- An officer or director of an organization and an officer or director of another organization, if each individual also is an officer or director in the other organization.
- Partners
- Employer and employee
- Any person directly or indirectly owning, controlling, or holding with power to vote, 5 percent or more of the outstanding voting stock or shares of a related organization and the organization itself.
- Two or more persons directly or indirectly controlling, controlled by or under common control with, any other person.

Please indicate if you are related to any of your suppliers:

- Related (Please send a list of all suppliers you are related to)
 Not Related

Buying Commissions

Please indicate if you have any Buying Agency Agreements involved in your importation.

- No Buying Agency Agreement
 Buying Agency Agreement (Please supply our office with a copy of this agreement)

Free Trade Agreements

Are any of the goods you import eligible for reduced or free duty under any of the various Free Trade Agreements?

- Yes
 No



If so, please indicate which Free Trade Agreements apply to your merchandise:

Anti-Dumping and Countervailing Duties

Are any of the goods you import subject to anti-dumping or countervailing duties?

- Yes
 No

If so, please provide the countries of origin, names of the foreign manufacturers and case numbers you believe are applicable:

Drawback

Do you claim duty drawback on any goods exported from the U.S.?

- Yes
 No

Binding Rulings

Please advise if you have obtained any binding rulings from CBP and provide a copy or copies.

Trademark and/or Copyright Certifications

Please indicate whether any of the items you import contain trademarks or copyrights.

- Yes
 No

If the answer is "yes," are you the owner of the mark?

- Yes
 No

If you are not the owner of the mark, do you have a trademark/copyright authorization letter from the actual owner?

- Yes
- No

Please identify all the trademarks/copyrights appearing on your imported products:

Country of Origin Marking

Every article of foreign origin entering the United States must be legibly and conspicuously marked with the English name of the country of origin unless an exception from marking is provided for in the law. Are your imported goods properly marked?

- Yes
- No

Partner Government Agencies

Please indicate if your goods are subject to regulation by any of the following partner government agencies:

- FDA
- USDA
- Fish & Wildlife
- EPA
- DOT
- Steel License
- ATF
- TSCA
- Other

C-TPAT

C-TPAT is the “Customs and Trade Partnership Against Terrorism” program. Participants are required to take steps to secure their supply chain and in return are provided various benefits by CBP.

For more information on C-TPAT, please see here:

http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/



Please indicate your C-TPAT status:

- C-TPAT Certified
C-TPAT Certificate Number:
 Not C-TPAT Certified

Reconciliation

Reconciliation is a CBP program which allows an importer to file entries with the best available information at the time with the understanding that certain data may change.

For more information on reconciliation, see here:

http://www.cbp.gov/xp/cgov/trade/trade_programs/reconciliation/

Please indicate if you are a reconciliation participant:

- Yes
 No

If yes, who is responsible for submitting your reconciliation entry?

Duty Payments

Duty must be paid to CBP 10 days after your shipment is released.

Please indicate the method you use to pay your duty:

- Importer's ACH Payer Unit Number:
 Broker's ACH
 Periodic Monthly Statement Payer Unit Number:

Import History

Has the company had merchandise seized or been subject to any penalties or demands for liquidated damages in the last five years?

- Yes
 No

Other than post-entry corrections, has the company made any voluntary tenders or prior disclosures to CBP in the last five years?

- Yes
 No



Has the company received any Requests for Information (CF 28) or Notices of Action (CF 29) from CBP in the last two years?

- Yes
- No

Has the company been the subject of a Focused Assessment or other CBP initiated review/audit in the last five years?

- Yes
- No

Is the company a participant in any trusted trader program such as Importer Self Assessment?

- Yes
- No

