

Administrative Monetary Penalty System (AMPS)

Master Penalty Document

The 'Guidelines' are not meant to be all-inclusive but are examples to provide guidance in the application of the penalties. For further information, it is recommended that you refer to the appropriate legislation, regulation or other reference material.

Note: The Master Penalty Document is subject to ongoing review and updates.

August 2006

C001

Contravention Person failed to keep electronic records in an electronically readable format for the prescribed period.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Audit

Legislation *Customs Act*, sub-section 2(1.3)

D Memo D17-1-21, Maintenance of Records and Books in Canada by Importers

Guidelines Applied by an officer.

Applied as a result of an audit, verification or examination.

Applied against any importer, exporter, person who causes goods to be imported or exported, or any other designated person on behalf of said individuals.

System on which data stored must have capability of producing accessible and readable electronic records.

Any person who chooses to keep records electronically must also maintain the system requirements (including any equipment, hardware and software) that is necessary to access the information contained in those records, and must be willing to provide access to the equipment to CBSA officials for the purpose of reviewing the records.

The readable format must provide a link to relevant supporting documents.

Apply a penalty per audit.

Retention Period 36 months

C004

Contravention Person provided information to an officer that is not true, accurate and complete.

When a *Special Import Measures Act* (SIMA) code was not completed correctly for goods imported seven days or more after a preliminary determination was made and after the importer was notified in writing, and ending when the SIMA action is terminated by Canada Customs and Revenue Agency (CBSA) or the Canadian International Trade Tribunal (CITT).

Penalty 1st: \$100 or 5% of the value for duty, whichever is greater
2nd: \$200 or 10% of the value for duty, whichever is greater
3rd and Subsequent: \$400 or 20% of the value for duty, whichever is greater

Penalty Basis Value for Duty

Legislation *Customs Act*, section 7.1

D Memo D17-1-10, Coding of Customs Accounting Documents

Other Reference D11-6-4, Legislative Authorities and Supporting Documentation Requirements for Form B2, Canada Customs – Adjustment Request

Guidelines Applied by an officer.
Applied against the importer.
Officer must be an authorized user of the SIMA Compliance website to be able to apply this penalty.

Antidumping and Countervailing Directorate will issue a notification of a preliminary determination of dumping or subsidizing concerning specific imported goods and following an injury finding by the Canadian International Trade Tribunal or where a surtax is imposed by Order in Council.

Seven days after the notification is issued the applicable SIMA code must be used on import transactions (i.e. B3).

In instances where an officer finds an importer in contravention for the first time, the officer must forward this information to HQ. HQ will issue the notification to the importer.

Refer to the SIMA Index and the relevant D15 Memorandum to verify the goods are subject to the SIMA action or a surtax.

Verify that the importer has been notified regarding the SIMA codes by referring to the case information on the SIMA Compliance website.

The obligation to code the B3 or B2 ends when the SIMA action is terminated by the CBSA or the CITT or the surtax expires, unless the importer has been given written notice that the coding of transactions is to continue.

Apply a penalty per B3 or B2.

For the first B3, apply the first level penalty; for the second B3, apply the second level penalty; for the third and subsequent B3, apply the third level penalty.

The penalty will be applied on the total corrected value for duty.

Retention Period 36 months

C005

Contravention Person provided information to an officer that is not true, accurate and complete.

The information required to be provided in any permit, certificate, licence, document or declaration in respect of imported or exported goods is incorrect.

Penalty 1st: \$100
2nd: \$200
3rd and Subsequent: \$300

Penalty Basis Per Document

Legislation *Customs Act*, section 7.1

D Memo D17-1-10, Coding of Customs Accounting Documents

Other Reference D20-1-1, Export Declaration

Guidelines Applied by an officer.

The penalty can be applied against the person required to provide the information e.g. importer, exporter, carrier.

It should only be applied when the error or omission in the information required is in relation to the admissibility, report or release of the goods.

In the case of exports, the penalty will be applied against the exporter as they own the goods at the time of exportation.

This contravention applies only in cases where the incorrect information materially affects the decision respecting admissibility or release of goods and there has been an error in the documentation that appears unintentional.

For export violations, this penalty shall only apply when the export declaration, and / or export licence, permit or certificate submitted by the exporter contains errors or omissions. All mandatory fields on the B13A must be completed.

Goods may be held if documentation is incomplete and an officer requires additional clarification and or information.

Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.

This penalty does not apply to certificates of origin.

For untrue or false information in documentation, see C348.

Also see:

For Export Summary Reporting, see C317.

For Certificate of Origin of Goods Exported to a Free-Trade Partner, see C194.

For CSA Application, see C234.

For B13A Export Declaration, see C170.

B13A fields that are not mandatory are:

- exporter reference no.;
- export permit / licence no (if no permit is required)
- vessel name (depending on mode of transport)
- if goods are not sold (if applicable)

Only the eight digit export HS number or the Canadian ten digit import HS number may be used on the manual B13A export declaration.

For Export Permit or Licence, see C315.

For Exporter failure to report a shipment on an export summary report, see C341.

Apply a penalty per document regardless of number of errors in a single document.

Retention Period 12 months

C008

Contravention Person (carrier) failed to use his authorized carrier code, or failed to present the letter of authorization when using another bonded carrier's code, or failed to provide a bar coded cargo control number.

Penalty 1st: \$1,000
2nd: \$2,000
3rd and Subsequent: \$3,000

Penalty Basis Per Instance

Legislation *Customs Act*, section 7.1

D Memo D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods, paragraph 30

Other Reference D17-1-10, Coding of Customs Accounting Documents
Customs Notice N402, Use of letter of Authorization
Customs Notice N417, Reporting Requirements for Commercial Shipments

Guidelines Applied by an officer.

This penalty applies to:

- A carrier or freight forwarder using a carrier code belonging to a bonded carrier without a letter of authorization. The carrier should be afforded an opportunity to obtain the letter of authorization. The carrier will NOT BE ALLOWED TO PROCEED INLAND USING THE UNAUTHORIZED CARRIER CODE. The carrier will have to either use his own bonded carrier code or obtain a single trip bond.
- A carrier using a carrier code belonging to a non-bonded carrier.
- A highway carrier or freight forwarder has been assigned a carrier code for over a month but is still not presenting bar coded documents or is still presenting pre-printed A8A 77YY cargo control documents. Monitoring sheets are not required, contravention C008 must be issued for each trip.
- A carrier who crosses more than five times a year and who has not obtained his own carrier code. The 77YY monitoring sheet must be completed and faxed to Carrier and Cargo Policy at 613-957-9717. The Customs office will be notified and authorized by HQ to issue a carrier penalty once the carrier exceeds the five times.

This penalty does not apply to:

- Unreadable bar codes
 - The carrier must be advised that his bar codes are unreadable. The cargo control number must be input manually. Refer to D3-1-1, Appendix H for bar code specifications and testing procedures. (Contravention C005 is not applicable in these circumstances.)
- Failed Pars

- A failed Pars is replaced by a handwritten or typed CCD using the cargo control number of the original PARS document.
- Alternatively, carriers may use their pre-printed CCDs and cross out the existing bar coded cargo control number and show the cargo control number of the failed PARS in the “Previous cargo control number” field.
- In both cases, the wording “Failed Pars” must be written on the CCD to clarify why a bar code is not being used.

Letters of authorizations are not required for:

- conveyance registered to the carrier whose code is being used (Owner /operator under exclusive contract and conveyance is registered or co-registered to the primary carrier)
- shipments moving under an authorized “marine overland movement” (D3-5-2)
- shipments transferred under an interline agreement
- transborder air shipments in highway service (flying trucks D3-2-2)

Bar coded cargo control numbers are not required for:

- shipments being abstracted by a broker or sole importer for release purposes
- goods moving in-transit on a “Canada – US Intransit manifest”
- Air (AXX- or IATA assigned code)
- Rail (6000 series)
- Marine (9000 series)
- Mail (E14 series)

Retention Period 12 months

C010

Contravention While transacting business as a customs broker, a broker failed to make available to an officer any records required to be kept under the Regulations.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Request

Legislation *Customs Act*, sub-section 9(3)

D Memo D1-8-1, Licensing of Customs Brokers

Guidelines Applied by an officer.

Applied against the broker.

This contravention occurs when an officer requests that a broker produce records and the broker fails to comply with the request within the time specified in the written request.

These records are specified in paragraphs 17(1)(a) to (d) of the *Customs Brokers Licensing Regulations*, and the length of time that the records must be maintained is specified in paragraphs 17(2)(a) to (c) of the Regulations in relation to imported goods.

Failure to produce any or all the records detailed above, when requested, shall be considered a single contravention.

It should be noted that customs brokers are required to keep records for a period of six years after the importation of the goods to which the information relates.

Retention Period 12 months

C011

Contravention	A person transacted or attempted to transact business as a customs broker, or held oneself out as a customs broker and did not hold a licence issued under the Regulations.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Client
Legislation	<i>Customs Act</i> , sub-section 9(4)
D Memo	D1-6-2, Agents Accounting for Imported Goods and Payment of Duties Regulations
Guidelines	<p>Applied by an officer.</p> <p>Applied against an agent for a client.</p> <p>This contravention occurs when a person, who is not a broker, acts as one on behalf of a client.</p> <p>The contravention will become apparent from an investigation following a complaint, usually by a licensed customs broker.</p> <p>A list of licensed Customs Brokers can be found on the Broker Licensing and Account Security Website at: http://www.-cbsa-asfc.gc.ca/customs/business/importing/brokers/list-e.html</p> <p>All transactions completed for a particular client shall be deemed to be a single contravention.</p> <p>Transactions completed for additional clients, but found at the same time, will be assessed on a per client basis at the same level.</p> <p>For instances where the person is a licensed broker but is working in an area not designated by his licence, see C012.</p>
Retention Period	12 months

C012

Contravention Licenced customs broker transacted business as a customs broker at a customs office not specified by the licence.

Penalty 1st: \$1,000
2nd: \$2,000
3rd and Subsequent: \$3,000

Penalty Basis Per Incidence

Legislation *Customs Act*, sub-section 9(4)

D Memo D1-8-1, Licensing of Customs Brokers

Guidelines Applied by an officer.

Applied against the broker.

This contravention occurs when a person is a licensed broker but is transacting business at a customs office not authorized by their licence.

For instances where a person, who is not a broker, acts as one on behalf of a client, see C011.

Apply a penalty per location, per client.

In the first instance, all transactions having occurred at one location per client will be assessed at level one.

In the second instance, all transactions having occurred at one location per client will be assessed at level two and so on.

Retention Period 12 months

C014

Contravention Broker failed to provide the importer or exporter with a copy of the customs accounting documents or a copy of the information transmitted by electronic means to customs for each transaction made on their behalf.

Penalty 1st: \$100
2nd: \$200
3rd and Subsequent: \$300

Penalty Basis Per Transaction

Regulation *Customs Brokers Licensing Regulations*, sub-section 14(c)

D Memo D1-8-1, Licensing of Customs Brokers

Guidelines Applied by an officer.

Applied against the broker.

For the first level:

- Failure to furnish copies of one or several accounting documents to a single client at one time shall be deemed to be a single contravention.
- Failure to furnish accounting documents to additional clients, discovered in the same audit, will result in additional penalties, one per client, but at the same level.

For the second and subsequent levels:

- The failure to furnish accounting documents, even for the same client, will result in one penalty per document but at the appropriate level.

Apply a penalty per client at the first level and one penalty per transaction at the second and subsequent levels.

Retention Period 36 months

C018

Contravention	Person in charge of a commercial conveyance arriving in Canada failed to transport passengers and crew to a customs office designated for that purpose and open for business, forthwith on arrival.
Penalty	\$100 per unreported person, passenger or crew member but no less than \$1,000.
Penalty Basis	Per unreported person, passenger or crew
Legislation	<i>Customs Act</i> , sub-section 11(3)
D Memo	D2-5-0, legislative Requirements for the Presentation of Persons
Other References	Presentation of Persons Regulations D2-5-6, Aircrew Reporting Customs Act, section 5 D1-1-1, List of Customs Offices D3-5-1, Vessels in International Service
Guidelines	<p>Applied by an officer.</p> <p>Applied against any commercial carrier that is in the business of transporting freight, crew and/or passengers and fails to report passengers or crew.</p> <p>Apply to all modes of transportation.</p> <p>Every person in charge of a commercial conveyance arriving in Canada is required to proceed without delay to a designated customs office open for business prior to disembarking any persons, passengers, and/or crew.</p> <p>Applies also when commercial conveyances arrive at a non-designated customs office or arrive at a customs office that is not open for business. Consideration may be given based on weather conditions, emergencies or pre-arrival arrangements that have been made with customs.</p> <p>In the air mode, the “customs office open for business” is the designated customs office where the air carrier is scheduled to land.</p> <p>In the marine mode, the “customs office open for business” is the designated customs office where the marine carrier is scheduled to conduct a first stop.</p> <p>In the highway mode, the “customs office open for business” is the first designated customs office where the highway carrier arrives in Canada.</p> <p>In the rail mode, the “customs office open for business” is the designated customs office where the rail carrier is scheduled to conduct a first stop.</p> <p>Apply a penalty per unreported person, passenger or crew member.</p> <p>For failure to report conveyances inbound, see C023.</p>
Retention Period	12 months

C021

Contravention	Person (Carrier) failed to report imported goods, to customs forthwith in writing at the nearest designated customs office that was open for business.
Penalty	Flat rate: \$1,000
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 12(1)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Other Reference	Customs Enforcement Manual
Guidelines	<p>Applied by an officer.</p> <p>Applied against the carrier.</p> <p>The carrier company will be assessed a \$1,000 penalty every time they fail to report a shipment.</p> <p>For post-audit carrier, no penalty assessed if carrier provides proof, within 24 hours of arrival of the shipment, that cargo control document was prepared for goods prior to their arrival in Canada, as per D3-1-1.</p> <p>Proof includes presentation of original CCD, internal discrepancy report showing loading error or other evidence.</p> <p>When carrier prepares new CCD to cover the unreported goods, the document must bear a reference to the original CCD number in the description of goods section of the document.</p> <p>The appropriate level penalty will be applied against both carriers and couriers under this contravention, and if the carrier can prove it was a Low Value Shipment (LVS) the penalty will be assessed under C022 instead.</p> <p>For failure to report imported goods valued at less than \$1,600, see C022.</p> <p>For Specified Goods, seizure or ascertained forfeiture with no terms of release in addition to AMPS penalty.</p> <p>Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.</p> <p>Apply a penalty per line or per CCD.</p>
Retention Period	12 months

C022

Contravention	Person (Carrier) failed to report imported goods valued at less than \$1,600, to customs forthwith in writing at the nearest designated customs office that was open for business.
Penalty	Flat rate: \$100
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 12(1)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Other Reference	Customs Enforcement Manual
Guidelines	<p>Applied by an officer.</p> <p>Applied against the carrier.</p> <p>For post-audit carrier, no penalty assessed if carrier provides proof, within 24 hours of arrival of the shipment, that cargo control document was prepared for goods prior to their arrival in Canada, as per D3-1-1.</p> <p>Proof includes presentation of original CCD, internal discrepancy report showing loading error or other evidence.</p> <p>When carrier prepares new CCD to cover the unreported goods, the document must bear a reference to the original CC number in the description of goods section of the document.</p> <p>For Specified Goods, seizure or ascertained forfeiture with no terms of release in addition to AMPS penalty.</p> <p>Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.</p> <p>Apply a penalty per CCD or per individual shipment ID# on a consolidated report.</p>
Retention Period	12 months

C023

Contravention	Person failed to report conveyances inbound.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Non-Report
Legislation	<i>Customs Act</i> , sub-section 12(1)
D Memo	N/A
Other Reference	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods (Customs Cargo Control Procedures)
Guidelines	Applied by an officer. Applied against the carrier. Verbal reporting of trucks allowed under Section 5 of <i>Reporting of Imported Goods Regulations</i> . Applied when conveyance is not reported upon arrival in Canada. Apply a penalty per non-report.
Retention Period	12 months

C025

Contravention	Person reporting goods under section 12 of the <i>Customs Act</i> inside or outside Canada failed to answer truthfully any question asked by an officer with respect to the goods.
Penalty	1st: \$2,000 or 20% of the value for duty, whichever is greater 2nd: \$4,000 or 40% of the value for duty, whichever is greater 3rd and Subsequent: \$6,000 or 60% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , sub-section 13(a)
D Memo	N/A
Guidelines	Applied by an officer. Applied against the person reporting the goods. Occurs when customs inspector finds evidence that person has not answered questions truthfully relating to importation of goods. This penalty applies to commercial goods only. Person makes a verbal statement that is false in material fact in order to avoid compliance with the Act. For failure to answer truthfully any questions regarding the importation of commercial goods valued at less than \$1,600, see C344. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties. For written errors, see C005 or C348. Apply a penalty per occurrence.
Retention Period	12 months

C026

Contravention	When requested by an officer, person failed to present goods, to remove any covering from goods, to unload any conveyance or open any part thereof, or failed to open or unpack any package or container.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Request
Legislation	<i>Customs Act</i> , sub-section 13(b)
D Memo	N/A
Guidelines	<p>Applied by an officer.</p> <p>Applied prior to release.</p> <p>Applied to the warehouse owner / operator or the carrier.</p> <p>Applied if the carrier, forwarder or agent cannot present the goods or provide proof that the goods are en route to destination as per the authorized timeframes. Proof would consist of company / transportation documents that show the arrival status of the goods.</p> <p>Customs inspector must first make request to examine goods.</p> <p>Officers should use discretion with regard to the term “available for examination” when goods are referred. For example, if the goods have arrived at the sufferance warehouse yard, but have not yet been off-loaded into the warehouse, no AMPS would be applicable.</p> <p>If an RMD or RNS arrival notice is submitted or transmitted despite the carrier having clearly indicated that the goods had not arrived, see C274.</p> <p>In the case where the goods must be on hand at the time of the release request, and there are multiple containers documented on one cargo control document (against one release request), at least one of the containers must have arrived at the destination sufferance warehouse at the time the release request is submitted. The remaining containers must have arrived at the port of report and be en route or awaiting furtherance to the inland destination.</p> <p>Should goods be referred for secondary processing, the importer / broker will be given an opportunity to provide information to the officer that the remaining goods have arrived in Canada and are en route or awaiting transportation to destination.</p> <p>Applied when person failed or refused to prepare the goods for examination.</p> <p>Request must have enough detail for client to understand what is expected.</p> <p>Reasonable amount of time to prepare the goods will be allowed.</p> <p>Apply a penalty once per request.</p>

Retention Period 12 months

C030

Contravention Person in charge of a conveyance, who has unloaded goods from the conveyance, because of safety reasons, failed to report the unloading to customs at any customs office designated for that purpose.

Penalty 1st: \$100
2nd: \$200
3rd and Subsequent: \$300

Penalty Basis Per Instance

Legislation *Customs Act*, sub-section 14(2)

D Memo D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods

Guidelines Applied by an officer.
Applied against the carrier.
Applies when the person in charge of a conveyance failed to report goods unloaded in instances where the safety of the conveyance, the goods or persons on the conveyance is threatened by collision, fire, the stress of weather or other similar circumstances or in such other circumstances as may be prescribed.
Before applying penalty verify with client that goods not reported elsewhere.

Retention Period 12 months

C031

Contravention	A person failed to report to an officer goods in their possession in respect of which an Act of Parliament that prohibits, controls or regulates, the importation of goods has been contravened, or in respect of which duties have not been paid.
Penalty	1st: \$2,000 or 20% of the value for duty, whichever is greater 2nd: \$4,000 or 40% of the value for duty, whichever is greater 3rd and Subsequent: \$6,000 or 60% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 15
D Memo	N/A
Other Reference	Customs Enforcement Manual
Guidelines	Applied by an officer. Applied against any person found in possession of imported goods. Applies to a person who is not the importer, but who has imported goods in their possession. Applies in instances where an officer finds non-reported dutiable goods for which duty is owing, or if controlled or prohibited goods have not been reported. Results from secondary examination or investigation. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties. Penalty applied on value for duty.
Retention Period	12 months

C032

Contravention	Owner, having received the delivery of a wreck to themselves or their agent, failed to have reported such delivery to an officer.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 16(2)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Guidelines	Applied by an officer. Applied against owner of the wreck. Wreck defined as: a) jetsam, flotsam, lagan and derelict found in or on the shores of the sea or on any tidal water, or of any of the inland waters of Canada, b) cargo, stores and tackle of any vessel and of all parts of the vessel separated there from, c) the property of shipwrecked persons, and d) any wrecked aircraft, any part or cargo of a wrecked aircraft and a property in the possession of persons on board any aircraft that is wrecked, stranded or in distress Verify it has not been reported before issuing penalty. Apply a penalty per instance.
Retention Period	12 months

C033

Contravention Person moved, delivered or exported, or caused to be moved, delivered or exported goods that have been reported but not released, without customs authorization.

Penalty Flat rate: \$1,000

Penalty Basis Per Shipment

Legislation *Customs Act*, sub-section 19(1)

D Memo D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods (Customs Cargo Control Procedures)

Guidelines Applied by an officer.

Applied against the carrier.

The penalty applies only where goods are valued at \$1,600 or greater.

For direct delivery where goods have not been released by Customs.

Can also be applied by an officer during an audit when direct delivery has occurred prior to customs release, or when a carrier has transported goods not yet released.

This penalty also applies in situations where goods were delivered or caused to be delivered from a customs office to another customs office or a sufferance warehouse.

In an audit situation, each shipment found in contravention within an audit will be assessed a penalty. For example, if five shipments were moved, a penalty of \$5,000 (5 x \$1,000) would be assessed.

For transporting goods from point to point within Canada without the appropriate bond or security prior to release, see C036.

For moving, delivering or exporting goods valued at less than \$1,600, that have been reported but not released, see C347.

Apply a penalty per shipment.

Retention Period 12 months

C036

Contravention	Person transported or caused to be transported within Canada goods that have been imported but which have not been released, without having the appropriate bond or security.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 20(1)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Other Reference	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods (Customs Cargo Control Procedures, subsections 27, 28 and 29)
Guidelines	Applied by an officer. Applied against the carrier. Occurs when goods are moved from point to point within Canada, without the appropriate bond or security, prior to having been released from the warehouse where they are held. In an audit situation, each shipment found in contravention within a first audit will be assessed a first level penalty. For example, if five shipments were transported within Canada, without the appropriate bond or security, a penalty of \$5,000 (5 x \$1,000) would be assessed. The same applies for the second and third level penalties. C008 may also apply. For situations where a direct delivery occurred prior to the goods being released, see C033. Apply a penalty per shipment.
Retention Period	12 months

C037

Contravention	Person who transported goods within Canada that have been imported but have not been released, failed to ensure that the conveyance or container which had been sealed by customs remained sealed until authorization from customs to break the seal was received.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Container or Conveyance
Legislation	<i>Customs Act</i> , sub-section 20(1)
D Memo	D3-1-1, Regulations respecting the importation, transportation and exportation of goods
Other Reference	Regulations respecting the transportation of goods, paragraph 3(1)(e)
Guidelines	Applied by an officer. Applied against the carrier. The contravention occurs when a Customs seal number appears on the CCD but the conveyance or container is not sealed when it reaches the Customs inland release point. The onus is on the carrier to ensure, when the conveyance or container is sealed by Customs, that the conveyance or container remains sealed until Customs' authorization to break seal is granted at the Customs inland release point. This penalty does not apply when the Canada Customs seal has been broken and replaced with one issued by a Canadian Police Service, a Provincial or Federal Government Department / Agency in the administration or enforcement of an Act of Parliament or the Criminal Code. Replacement seal(s) must be intact and the new seal numbers are documented on the cargo control document / manifest. For a damaged or broken seal as a result of an accident or other unforeseen event, see C039.
Retention Period	12 months

C039

Contravention	Person transporting goods within Canada that have been imported but have not been released failed to report, as a result of an accident or other unforeseen event, a damaged or broken seal.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Container or Conveyance
Regulation	<i>Transportation of Goods Regulations</i> , sub-section 4(1)
D Memo	N/A
Other Reference	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods (Customs Cargo Control Procedures)
Guidelines	Applied by an officer. Applied against the carrier. Requirement to prove who damaged or removed seal is not an element of offence.
Retention Period	12 months

C040

Contravention	Person transporting goods within Canada that have been imported but have not been released failed to report, as a result of an accident or other unforeseen event, the removal of goods from a damaged or disabled container or conveyance or has failed to report that the conveyance or container is damaged or disabled and can no longer transport goods.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Container or Conveyance
Regulation	<i>Transportation of Goods Regulations</i> , sub-section 4(1)
D Memo	N/A
Other Reference	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods (Customs Cargo Control Procedures)
Guidelines	Applied by an officer. Applied by compliance verification officer during an audit. Applied against the carrier. Occurs when removal of goods from container or conveyance or transfer of goods to another container or conveyance has not been reported or for not reporting a damaged or disabled conveyance that can no longer transport goods to where they will be released.
Retention Period	12 months

C042

Contravention	Person who transports or causes to be transported within Canada goods that have been imported but have not been released failed to afford an officer free access to any premises under his control.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 21
D Memo	N/A
Guidelines	Applied by an officer. Officer is deliberately prevented from entering premises or other facilities owned or operated by importer or bonded carrier. Applied against the carrier. Ensure that entry is prevented or refused by any person. However, a security guard or an employee who refuses to allow the entry to the premises should not be considered as preventing / refusing entry, when the guard or employee is in the process of contacting or obtaining permission or authority from a person in charge of the operation. Access to property or facilities can only take place at “reasonable times” construed to mean during business hours.
Retention Period	12 months

C043

Contravention Person who transports or causes to be transported within Canada goods that have been imported but have not been released failed to open any package or container of such goods or remove any covering therefrom.

Penalty 1st: \$1,000
2nd: \$2,000
3rd and Subsequent: \$3,000

Penalty Basis Per Instance

Legislation *Customs Act*, section 21

D Memo N/A

Guidelines Applied by an officer.
Applied against the carrier.
Applied when carrier refuses request by officer to open or uncover shipment.
Customs inspector must first make request to examine goods.
Request must have enough detail for client to understand what is expected.
Apply a penalty per instance.

Retention Period 12 months

C044

Contravention Person who is required by subsection 22(1) of the *Customs Act* to keep records in respect of commercial goods, failed to keep records at the specified place for the prescribed period and in the prescribed manner, or failed to make those records available to an officer within the specified time or answer truthfully questions asked by an officer about the prescribed records.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Instance

Legislation *Customs Act*, sub-section 22(1)

D Memo D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods

Other Reference D3-1-7, Customs Self Assessment for Carriers (Proposed title)

Guidelines Applied by an officer.

Applied against the carrier.

Applies when owner, operator or person in charge of company fails to:

- a) keep prescribed records at specified place for three years in the prescribed manner; or
- b) make prescribed records available to an officer within the time specified; or
- c) answer truthfully questions asked by an officer about the prescribed records.

For situations relating to point a) above, the penalty will be applied on a per instance basis as follows:

During a first audit, a penalty of \$1,000 will be assessed for the audit period.

The same principal applies for the second and subsequent audits.

For situations relating to point b) and c) above the penalty will be applied on a per request basis.

A second level penalty is not to be assessed until the first Notice of Penalty Assessment has actually been issued.

In the case of CSA transporters:

- Commercial documentation (e.g., bill of lading, freight bill, waybill) requested at time of report should be limited to that necessary to make a risk determination for contraband or public safety (admissibility) and whether the goods are CSA eligible.
- Records may include those which reflect the “start to end of a shipment”, for example, bills of lading, invoices, and proof of delivery receipts for goods authorized for delivery to the importer, owner, or consignee.
- Records may be hard copy or electronic; consolidated, multiple or

separate records.

- Circumstances surrounding each request will determine how much time is reasonable to allow person to produce information.

For missing records by importer, see C159. Retention Period

Retention
Period

36 months

C045

Contravention	The operator of a Type BW sufferance warehouse refused to receive any goods brought to the warehouse that qualified under the terms of the licence.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Request
Legislation	<i>Customs Act</i> , section 25
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the operator of a Type BW highway sufferance warehouse. Applied as a result of information (complaint) indicating that a highway sufferance warehouse operator refused to receive qualified goods. "Qualified goods" refers to the class of goods authorized for storage, and the cargo control document on which the goods are being transported to the warehouse. These criteria are specified on the licence. Operator may refuse goods when the storage of goods is requested by or on behalf of person who has unpaid account for storage fees at the sufferance warehouse. Apply a penalty per request.
Retention Period	12 months

C046

Contravention	When requested by an officer, operator of a bonded warehouse or duty free shop failed to allow an officer free access to the warehouse or duty free shop or any premises or place under his control that is attached to or forms part of the warehouse or duty free shop.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act, section 27</i>
D Memo	D7-4-4, Customs Bonded Warehouses
Other References	D4-3-1, Duty Free Shops Regulations D7-4-1, Duty Deferral Program
Guidelines	Applied by an officer. Applied against operator of a bonded warehouse or duty free shop or, when approved for the Duty Deferral Program, applied against the processor, importer or exporter. The officer must first request to enter premises. Ensure that entry is prevented or refused by person in charge or responsible for facility. Suspension of license should be considered and may be applied simultaneously with the AMP. Apply a penalty per instance. For failure to allow access to a sufferance warehouse, see C356
Retention Period	36 months

C047

Contravention	When requested by an officer, operator of a bonded warehouse or duty free shop failed to open any package or container of goods therein or remove any covering therefrom to allow free access to the goods.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act, section 27</i>
D Memo	D7-4-4, Customs Bonded Warehouses
Other Reference	D4-3-1, Duty Free Shops Regulations D7-4-1, Duty Deferral Program
Guidelines	Applied by an officer. Applied when operator fails or refuses to open any package, container of goods or remove any covering. Applied against operator of a bonded warehouse or duty free shop or, when approved by Duty Deferral Program, may be applied against the processor, importer or exporter. Officer must request goods be made available for examination. Request will detail what is expected of operator. Suspension of license should be considered and may be applied simultaneously with the AMP. Apply a penalty per instance. For failure to allow access to goods in a sufferance warehouse, see C357.
Retention Period	36 months

C048

Contravention Licensee of a sufferance warehouse failed to ensure that goods received in the sufferance warehouse were stored safely and securely in the area designated for that purpose.

Penalty 1st: \$500
2nd: \$1,000
3rd and Subsequent: \$5,000

Penalty Basis Per Instance

Regulation *Customs Sufferance Warehouses Regulations*, sub-section 12(1)

D Memo D4-1-4, Customs Sufferance Warehouses

Guidelines Applied by an officer.

This contravention refers to the goods being stored in a safe and secure manner in the area designated on the site plan in the licensee's file.

Applied against the licensee.

Applied when the goods are not stored in the designated area in the sufferance warehouse or the designated area is not secure.

Retention Period 12 months

C049

Contravention	Licensee of a sufferance warehouse allowed a person other than the licensee, an employee of the licensee or an employee of a carrier engaged in the delivery of goods to or the removal of goods from the sufferance warehouse, to enter where goods are stored, without the written authorization or the attendance of an officer.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Instance
Regulation	<i>Customs Sufferance Warehouses Regulations</i> , sub-section 12(2)
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the licensee. No person, other than the licensee, an employee of the licensee or an employee of a carrier engaged in the delivery of goods to or the removal of goods from the sufferance warehouse shall enter any place in it where goods are stored. A penalty will apply when unauthorized persons are allowed access without written authorization or the attendance of an officer. Applied for each occurrence and not based on the number of persons allowed access without proper authorization. Apply a penalty per instance.
Retention Period	12 months

C050

Contravention	Licensee failed to have in place procedures to maintain the security of, and restrict access to, the sufferance warehouse.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Instance
Regulation	<i>Customs Sufferance Warehouses Regulations</i> , sub-section 12(3)
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. This contravention refers to the licensee having procedures in place to ensure employees are aware of their responsibilities in the operation of a sufferance warehouse. Applied against the licensee of the sufferance warehouse. Proper signage restricting access must be posted at entrance. Officer determines that the licensee did not have proper security procedures.
Retention Period	12 months

C051

Contravention	Licensee of a duty free shop failed to ensure that goods are stored and marked in the manner prescribed in the <i>Duty Free Shop Regulations</i> .
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Instance
Regulation	<i>Duty Free Shop Regulations</i> , sub-section 14(a)
D Memo	D4-3-1, Duty Free Shop Regulations
Other References	D4-3-3, Duty Free Shop - Licensee Responsibilities D4-3-5, Duty Free Shop - Documentation Requirements
Guidelines	Applied by an officer. Applied against the licensee (Duty Free Shop). Occurs when goods are not properly inventoried (stored and identified) during a Customs examination or during an inventory audit. Apply a penalty per audit or visit.
Retention Period	12 months

C052

Contravention	Licensee of a duty free shop failed to ensure that goods received are held in an area designated by customs until they have been accounted for or have been approved for entry into the inventory.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Instance
Regulation	<i>Duty Free Shop Regulations</i> , sub-section 14(b)
D Memo	D4-3-1, <i>Duty Free Shop Regulations</i>
Guidelines	Applied by an officer. Applied against the licensee (Duty Free Shop). Occurs when goods found outside designated area or entered into inventory prior to being released by Customs. A penalty will be assessed if one requirement or the other is not met. Apply a penalty per audit or visit
Retention Period	12 months

C053

Contravention	Licensee of a duty free shop failed to ensure that the duty free shop was locked and sealed when requested by a customs officer or other officer as prescribed in the <i>Duty Free Shop Regulations</i> .
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Instance
Regulation	<i>Duty Free Shop Regulations</i> , sub-section 14(c)
D Memo	D4-3-1, <i>Duty Free Shop Regulations</i>
Guidelines	Applied by an officer. Applied against the licensee (Duty Free Shop). Penalty applied if a licensee refuses to allow an officer to lock / seal the premises upon request. Requirement to lock and seal a duty free shop would only apply when a complete inventory is undertaken by local customs or when a licensee fails to renew its duty free shop license, or the license has been suspended or cancelled by the Minister of National Revenue. Authority for the above, is required to be given by the Manager of the Duty Free Shop Program prior to taking action. A second penalty will not be assessed until the first Notice of Penalty Assessment has actually been issued.
Retention Period	12 months

C054

Contravention Licensee of a duty free shop failed to ensure that the duty free shop was kept suitable for the safekeeping of the goods stored therein.

Penalty 1st: \$500
2nd: \$1,000
3rd and Subsequent: \$5,000

Penalty Basis Per Instance

Regulation *Duty Free Shop Regulations*, sub-section 14(e)

D Memo D4-3-1, Duty Free Shop Regulations

Other Reference D4-3-4, Duty Free Shops - Report and Control of Inventory

Guidelines Applied by an officer.
Applied against the licensee (Duty Free Shop).
Discovered during routine examination.
Licensee of a duty free shop failed to ensure that the premises are maintained in a manner that ensures the physical security of the inventory therein.
Apply a penalty per instance.

Retention Period 12 months

C055

Contravention	Licensee of a duty free shop failed to acknowledge receipt of goods as prescribed in the <i>Duty Free Shop Regulations</i> , subsection 16(1).
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per CCD
Regulation	<i>Duty Free Shop Regulations</i> , sub-section 16(1)
D Memo	D4-3-1, Duty Free Shop Regulations
Guidelines	Applied by an officer. Applied against the licensee. Licensee must acknowledge receipt of goods by endorsing bill of lading, waybill or similar document presented by carrier or endorse the document used, by licensee, to account for inventory. Apply a penalty per Cargo Control Document.
Retention Period	12 months

C056

Contravention	Licensee of a duty free shop failed to immediately notify the chief officer of customs of the receipt of the goods.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Shipment
Regulation	<i>Duty Free Shop Regulations</i> , sub-section 16(1)
D Memo	D4-3-1, Duty Free Shop Regulations
Guidelines	Applied by an officer. Applied against the licensee. Licensee must immediately notify the Chief Officer of Customs or delegated representative upon receipt of goods. Chief Officer of Customs means the Manager of the customs office or customs offices that serve the area in which the duty free shop is located. Apply a penalty per shipment.
Retention Period	12 months

C057

Contravention	Licensee of a Duty Free Shop failed to present required documents to the chief officer of customs before any goods were taken into a duty free shop.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Instance
Regulation	<i>Duty Free Shop Regulations</i> , sub-section 16(2)
D Memo	D4-3-1, <i>Duty Free Shop Regulations</i>
Other References	Duty Free Shop - Policy and Regulations D4-3-4, Duty Free Shops - Report and Control of Inventory
Guidelines	Applied by an officer. Applied against the licensee. Chief Officer of Customs means the manager of the customs office or customs offices that serve the area in which the duty free shop is located or a delegated representative. Licensee fails, when requested, to present documents as required in Duty Free Shop Policy and Regulations. Discovered during periodic inventory count by customs inspector.
Retention Period	12 months

C058

Contravention	Licensee of a sufferance warehouse failed to acknowledge receipt of goods as prescribed in the <i>Customs Sufferance Warehouses Regulations</i> section 14.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per CCD
Regulation	<i>Customs Sufferance Warehouses Regulations</i> , section 14
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the licensee. Licensee must acknowledge receipt of goods by endorsing a bill of lading, waybill or similar document presented by carrier or endorse the customs document on which goods were reported or issuing a transfer document to the carrier. Apply a penalty per Cargo Control Document.
Retention Period	12 months

C059

Contravention	Person altered or manipulated goods in a sufferance warehouse in a manner not prescribed in the <i>Customs Sufferance Warehouses Regulations</i> section 17.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Warehouse Check
Regulation	<i>Customs Sufferance Warehouses Regulations</i> , section 17
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the licensee of the sufferance warehouse. While on the premises, it was discovered that goods were altered or manipulated in a manner not prescribed in the regulations. Goods may be manipulated, unpacked, packed, altered or combined with other goods only for the purpose of: Stamping or marking of manufactured tobacco and cigars or marking goods to indicate their country or geographic area of origin. All infractions discovered during a first examination will be assessed at the first level. For example, if five different goods are found to have been altered, a single penalty of \$1,000 will be applied. All infractions discovered during a second examination will be assessed at the second level and the same is true for the third, fourth and subsequent examinations.
Retention Period	12 months

C060

Contravention	Licensee of a Customs Sufferance Warehouse failed to provide facilities, equipment and personnel, sufficient to control access to the sufferance warehouse and secure storage of the goods.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Sufferance Warehouses Regulations</i> , sub-section 11(1)
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the licensee of sufferance warehouse. This contravention refers to the physical security of the sufferance warehouse including; doors, other building components, locks and signs. This contravention also refers to equipment and personnel such as security systems and security guards.
Retention Period	12 months

C061

Contravention Licensee of a duty free shop failed to provide a summary of monthly sales in the prescribed form, not later than 15 days after the last day of the month in which the sales described on the form were made.

Penalty 1st: \$500
2nd: \$1,000
3rd and Subsequent: \$5,000

Penalty Basis Per Report

Regulation *Duty Free Shop Regulations*, sub-section 17(a)

D Memo D4-3-1, *Duty Free Shop Regulations*

Guidelines Applied by an officer.

Applied against the licensee / operator of a duty free shop.

Chief Officer of Customs means the manager of the customs office or customs offices that serve the area in which the duty free shop is located or a delegated representative.

Requirement to submit fees on a monthly basis only applies to land border duty free shops.

Land border duty free shop operators are responsible for completing the licence remittal form, Summary of Monthly Sales and Remittance of Revenue, form B117.

Apply a penalty per report.

Retention Period 12 months

C062

Contravention Licensee of a duty free shop failed to provide to the chief officer of customs an annual report, in the prescribed form, not later than 60 days after the end of the fiscal year of the duty free shop for which the report was made.

Penalty 1st: \$500
2nd: \$1,000
3rd and Subsequent: \$5,000

Penalty Basis Per Report

Regulation *Duty Free Shop Regulations*, sub-section 17(b)

D Memo D4-3-1, *Duty Free Shop Regulations*

Guidelines Applied by an officer.
Applied against the licensee / operator of a duty free shop.
Chief Officer of Customs means the manager of the customs office or customs offices that serve the area in which the duty free shop is located or a delegated representative.
Apply a penalty per report.

Retention Period 12 months

C063

Contravention	Licensee failed to provide a list of all goods not removed from the sufferance warehouse within the time limit prescribed in subsection 15(1), 15(2), 15(3) or 15(4) of the <i>Customs Sufferance Warehouses Regulations</i> , as the case may have been, on the first business day following the end of that period.
Penalty	1st: \$500 2nd: \$1,000 3rd and Subsequent: \$5,000
Penalty Basis	Per Shipment
Regulation	<i>Customs Sufferance Warehouses Regulations</i> , sub-section 15(5)
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the licensee of the sufferance warehouse. Licensee failed to provide a list of all goods not removed from the sufferance warehouse within the prescribed time limit. Goods not removed from the sufferance warehouse within 40 days after the day the goods were reported under section 12 of the <i>Customs Act</i> . Perishable goods not removed from the sufferance warehouse within four days after the day on which they were reported under section 12 of the Act. Prescribed substances within the meaning of the <i>Atomic Energy Control Act</i> or prescribed items within the meaning of the <i>Atomic Energy Control Regulations</i> not removed from the sufferance warehouse within 14 days after the day on which they were reported under section 12 of the Act. Tobacco products, distilled spirits, firearms, weapons and ammunition constitute a class of goods that are forfeit if they are not removed from a sufferance warehouse within 14 days after the day on which they were reported under section 12 of the Act. Apply a penalty per shipment.
Retention Period	12 months

C064

Contravention Licensee of a duty free shop sold, gave or in any manner conveyed tobacco products to a person under the age of 18.

Penalty 1st: \$500
2nd: \$1,000
3rd and Subsequent: \$5,000

Penalty Basis Per Instance

Regulation *Duty Free Shop Regulations, section 19*

D Memo D4-3-1, *Duty Free Shop Regulations*

Guidelines Applied by an officer.

Applied against the licensee of Duty Free Shop.

Chief Officer of Customs means the manager of the customs office or customs offices that serve the area in which the duty free shop is located or a delegated representative.

Apply a penalty per instance.

Retention Period 12 months

C066

Contravention	Person removed goods from a bonded warehouse or duty free shop prior to release by an officer.
Penalty	1st: \$1,000 or 5% of the value for duty, whichever is greater 2nd: \$2,000 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$3,000 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 31
D Memo	D7-4-4, Customs Bonded Warehouses
Other References	D4-1-2, Customs Bonded Warehouse Regulations D17-1-10, Coding of Customs Accounting Document D4-3-1, Duty Free Shops Regulations
Guidelines	Applied by an officer. Applied against the person or licensed operator who physically removes goods from a bonded warehouse or duty free shop prior to release by an officer. In the case of partial removal of the goods, the FIFO (First In First Out) principle will apply. For all goods, an AMP will apply, and in addition, Specified Goods shall be seized. Specified Goods not located will be subject to an ascertained forfeiture in addition to an AMP. For removal of goods from a customs office or sufferance warehouse, see C358.
Retention Period	36 months

C069

Contravention	Person generated or used a false Release Notification System (RNS) notice to remove goods from a bonded warehouse, or duty free shop.
Penalty	1st: \$1,000 or 5% of the value for duty, whichever is greater 2nd: \$3,000 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$5,000 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 31
D Memo	D17-1-5, Importing Commercial Goods
Other References	Release Notification System (RNS) Participants' Requirements Document D7-4-4, Customs Bonded Warehouse D17-1-10, Coding of Customs Accounting Document D4-3-1, Duty Free Shop - Regulations
Guidelines	Applied by an officer. Assessed against warehouse operator or person who generated a false message (i.e. importer). Applied when it is discovered during a bonded warehouse examination or verification or a duty free shop audit that goods believed to be on site have been removed by the use of a false RNS. For Specified Goods, ascertained forfeiture to be applied in addition to AMPS penalty. For using a false RNS message to remove goods from a customs office or sufferance warehouse, see C359.
Retention Period	36 months

C070

Contravention	Importer or owner failed to account for goods in prescribed time and manner.
Penalty	1st: \$100 2nd: \$500 3rd and Subsequent: \$1,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-0, <i>Accounting for Imported Goods and Payment of Duties Regulations</i>
Other Reference	D17-1-5, Importing Commercial Goods
Guidelines	Applied by an officer. Applied against the importer. Failure to Account becomes applicable if neither interim nor final accounting has been done, and thus late accounting penalties would not be appropriate. Applied as result of a Post Audit Verification. Each penalty imposed during a first audit will be at the first level (\$100 per invoice / document) and each penalty imposed during a second audit will be at second level (\$500 each). The same applies for the third audit where each penalty will be assessed at \$1,000. Apply a penalty per commercial invoice or similar document.
Retention Period	36 months

C071

Contravention	Person failed to provide required certificate, licence, permit or information before the goods are released.
Penalty	1st: \$100 2nd: \$500 3rd and Subsequent: \$1,000
Penalty Basis	Per Document
Regulation	<i>Accounting for Imported Goods and Payment of Duties Regulations</i> , section 4
D Memo	D17-1-0, <i>Accounting for Imported Goods and Payment of Duties Regulations</i>
Other References	D17-1-5, Importing Commercial Goods D19 Series - Acts and Regulations of Other Government Departments
Guidelines	Applied by an officer. Applied against the importer. This contravention applies when a person, fails to provide a permit, licence, certificate or other document and information that is required by Customs at time of interim or final accounting, and before the goods are released. Usually applied as a result of a post audit verification or when an officer uncovers an infraction. Apply a penalty for each missing document. In an audit situation, each penalty imposed during a first audit will be at the first level (\$100 each) and each penalty imposed during a second audit will be at second level (\$500 each). The same applies for the third audit where each penalty will be assessed at \$1,000. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.
Retention Period	12 months

C080

Contravention	Authorized person failed to make the required corrections to a declaration of origin of imported goods subject to a free trade agreement within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per instance
Legislation	<i>Customs Act</i> , paragraph 32.2(1)(a)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, examination or verification.</p> <p>For errors discovered on a first audit / verification, a first level penalty will apply for all origin errors for goods subject to a free trade agreement.</p> <p>There will be one penalty assessment of \$100 for each declaration not corrected within 90 days of having reason to believe to a maximum of \$25,000 for the reassessment period.</p> <p>For errors discovered on a first audit, there will be a cap of \$1,000 for each group of identical, repeated and incorrect declarations, where the client can demonstrate to the CV officer that the errors in the declarations were caused by a single keystroke / data entry error. The maximum penalty of \$25,000 for the reassessment period will continue to apply.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, the second level penalty will apply to each accounting document not corrected to a maximum of \$200,000 for the reassessment period.</p> <p>Third level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, the third level penalty will apply to each accounting document not corrected to a maximum of \$400,000 for the reassessment period.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same issue would be assessed.</p> <p>Note: Maximum penalties at each level apply to the total of all contraventions C080 to C083 assessed for each verification completed.</p>

Where Customs duties and taxes are owing as a result of required corrections in accounting documentation, see C350 to C353.

If a refund is payable, no penalty will apply.

**Retention
Period** 36 months

C081

Contravention	Authorized person failed to make the required corrections to a declaration of origin of imported goods within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per instance
Legislation	<i>Customs Act</i> , paragraph 32.2(2)(a)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, examination or verification.</p> <p>For errors discovered on a first audit / verification, a first level penalty will apply for all origin errors for goods not subject to a free trade agreement.</p> <p>There will be one penalty assessment of \$100 for each declaration not corrected within 90 days of having reason to believe to a maximum of \$25,000 for the reassessment period.</p> <p>For errors discovered on a first audit, there will be a cap of \$1,000 for each group of identical, repeated and incorrect declarations, where the client can demonstrate to the CV officer that the errors in the declarations were caused by a single keystroke / data entry error. The maximum penalty of \$25,000 for the reassessment period will continue to apply.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, the second level penalty will apply to each accounting document not corrected to a maximum of \$200,000 for the reassessment period.</p> <p>Third level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, the third level penalty will apply to each accounting document not corrected to a maximum of \$400,000 for the reassessment period.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same issue would be assessed.</p> <p>Note: Maximum penalties at each level apply to the total of all contraventions C080 to C083 assessed for each verification completed.</p>

Where Customs duties and taxes are owing as a result of required

corrections in accounting documentation, see C350 to C353.
If a refund is payable, no penalty will apply.

**Retention
Period**

36 months

C082

Contravention	Authorized person failed to make the required corrections to a declaration of tariff classification within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per instance
Legislation	<i>Customs Act</i> , paragraph 32.2(2)(a)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, verification or examination.</p> <p>For errors discovered on a first audit, verification or examination, a first level penalty will apply cumulatively for all tariff classification errors at the eight digit level.</p> <p>There will be one penalty assessment of \$100 for each declaration not corrected within 90 days of having reason to believe to a maximum of \$25,000 for the reassessment period.</p> <p>For errors discovered on a first audit, there will be a cap of \$1,000 for each group of identical, repeated and incorrect declarations, where the client can demonstrate to the CV officer that the errors in the declarations were caused by a single keystroke / data entry error. The maximum penalty of \$25,000 for the reassessment period will continue to apply.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, the second level penalty will apply to each accounting document not corrected to a maximum of \$200,000 for the reassessment period.</p> <p>Third level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, the third level penalty will apply to each accounting document not corrected to a maximum of \$400,000 for the reassessment period.</p> <p>Second and third level penalties can only apply for errors made on the same goods that caused the first penalty.</p> <p>The term “same goods” also applies to like or similar goods with variations such as size, colour, design features, etc., provided that such variation does not have a bearing on the classification.</p> <p>Officers must record each error type against an individual importer in their report, in order to establish the level of penalty for the next occurrence of non-compliance involving the same or similar goods.</p>

The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same issue would be assessed.

For errors to a tariff classification when conveyances or containers are classified under Tariff Heading No. 98.01, see C335.

Note: Maximum penalties at each level apply to the total of all contraventions C080 to C083 assessed for each verification completed.

Where Customs duties and taxes are owing as a result of required corrections in accounting documentation, see C350 to C353.

If a refund is payable, no penalty will apply.

**Retention
Period**

36 months

C083

Contravention	Authorized person failed to make the required corrections to a declaration of value for duty within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per instance
Legislation	<i>Customs Act</i> , paragraph 32.2(2)(a)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied by an officer.</p> <p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, examination or verification.</p> <p>There will be one penalty assessment of \$100 for each declaration not corrected within 90 days of having reason to believe to a maximum of \$25,000 for the reassessment period.</p> <p>For errors discovered on a first audit, there will be a cap of \$1,000 for each group of identical, repeated and incorrect declarations, where the client can demonstrate to the CV officer that the errors in the declarations were caused by a single keystroke / data entry error. The maximum penalty of \$25,000 for the reassessment period will continue to apply.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, for failure to correct after having reason to believe, the second level penalty will apply to each accounting document not corrected to a maximum of \$200,000 for the reassessment period.</p> <p>Third level penalties:</p> <p>For the same errors previously identified, for failure to correct after having reason to believe, the third level penalty will apply to each accounting document not corrected to a maximum of \$400,000 for the reassessment period.</p> <p>Second and third level penalties can only apply for errors made for the same reason that caused the first level penalty.</p> <p>Officers must record each error type along with a detailed explanation of what constituted reason to believe in their report, against an individual importer, in order to establish the level of penalty for the next occurrence of the "same reason to believe" error.</p> <p>During the second and subsequent audit, verification or examination, a new reason to believe may arise which will incur first level penalties.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same reason to believe</p>

would be assessed.

Note: Maximum penalties at each level apply to the total of all contraventions C080 to C083 assessed for each verification completed.

Where Customs duties and taxes are owing as a result of required corrections in the accounting documentation, see C350 to C353.

If a refund is payable, no penalty will apply.

**Retention
Period**

36 months

C084 to C151

Contravention	Person failed: a) to mark the goods, or mark the goods with the correct country of origin, or b) to mark the goods in the appropriate method and manner, prior to importing the goods, if arrangements were not made to mark the goods in Canada prior to requesting release. Good required to be marked
Penalty	1st: \$0.00 2nd: \$100 or 5% of the value for duty, whichever is greater 3rd: \$200 or 10% of the value for duty, whichever is greater 4th and Subsequent: \$400 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 35.01
D Memo	D11-3-1, Marking of Imported Goods
Other Reference	<i>Customs Tariff</i> , section 19
Guidelines	Applied against the importer. Applied by an officer or Regional Marking Expert (RME). The marking program has three components: <ol style="list-style-type: none">1. Do the goods require marking?2. How should the goods be marked?3. What country should be marked on the goods? Officers are responsible for making decisions with respect to components 1 and 2. The RME is responsible for component 3 and will provide guidance on components 1 and 2. If a shipment arrives unmarked or improperly marked and there is no uncertainty as to what country should be marked on the goods, the customs officer must reject the import transaction and ensure that the shipment meets marking requirements prior to release. The customs officer should issue the first level penalty, which is a warning. The "Notice of Penalty Assessment" must be adjusted to state that the penalty is a result of the shipment not being marked and / or being marked improperly. Any reference to the actual country to be marked on the goods should be deleted from the automated text as this would constitute a determination under section 57.01 which must be made by the RME. When there is confusion or disagreement as to what country should be marked on the goods, the customs officer must contact the RME for a ruling.

The RME's ruling will be a determination under section 57.01 of the *Customs Act* and therefore, the RME must issue the first level penalty (Notice of Penalty Assessment).

The officer must ensure that the shipment is properly marked before the goods are released and provide the RME any documentation or information required for the RME to issue a determination and the first level penalty.

The officer may apply second level and subsequent penalties for identical and similar goods.

Identical Goods: Goods that are the same in all respects, including physical characteristics, origin, quality and reputation, except for minor differences in appearance.

Similar Goods: Goods that closely resemble each other in respect of their component materials and characteristics, are capable of performing the same functions, are commercially interchangeable, and were produced in the same country.

In cases where fraud is suspected, such as situations where goods are marked in a deceptive way, refer to the prosecution policy.

A penalty will be issued regardless of whether or not there will be a criminal prosecution.

Retention Period 12 months

Goods required to be marked:

Household or Personal Goods

- C084** Bakeware and cookware made of aluminum
- C085** Bakeware and cookware made of cast iron
- C086** Bath mats, towels and wash cloths, knitted or woven
- C087** Batteries, dry cell
- C088** Blankets
- C089** Brushes, including toothbrushes and handles thereof
- C090** Candles
- C091** Card - credit and identification, made of any material having a diameter or side exceeding ½ inch in width and imported in sheet form or otherwise
- C092** Chrome plated ware and utensils for use in serving food and beverage
- C093** Cigar or cigarette lighters, except for lighters for incorporation into motor vehicles
- C094** Clocks and movements, except clocks and movements for use as original equipment by motor vehicle manufacturers
- C095** Containers, thermostatic, including - carafes, flasks, jars, jugs and vacuum bottles and refills and inserts thereof
- C096** Cutlery, chrome plated or stainless steel
- C097** Dishes and ornaments made of china earthenware, ironstone, porcelain, semi-porcelain, stoneware or white granite
- C098** Electronic equipment, including - phonographs, radio-receiving sets, radio-phonograph sets, radio-phonograph-television sets, record players, tape recorders, television receiving sets
- C099** Ironing board covers and pads
- C100** Kitchenware made of metal or plastic, coated, lithographed, painted or otherwise, the following: bread boxes, cake humidors, canisters, foil and paper dispensers, range sets, serving ovens and step-on waste cans
- C101** Knives including - jack, pen and pocket; scissors and shears
- C102** Lawn mowers (powered)
- C103** Matches in books, boxes or folders
- C104** Pencils
- C105** Pens including - ball point and fountain and nib penholders
- C106** Pillowslips and sheets made of cotton
- C107** Razor blades (safety type)
- C108** Thermometers

- C109** Tiles, glazed, unglazed and ceramic mosaic including - hearth, floor and wall
- C110** Umbrellas
- C111** Utensils, kitchen type chrome plated or stainless steel
- C112** Watch bracelets (expansion type)

Hardware

- C113** Caps, made of metal, lithographed or printed, for containers including - lug, screw and vacuum
- C114** Copper tubing
- C115** Drapery I-beam rails, made of aluminum, brass, steel or other metals or plastic and component parts thereof
- C116** Electrical measuring devices for panel mounting designed to indicate alternating or direct current microamperes, milliamperes or amperes, millivolts, volts or kilovolts, and such other variables as pressure, resistance, and temperature that may be translated into alternating or direct current or voltage
- C117** Glass in panes or sheets, including - common or colourless window, laminated, plate and sheet
- C118** Goods made of porcelain for electrical use
- C119** Files and rasps
- C120** Sink strainers (basket type)
- C121** Tubes, electronic
- C122** Twines, including - baler and binder
- C123** Wire insect screening
- C124** Iron or steel pipes and tubes

Novelties and Sporting Goods

- C125** Articles in the style of Indian handcrafts
- C126** Athletic gloves and mitts, including baseball and hockey gloves and mitts
- C127** Bicycles
- C128** Decorations, novelties and ornaments
- C129** Enamelled emblems and silver plated or sterling silver bracelets, brooches, pins and spoons, all designed as souvenirs of Canada, its provinces, territories, cities, towns, or other geographical locations
- C130** Gift wrappings including bindings, braids, ribbons, tapes, ties and trimmings made chiefly or wholly of textile fibres
- C131** Toys, games and athletic and sporting goods

Paper Products

- C132** Boxes and cartons, empty folding or set-up, made of paper, paper board, plain or corrugated fibre or fibre board, for use as shipping containers
- C133** Paper matter and products, lithographed or printed

Wearing Apparel

- C134** Boots, shoes and slippers
- C135** Brassieres, corselettes, garter belts, girdles and lacing corsets
- C136** Fabrics, braided or woven, containing rubber yarns, not exceeding 12 inches in width; boot and shoe laces
- C137** Gloves made partially or wholly of leather
- C138** Hair pieces, including - wigs, half wigs, switches, postiches, pony tails, toupees, and other types of hair pieces designed to be worn on the head of a person
- C139** Handbags and purses, except handbags and purses made of beads, metal mesh, or similar material
- C140** Hats, including berets, bonnets, caps and hats, hoods and shapes made of fur felt, wool felt, and wool-and-fur felt
- C141** Knitted garments
- C142** Raincoats and rainwear made of plastic
- C143** Wearing apparel made wholly or substantially of natural or synthetic textile fibres

Horticultural Product

- C144** Tubers, tuberous roots, and rhizomes, dormant, in growth or in flower of peonies
- C145** Tubers, tuberous roots, corms, crowns and rhizomes, dormant, or irises or other perennials except begonias
- C146** Tubers, tuberous roots, or rhizomes, in growth or in flower, of begonias
- C147** Bulbs, dormant or in growth, except tulip bulbs
- C148** Unrooted cuttings or slips of fruit or nut trees, shrubs, or bushes
- C149** Trees, shrubs, bushes, vines, or seedling stock, grafted or not, including those capable of bearing fruit, when in a usual container
- C150** Christmas trees, rooted or unrooted, when in a usual container
- C151** Rose bushes, grafted or not, except cut roses, when in a usual container

C152

Contravention	Importer or owner of goods failed to furnish the proof of origin upon request.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Request
Legislation	<i>Customs Act</i> , section 35.1
D Memo	D11-4-2, Proof of Origin
Other References	D11-4-4, Rules of Origin Respecting the General Preferential Tariff and Least Developed Country Tariff
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by Compliance Verification Officer.</p> <p>Officer must make request and provide reasonable amount of time for client to comply (minimum five business days with one extension).</p> <p>Apply a penalty per request, regardless of the number of transactions or documents pertaining to that request.</p> <p>This penalty applies when the proof of origin presented does not support the tariff treatment claimed in the original (final) accounting document. Specific proofs of origin required in support of a claim for a specific tariff treatment are set out in Departmental Memorandum D11-4-2 <i>Proof of Origin</i>, which also contains the <i>Proof of Origin of Imported Goods Regulations</i>.</p> <p>This penalty also applies where a signature is required, but is not included in the proof of origin presented.</p> <p>This penalty does not apply when a certificate or origin is not properly completed or field information, other than a signature, is missing or omitted.</p> <p>Applicable to all tariff treatments.</p>
Retention Period	36 months

C154

Contravention Person who imports commercial goods or causes commercial goods to be imported failed to keep, for six years following the importation, records relating to the origin, marking, purchase, importation, costs and value of commercial goods in the prescribed manner.

Apply a penalty per written request for records basis.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Written Request

Legislation *Customs Act*, sub-section 40(1)

D Memo D17-1-21, Maintenance of Records and Books in Canada by Importers

Other Reference Imported Goods Records Regulations, section 2

Guidelines Applied by an officer.

Applied against the importer.

This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification.

Applied when an audit, verification or examination determines that a company, already known to keep records, failed to keep specific records that were formally requested by an officer in writing.

The officer should use discretion when deciding how much time to allow the company to prove that records have been kept. Thirty days may be considered reasonable as a minimum.

This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record. Typically, only one written request for records would be made per audit, verification or examination.

The first contravention is subject to a \$1,000 penalty.

Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.

For records concerning payment of commercial goods, see C298.

Where no records are in existence, see C155.

For records where the certificate of origin is missing, see C152.

For missing records or certificates in relation to end-use, see C156.

Apply a penalty per written request for records.

Retention Period 36 months

C155

Contravention	<p>Person who imports commercial goods or causes commercial goods to be imported failed to keep, for six years following the importation, records relating to the origin, marking, purchase, importation, costs and value of commercial goods in the prescribed manner.</p> <p>This applies when an audit, verification or examination determines that there are no records in existence.</p>
Penalty	Flat rate: \$25,000
Penalty Basis	Per Audit
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 2
Guidelines	<p>Applied by an officer.</p> <p>Applied against the importer.</p> <p>This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification.</p> <p>This penalty applies when an audit, verification or examination determines that a company has kept absolutely no records for imported goods. No records exist.</p> <p>Because no records have been kept or exist, the verification is unable to proceed, thus preventing a determination regarding the company's compliance with other Customs trade laws and regulations.</p> <p>Consultation with regional management and headquarters personnel must occur prior to applying the penalty.</p> <p>The officer should use discretion when deciding how much time to allow the company to prove that records have been kept.</p> <p>Thirty days may be considered reasonable as a minimum.</p> <p>This contravention is subject to a flat penalty of \$25,000.</p> <p>Because the verification is stopped at the outset, due to nil record keeping, no other determination regarding other record penalties can be applied in conjunction with this penalty.</p> <p>For failure or refusal to provide missing records, see C154.</p> <p>For records where the certificate of origin is missing, see C152.</p> <p>Apply a penalty per audit, verification or examination.</p>
Retention Period	36 months

C156

Contravention	Person who imported or caused to be imported commercial goods that had been released free of duty or at a reduced rate of duty because of their intended use or because they were intended to be used by a specific person failed to keep a certificate or other record indicating the use of the goods at their place of business in Canada or at a designated place.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Written Request
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	N/A
Other Reference	Imported Goods Records Regulations, section 3
Guidelines	Applied by an officer. Applied against the importer. This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification. This penalty is applied when an audit, verification or examination determines that a company already known to keep records, failed to keep specific certificates or records indicating the end-use of the imported goods and / or the end-user. The goods must have benefited from a free or reduced rate of duty at time of customs accounting. (End-Use and Duty Deferral Programs). The officer should use discretion when deciding how much time to allow the company to prove that records have been kept. Thirty days may be considered reasonable as a minimum. This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record. Typically, only one written request for records would be made per audit, verification or examination. The first contravention is subject to a \$1,000 penalty. Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000. Apply a penalty per written request basis.
Retention Period	36 months

C157

Contravention Person who imports, or causes to be imported, commercial goods failed to make records in respect of those goods available to an officer when requested.

Apply a penalty per written request for records basis.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Written Request

Legislation *Customs Act*, sub-section 40(1)

D Memo D17-1-21, Maintenance of Records and Books in Canada by Importers

Other Reference Imported Goods Records Regulations, section 2

Guidelines Applied by an officer.

Applied against the importer.

This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification.

This penalty is applied when a verification, audit or examination determines that a company, already known to keep records, does not make records available to an officer for review purposes.

Records can be made available on-site at the company premises, delivered directly to the officer's place of work, or made available at another place as designated by the Minister (NRIs may undertake to keep records at their Canadian customs broker's office).

The officer must use discretion when deciding how much time to allow the importer to make records available.

Thirty days may be considered reasonable as a minimum.

This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record.

The first contravention is subject to a \$1,000 penalty.

Subsequent requests for records that are not made available will be subject to the second, third and fourth level penalty to a maximum of \$25,000.

If none of the records requested by an officer are made available for review, the officer may wish to reconsider whether the records actually exist, see C155.

Retention Period 36 months

C158

Contravention	Person failed to answer truthfully questions asked by an officer concerning the records in respect of commercial goods.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 2
Guidelines	Applied by an officer. Applied against the importer. This penalty is normally applied by an Investigations Officer and approved by the regional Manager, Investigations. The officer must have written documentation proving that the company did not provide truthful answers. This penalty is applied when a verification, audit or examination determines that a company failed to answer questions truthfully about records requested by an officer. Apply a penalty per instance.
Retention Period	36 months

C159

Contravention	Person who is required by subsection 40(3) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to keep records for a period of six years, or as specified in the <i>Imported Goods Records Regulations</i> . Apply a penalty per written request for records basis.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Written Request
Legislation	<i>Customs Act</i> , sub-section 40(3)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 3.1
Guidelines	Applied by an officer. Applied against the licensee (warehouse or DFS), certificate holder (duty deferral), courier or CSA importer. This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification. This penalty applies when an audit, verification or examination determines that the licensee of a duty free shop or sufferance warehouse has failed to keep specific records that were formally requested by an officer in writing regarding the receipt and removal of goods to and from the duty free shop or sufferance warehouse. The officer should use discretion when deciding how much time to allow the company to prove that records exist. The circumstances will dictate how much time is reasonable. This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record. Typically, only one written request for records would be made per audit, verification or examination. The first contravention is subject to a \$1,000 penalty. Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.
Retention Period	36 months

C160

Contravention	<p>Person who is required by subsection 40(3) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to keep records for a period of six years, or as specified in the <i>Imported Goods Records Regulations</i>.</p> <p>This applies when an audit, verification or examination determines that there are no records in existence.</p>
Penalty	Flat rate: \$25,000
Penalty Basis	Per Audit
Legislation	<i>Customs Act</i> , sub-section 40(3)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 3.1
Guidelines	<p>Applied by an officer.</p> <p>Applied against the licensee (warehouse or DFS), certificate holder (duty deferral), courier or CSA importer.</p> <p>This penalty is applied when an audit, verification or examination determines that a licensee of a duty free shop or sufferance warehouse has kept no records regarding the receipt and removal of commercial goods into and from the duty free shop or sufferance warehouse.</p> <p>Because no records exist, the audit or verification team is unable to proceed with the verification and render a determination regarding the company's compliance with Customs laws and regulation.</p> <p>Consultation with regional management and headquarters personnel must occur prior to the application of this penalty.</p> <p>The officer should proceed with caution.</p> <p>The officer should use discretion when deciding how much time to allow the company to prove that records exist.</p> <p>Thirty days may be considered reasonable as a minimum.</p> <p>This contravention is subject to a flat penalty amount of \$25,000.</p> <p>Because the verification is stopped at the outset due to nil record keeping, no other determination regarding other record contraventions can be made.</p> <p>No other penalty for record contraventions can be combined with this penalty.</p> <p>Apply a penalty when records do not exist.</p>
Retention Period	36 months

C161

Contravention	Person who is required by subsection 40(3) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to keep records at the person's place of business or at such other place that may be designated by the Minister as specified in the <i>Imported Goods Records Regulations</i> . Apply a penalty per written request for records basis.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Written Request
Legislation	<i>Customs Act</i> , sub-section 40(3)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 3.1
Guidelines	Applied by an officer. Applied against the licensee (warehouse or DFS), certificate holder (duty deferral), courier or CSA importer. This penalty is applied when an audit, verification or examination determines that a licensee of a duty free shop or bonded warehouse, who is known to keep records, failed to keep specific records that were formally requested by an officer in writing regarding the sale or disposal of commercial goods that were previously received into it. The officer should use discretion when deciding how much time to allow the company to prove that records exist. Thirty days may be considered reasonable as a minimum. This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record. Typically, only one written request for records would be made per audit, verification or examination. The first contravention is subject to a \$1,000 penalty. Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000. When no records are in existence, see C162.
Retention Period	36 months

C162

Contravention	<p>Person who is required by subsection 40(3) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to keep records at the person's place of business or at such other place that may be designated by the Minister as specified in the <i>Imported Goods Records Regulations</i>.</p> <p>This applies when an audit, verification or examination determines that there are no records in existence.</p>
Penalty	Flat rate: \$25,000
Penalty Basis	Per Audit
Legislation	<i>Customs Act</i> , sub-section 40(3)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 3.1
Guidelines	<p>Applied by an officer.</p> <p>Applied against the licensee (warehouse or DFS), certificate holder (duty deferral), courier or CSA importer.</p> <p>This penalty is applied when an audit, verification or examination determines that licensee of a duty free shop or bonded warehouse has kept no records regarding the sale or disposal of commercial goods that were previously received into it.</p> <p>No records exist.</p> <p>The officer should use discretion when deciding how much time to allow the company to prove that records have been kept at the licensee's place of business.</p> <p>Thirty days may be considered reasonable as a minimum.</p> <p>This contravention is subject to a flat penalty amount of \$25,000.</p> <p>For missing records, see C161.</p>
Retention Period	36 months

C163

Contravention	Person who is required by subsection 40(3) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to make the records available to the officer when requested. Apply a penalty per written request for records basis.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Written Request
Legislation	<i>Customs Act</i> , sub-section 40(3)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 3.1
Guidelines	Applied by an officer. Applied against the licensee (warehouse or DFS), certificate holder (duty deferral), courier or CSA importer. This penalty is applied when an audit, verification or examination determines that the licensee of a duty free shop, sufferance warehouse or bonded warehouse, already determined to keep records and that records exist, does not make records available to an officer for review purposes. Records can be made available on-site at the company premises or delivered directly to the verification officer's place of work. The officer must exercise discretion when deciding how much time to allow the importer to make records available. Thirty days may be considered reasonable as a minimum. This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record. Typically, only one written request for records would be made per audit, verification or examination. The first contravention is subject to a \$1,000 penalty. Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000. Because the record(s) are not available for verification, no other record penalty can be assessed regarding the transaction(s) under review. This is the only record penalty that can be applied to the transaction(s) under review.

If all records of an audit, verification or examination are not available

for review, the officer may wish to reconsider whether the records actually exist, see C160.

**Retention
Period**

36 months

C164

Contravention	Person who is required by subsection 40(3) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to truthfully answer any questions asked by the officer concerning the records.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 40(3)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 2
Guidelines	Applied by an officer. Applied against the licensee (warehouse or DFS), certificate holder (duty deferral), courier or CSA importer. This penalty is normally applied by an Investigations Officer. This penalty is applied as when an audit, verification or examination determines that a licensee of a duty free shop or bonded warehouse failed to answer questions truthfully about records requested by an officer. The officer must have written documentation proving that the licensee failed to answer questions truthfully.
Retention Period	36 months

C166

Contravention	Person who was required by notice to provide any record at a specified place and time failed to do so.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Request
Legislation	<i>Customs Act</i> , sub-section 43(2)
D Memo	N/A
Guidelines	Applied by an officer. Applied against the importer. This penalty is normally applied by Compliance Verification Officer and approved by the regional Manager, Compliance Verification. This penalty is applied when a person or company fails to produce books, letters, accounts, invoices, statements or other documents as specified by the Minister and as requested by the officer to enable the officer or verification team to conduct a detailed verification. The records must be produced in a manner that allows the officer to review, understand and make determinations about the company's compliance with Customs laws and regulations. The officer is to use discretion when deciding how much time to allow the company to produce the document or records at issue. Thirty days may be considered reasonable as a minimum. This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record. Typically, only one written request for records would be made per audit, verification or examination. The first contravention is subject to a \$1,000 penalty. Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.
Retention Period	36 months

C168

Contravention	Person failed to report within 90 days a failure to comply with a condition imposed under a tariff item in the List of Tariff Provisions in the schedule to the <i>Customs Tariff</i> .
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , paragraph 80.2(2)(a)
D Memo	D6-2-3, Refund of Duties
Other References	D11-6-5, Interest and Penalty Provisions: Determinations / Re-Determinations, Appraisals / Re-Appraisals, and Duty Relief
Guidelines	<p>Applied by an officer.</p> <p>Applied against the importer.</p> <p>Results from review or verification.</p> <p>Penalty if a person was granted a refund under paragraph 74(1)(f) of the <i>Customs Act</i> and:</p> <ol style="list-style-type: none">1. The goods subsequently failed to comply with conditions imposed under a tariff item or,2. Refund has been paid under 74(1)(f) of the Act and the goods are subsequently diverted to a non-qualifying end use. <p>This penalty still applies if a good is diverted from one qualifying end use to another such that no additional duties are payable or refunded, but the diversion was not reported.</p> <p>This contravention applies whether or not there was a refund, which was repayable.</p> <p>For errors discovered during a first audit, the first level flat rate penalty will apply.</p> <p>For errors discovered during a second audit, the second level penalty will apply for each contravention.</p> <p>The same applies for errors found during a third audit.</p> <p>For situations where there is a repayable refund, see C169.</p> <p>Apply a flat rate penalty per instance.</p>
Retention Period	36 months

C169

Contravention	Person failed to repay within 90 days duties and interest refunded under paragraph 74(1)(f) of the <i>Customs Act</i> after the goods were used in a manner that failed to comply with a condition imposed under an end-use tariff item.
Penalty	1st: \$100 or 5% of the value of the amount not entitled to, whichever is greater 2nd: \$200 or 10% of the value of the amount not entitled to, whichever is greater 3rd and Subsequent: \$400 or 20% of the value of the amount not entitled to, whichever is greater
Penalty Basis	Value of Amount not entitled to
Legislation	<i>Customs Act</i> , paragraph 80.2(2)(b)
D Memo	D6-2-3, Refund of Duties
Other References	D11-6-5, Interest and Penalty Provisions: Determinations / Re-Determinations, Appraisals / Re-appraisals, and duty Relief
Guidelines	Applied by an officer. Applied against the importer. Results from review or verification. A penalty applies when a refund has been paid under 74(1)(f) of the <i>Customs Act</i> and: <ol style="list-style-type: none">1. The goods subsequently failed to comply with conditions imposed under a tariff item or,2. Refund has been paid under 74(1)(f) of the Act and the goods are subsequently diverted to a non-qualifying end use. Calculated and issued on the full amount of the refund to which they are not entitled to. For errors discovered during a first visit, review or verification, a first level penalty will apply to the total amount not entitled to. For errors discovered during a second visit, review or verification, a second level penalty will apply to each contravention. The same applies for errors discovered during a third review or verification. For failure to report a failure to comply with a condition imposed under a tariff item, see C168.
Retention Period	36 months

C170

Contravention	Exporter failed to report the export of goods on an export declaration prior to export.
Penalty	1st: \$0.00 2nd: \$1,000 3rd: \$2,000 4th and Subsequent: \$3,000
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 95(1)
D Memo	D20-1-1, Export Declaration
Other References	D20-1-0, Reporting of Exported Goods Regulations D19 - Acts and Regulations of Other Government Departments Export and Import Permits Act Reporting of Exported Goods Regulations, sections 3 and 5
Guidelines	<p>Applied by an officer.</p> <p>Applied against the exporter.</p> <p>Occurs when the exporter has failed to provide an export declaration on goods prior to export.</p> <p>For the first contravention, a first level warning penalty will be applied.</p> <p>For the second contravention, a \$1,000 second level monetary penalty will be applied and so on.</p> <p>Prior to assessing a penalty refer to monthly list of approved Canadian Automated Export Declaration (CAED) exporters and approved exporters on the Summary Reporting program.</p> <p>These lists are available through the regional export coordinator in your region.</p> <p>If an export declaration has not been filed with customs and an officer is unable to determine what the goods are, the goods should be detained until proper reporting takes place.</p> <p>If seizure of goods is impractical or goods not found, an ascertained forfeiture may be taken.</p> <p>Apply a penalty per shipment regardless of how many packages.</p> <p>For failure to provide export permit, licence or certificate prior to export, see C315.</p> <p>For failure to submit an export summary report, see C316.</p> <p>For failure to report goods subject to export control prior to export, see C345.</p> <p>Note: An export declaration is not required when goods are destined for final consumption in the United States.</p> <p>However, if the goods are prohibited controlled or regulated they must be reported and any required permits, licenses and / or certificates must be presented to Customs prior to export.</p>

This is required regardless of the destination.

Retention Period 12 months

C189

Contravention	Person who has reported goods under subsection 95(1) of the <i>Customs Act</i> failed to answer truthfully any question asked by an officer with respect to the goods.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , paragraph 95(3)(a)
D Memo	N/A
Guidelines	Applied by an officer. Applied against exporter, exporter's agent or person transporting the goods. Officer finds evidence that person has not answered questions truthfully relating to exportation of goods. Exporter, exporter's agent or person transporting the goods, makes statement that is false in material fact in order to avoid compliance with Customs requirements. For failure to answer truthfully any question with respect to goods subject to export control, see C346. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties. Apply a penalty per instance.
Retention Period	12 months

C190

Contravention	Person who has reported goods under subsection 95(1) of the <i>Customs Act</i> or the person who has possession of the goods at the time of the request by the customs officer failed to present goods, remove any covering from the goods, unload the conveyance or open thereof or unpack any package.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , paragraph 95(3)(b)
D Memo	N/A
Guidelines	Applied by an officer. Applied against the person who files the report or the person in possession of the goods at the time of the request. Officer must make request to examine goods to person in possession of goods. Request must have enough details for client to understand what is expected. Reasonable amount of time to prepare the goods will be allowed. Apply a penalty per instance.
Retention Period	12 months

C192

Contravention	Person who reported goods under subsection 95(1) of the <i>Customs Act</i> failed to export goods and failed to report failure to export the goods.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , section 96
D Memo	N/A
Guidelines	Applied by an officer. Usually discovered during a compliance verification. Applied against the person in control of the goods at time of export or during compliance verification. i.e. exporter or person transporting the goods. Officers should determine if the failure to export the goods was caused by circumstances beyond the exporter's / carrier's responsibility or control. Apply a penalty per shipment.
Retention Period	12 months

C193

Contravention	Exporter or producer of goods failed to provide officer with a copy of certificate of origin on request.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Request
Legislation	<i>Customs Act</i> , sub-section 97.1(2)
D Memo	D11-4-14, Certification of Origin
Other Reference	D20-1-5, Maintenance of Records and Books in Canada by Exporters and Producers
Guidelines	Applied by an officer. Applied against producer or exporter during audit verification. Officer must request certificate of origin. This penalty only applies to the certificate of origin issued by an exporter or producer in Canada. This requirement ensures that Canadian exporters are following bi-lateral agreements. Apply a penalty per request.
Retention Period	12 months

C194

Contravention	Person who has completed and signed a certificate of origin in accordance with subsection 97(1) of the <i>Customs Act</i> failed to notify person to whom the certificate was given, of incorrect information.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per Certificate
Legislation	<i>Customs Act</i> , sub-section 97.1(3)
D Memo	D11-4-14, Certification of Origin
Other Reference	D20-1-5, Maintenance of Records and Books in Canada by Exporters and Producers
Guidelines	Applied by an officer. Applied against exporter or producer of the goods. Contravention applies when there is evidence during an audit verification that person who completed and signed the certificate did not notify certificate user(s) of change(s) to the certificate identified after completion that may affect its accuracy or validity. This penalty only applies to the certificate of origin. Apply a penalty per certificate.
Retention Period	12 months

C195

Contravention	Person who exported goods or caused goods to be exported failed to keep records at the place of business in Canada or at a designated place for a prescribed period.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Audit
Legislation	<i>Customs Act</i> , sub-section 97.2(1)
D Memo	D20-1-5, Maintenance of Records and Books in Canada by Exporters and Producers
Guidelines	Applied by an officer. Applied against the exporter and not the carrier. Apply a penalty per audit.
Retention Period	12 months

C196

Contravention	Bonded warehouse licensee or operator failed to comply with the provisions in the <i>Customs Bonded Warehouses Regulations</i> in respect of safety and security of goods while in a warehouse.
Penalty	1st: \$1,000 2nd: \$2,500 3rd: \$5,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 11 and 12
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Applied against the licensee. Applied when goods not stored in designated area. Applied when bonded area not secure. Every licensee shall provide at the bonded warehouse in respect of which the license was issued such facilities, equipment and personnel as are sufficient to control access to the bonded warehouse premises and provide secure storage of the goods in it, including: <ol style="list-style-type: none">1. doors and other building components of sturdy construction,2. secure locks on doors and windows,3. signs that indicate the security requirements applicable to the premises, and4. where the bonded warehouse will be used for the storage of designated goods, such additional facilities and equipment as may be required to ensure the secure storage of those goods. Apply a penalty per instance. For sufferance warehouse, see C048.
Retention Period	36 months

C197

Contravention	Bonded warehouse licensee or operator failed to provide adequate space, personnel, or equipment or information required for the examination of goods.
Penalty	1st: \$1,000 2nd: \$2,500 3rd: \$5,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 11 and 12
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Applied against the licensee. Results from review or verification. Results from any type of request made at any time. Request can be made to any representative of the warehouse operator. The licensee must provide: a) the personnel and equipment necessary to ensure that the goods to be examined by an officer are made available to the officer for examination; and b) the personnel necessary to furnish information, for audit purposes, to an officer with respect to the bonded warehouse operations and inventory system. A second level penalty is not to be assessed until the first Notice of Penalty Assessment has actually been issued. Apply a penalty per instance (i.e. per visit).
Retention Period	36 months

C198

Contravention	Bonded warehouse licensee or operator allowed unauthorized person(s) access to the bonded warehouse facility.
Penalty	1st: \$1,000 2nd: \$2,500 3rd: \$5,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Bonded Warehouses Regulations</i> , sub-section 12(2)
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Applied against the licensee. No person, other than the licensee, an employee of the licensee or an employee of a carrier engaged in the delivery of goods to or the removal of goods from the bonded warehouse shall enter any place in it where goods are stored. A penalty will apply when unauthorized persons are allowed access without written authorization or the attendance of an officer. Officer must actually see the unauthorized person or have documentary evidence in order to apply this penalty. Apply a penalty for each occurrence and not based on the number of persons allowed access without proper authorization. Apply a penalty per instance. For sufferance warehouse, see C049.
Retention Period	36 months

C199

Contravention	Bonded warehouse licensee or operator received or transferred intoxicating liquor without written approval from the appropriate, authorized provincial board, commission or agency.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Shipment
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 13
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Applied against the licensee. Discovered during customs examination or as result of verification of importer or warehouse records. No licensee shall receive in or transfer from a bonded warehouse in a province intoxicating liquor unless the licensee has obtained written approval to receive or transfer the intoxicating liquor from the board, commission or agency authorized by the laws of that province to sell or authorize the sale of intoxication liquor in that province. Seize goods in addition to applying an AMP. If seizure of goods is impractical or goods not found, an ascertained forfeiture will be taken in addition to AMPS penalty. During a first audit, for each instance goods are removed, a first level penalty will be assessed. During a second audit, for each instance goods are removed, a second level penalty will be assessed and the same principal applies for a third or subsequent audit. Apply a penalty per shipment per visit.
Retention Period	36 months

C200

Contravention	Bonded warehouse licensee or operator received unauthorized imported tobacco products into the warehouse facility.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Shipment
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 14
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Discovered during customs examination or as result of verification of importer or warehouse records. Applied against the licensee. No licensee shall receive imported tobacco products into a bonded warehouse unless: a) they are to be removed from the warehouse for: <ol style="list-style-type: none">1. sale to a foreign diplomat in Canada,2. export from Canada,3. sale to a duty free shop, or4. use as ships' stores; or b) they are manufactured tobacco, other than cigarettes, tobacco sticks or snuff, and the licensee is a licensed tobacco or cigar manufacturer under the Excise Act. Seize goods in addition to applying an AMP. If seizure of goods is impractical or goods not found, an ascertained forfeiture will be taken in addition to AMPS penalty. Apply a penalty per shipment, per visit.
Retention Period	36 months

C201

Contravention	Bonded warehouse licensee or operator removed imported tobacco products from the bonded warehouse in a manner that was not prescribed.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Box
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 15
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	<p>Applied by an officer.</p> <p>Discovered during a customs examination or as a result of a verification of importer or warehouse records.</p> <p>Applied against the licensee.</p> <p>No licensee shall remove imported tobacco products from a bonded warehouse unless:</p> <p>a) they are removed for</p> <ol style="list-style-type: none">1. sale to a foreign diplomat in Canada,2. export from Canada,3. sale to a duty free shop, or4. use as ships' stores; or <p>b) they are manufactured tobacco, other than cigarettes, tobacco sticks or snuff, and the licensee is a licensed tobacco or cigar manufacturer under the Excise Act.</p> <p>Seize goods in addition to applying an AMP.</p> <p>If seizure impractical or goods are not found, an ascertained forfeiture will be taken in addition to the AMPS penalty.</p> <p>During a first audit, for each instance goods are removed, a first level penalty will be assessed.</p> <p>During a second audit, for each instance goods are removed, a second level penalty will be assessed and the same principal applies for a third or subsequent audit.</p> <p>Apply a penalty per instance per audit.</p>
Retention Period	36 months

C202

Contravention	Licensee received domestic tobacco products in contravention of the <i>Customs Bonded Warehouses Regulations</i> .
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Shipment
Regulation	<i>Customs Bonded Warehouses Regulations</i> , sub-section 16(1)
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Discovered during customs examination or as a result of verification of importer or warehouse records. Applied against the licensee. Officer determines that licensee of bonded warehouse receives / accepts domestic tobacco products in contravention of Customs Bonded Warehouse Regulations. No licensee shall receive domestic tobacco products into a bonded warehouse unless the domestic tobacco products are to be removed for use as ships' stores. Discovered during customs examination or as result of verification of importer or warehouse records. Seize goods in addition to applying an AMP. If seizure of goods is impractical or goods not found, an ascertained forfeiture will be taken in addition to AMPS penalty. During a first audit, for each instance goods are received, a first level penalty will be assessed. During a second audit, for each instance goods are received, a second level penalty will be assessed and the same principal applies for a third or subsequent audit. Apply a penalty per shipment, per visit.
Retention Period	36 months

C203

Contravention	Person removed domestic tobacco products in contravention of the <i>Customs Bonded Warehouses Regulations</i> .
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Bonded Warehouses Regulations</i> , sub-section 16(2)
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Discovered during customs examination or verification of importer or warehouse records. Applied against the warehouse operator and / or other persons involved in the removal of goods. No person shall remove domestic tobacco products from a bonded warehouse unless the domestic tobacco products are being removed for use as ships' stores. Seize the goods in addition to applying an AMP. If the seizure of the goods is impractical or the goods are not found, an ascertained forfeiture will be taken in addition to the AMPS penalty. Apply a penalty per instance, per audit.
Retention Period	36 months

C204

Contravention	Bonded warehouse licensee failed to acknowledge receipt of goods in the manner prescribed in the Bonded Warehouses Regulations.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 17
D Memo	D7-4-4, Customs Bonded Warehouses
Guidelines	Applied by an officer. Applied against the licensee. Applied when the warehouse operator refuses to accept responsibility by endorsing bill of lading, waybill or similar document presented by carrier, and refuses to complete a B3 (type 10 or 13) to account for inventory. Apply a penalty per instance.
Retention Period	36 months

C207

Contravention	Master of a ship failed to place alcohol, tobacco and other goods for sale on board the ship under lock or seal and keep them there while the ship was in port.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Regulation	<i>Ships' Stores Regulations</i> , section 4
D Memo	D4-2-0, Ship's Stores' Regulations
Guidelines	Applied by an officer. Applied against master of ship or marine agent. Results from examination of ship upon its arrival in port. Master must keep alcohol, tobacco and other goods for sale on board under lock or seal while in port unless otherwise authorized by an officer.
Retention Period	12 months

C208

Contravention	While the international aircraft was on the ground, the carrier failed to seal bar.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Regulation	<i>Ships' Stores Regulations</i> , sub-section 5(1) and (2)
D Memo	D4-2-0, Ship's Stores' Regulations
Guidelines	Applied by an officer. Applied against the carrier. Results from examination of aircraft. "When an international aircraft is on the ground, the carrier shall ensure that bar-boxes on board are sealed" (subsection 5(1) of the Ships Stores Regulations). Exception: Seals on bar-boxes on an international aircraft may be broken when passengers begin boarding and, provided that no domestic passengers are carried, may remain unsealed where the aircraft is progressively boarded at more than one airport in Canada. Apply a penalty per bar-box.
Retention Period	12 months

C210

Contravention	Person altered, manipulated or combined goods while in a bonded warehouse in a manner not prescribed.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Instance
Regulation	<i>Customs Bonded Warehouses Regulations</i> , section 20
D Memo	D7-4-4, Customs Bonded Warehouses
Other References	D7-4-1, Duty Deferral Program D7-4-3, NAFTA Requirements for Drawback and Duty Deferral
Guidelines	Applied by an officer. Applied as result of review of bonded warehouse operation or as a result of duty drawback or duty deferral verification. Applied against the licensee. Goods shall not be manipulated, altered or combined with other goods while in a bonded warehouse except for the purpose of or in the course of: a) Disassembling or reassembling goods that have been assembled or disassembled for packing, handling or transportation; b) Displaying; c) Inspecting; d) Marking, labelling, tagging or ticketing; e) Removing from the warehouse, for the sole purpose of soliciting orders for goods or services, a small quantity of material, or a portion, a piece or an individual object, that represents the goods; f) Storing; g) Testing; h) Packing, unpacking, packaging or repackaging; or i) Any of the following that do not materially alter the characteristics of the goods: i. Cleaning, ii. Complying with any applicable law of Canada or of a province, iii. Diluting, iv. Normal maintenance and servicing, v. Preserving, vi. Separating defective goods from prime quality goods, vii. Sorting or grading, and viii. Trimming, filing, slitting or cutting. During a first audit, for each instance goods are altered, manipulated or combined, a first level penalty will be assessed. During a second audit, for each instance goods are altered, manipulated or combined, a second level penalty will be assessed and the same principal applies for a third or subsequent audit.

**Retention
Period**

Apply a penalty per instance, per visit.

36 months

C214

Contravention	Person failed within 90 days or such other period as may be prescribed to report a failure to comply with a condition of a duties relief provision or remission order.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per Diversion
Legislation	<i>Customs Tariff</i> , paragraph 118(1)(a)
D Memo	D7-4-2, Duty Drawback Program
Other References	D7-4-1, Duty Deferral Program D7-4-3, NAFTA Requirements for Drawback and Duty Deferral D4-3-1 to D4-3-7, Duty Free Shops Regulations D4-2-0 and D4-2-1, Ship's Stores - Regulations
Guidelines	Applied by an officer. Applied against the importer. Applied as a result of an audit. Penalty applies when person fails to report a failure to comply with a condition. This penalty applies whether or not there was an amount, which was repayable. For errors discovered during a first audit, the first level flat rate penalty will apply (per diversion). For errors discovered during a second audit, the second level flat rate penalty will apply (per diversion). The same applies for errors found during a third audit. Apply a penalty per diversion. When person fails to pay the amount of duties, see C215.
Retention Period	36 months

C215

Contravention	Person failed within 90 days or such other period as may have been prescribed to pay the amount of duties in respect of which relief or remission was granted unless the provisions of subparagraph 118(1)(b)(i) or (ii) of the Customs Tariff were met.
Penalty	1st: \$100 or 5% of the value of the relief or remission, whichever is greater 2nd: \$200 or 10% of the value of the relief or remission, whichever is greater 3rd and Subsequent: \$400 or 20% of the value of the relief or remission, whichever is greater
Penalty Basis	Value of Relief or Remission
Legislation	<i>Customs Tariff</i> , paragraph 118(1)(b)
D Memo	D7-4-2, Duty Drawback Program
Other References	D7-4-1, Duty Deferral Program D7-4-3, NAFTA Requirements for Drawback and Duty Deferral D4-3-1 to D4-3-7, Duty Free Shops Regulations D4-2-0 and D4-2-1, Ship's Stores - Regulations
Guidelines	Applied by an officer. Applied against the importer. Applied as a result of a review or verification. Penalty applies when person fails to pay the amount of duties in respect of which a relief or remission was granted within 90 days. Penalty applied on the total value of the remission or relief to which it was determined the person was not entitled. For errors discovered during a first review, verification or audit, a first level penalty will apply to the total amount not entitled to. For errors discovered during a second review, verification or audit, a second level penalty will apply to the total amount not entitled to. The same principal applies for errors discovered during a third review, verification or audit. When person fails to report failure to comply with a condition, see C214. In that case both penalties will apply.
Retention Period	36 months

C216

Contravention	Person failed within 90 days after the date of the diversion to report diverted goods to a customs officer at a customs office.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$400
Penalty Basis	Per Diversion
Legislation	<i>Customs Tariff</i> , paragraph 118(2)(a)
D Memo	D7-4-2, Duty Drawback Program
Other References	D7-4-1, Duty Deferral Program D7-4-3, NAFTA Requirements for Drawback and Duty Deferral D4-3-1 to D4-3-7, Duty Free Shops Regulations D4-2-0 and D4-2-1, Ship's Stores - Regulations
Guidelines	Applied by an officer. Applied against the importer. Penalty applies when a drawback has been granted by reason of a deemed exportation under subsection 89(3) of the <i>Customs Tariff</i> and the goods are not subsequently exported but are diverted to an unqualified use and the person fails to report this diversion. This contravention applies whether or not there was an amount, which was repayable. Contravention does not occur until 90 days after diversion. For errors discovered during a first audit (per diversion), the first level flat rate penalty will apply to the total amount not entitled to. For errors discovered during a second audit (per diversion), the second level flat rate penalty will apply to the total amount not entitled to. The same applies for errors discovered during a third audit (per diversion). Apply a penalty per diversion. When person fails to pay the amount of drawback and any interest granted, see C217.
Retention Period	36 months

C217

Contravention	Person failed within 90 days after the date of the diversion to pay the amount of the drawback and the amount of any interest granted.
Penalty	1st: \$100 or 5% of the value of the drawback, whichever is greater 2nd: \$200 or 10% of the value of the drawback, whichever is greater 3rd and Subsequent: \$400 or 20% of the value of the drawback, whichever is greater
Penalty Basis	Value of Drawback
Legislation	<i>Customs Tariff</i> , paragraph 118(2)(b)
D Memo	D7-4-2, Duty Drawback Program
Other References	D7-4-1, Duty Deferral Program D7-4-3, NAFTA Requirements for Drawback and Duty Deferral D4-3-1 to D4-3-7, Duty Free Shops Regulations D4-2-0 and D4-2-1, Ship's Stores - Regulations
Guidelines	Applied by an officer. Applied against the importer. Penalty applies when a drawback has been granted by reason of a deemed exportation and the goods are not subsequently exported but are diverted to an unqualified use and the person fails to pay the amount of the drawback and any interest granted on the drawback. When person fails to report diverted goods that were deemed exported, see C216. Contravention does not occur until 90 days after diversion. For errors discovered during a first audit, a first level penalty will apply to the total amount of drawback including interest not entitled to. For errors discovered during a second audit, a second level penalty will apply to the total amount of drawback including interest not entitled to. The same applies for errors discovered during a third audit. Calculated and issued on the full amount of the value of the drawback interest to which they are not entitled to.
Retention Period	36 months

C218

Contravention	Person failed to pay within 90 days duties relieved under section 89 of the <i>Customs Tariff</i> on the goods that entered into a process which produced by-product(s) not eligible for relief.
Penalty	1st: \$100 or 5% of the value of the relief or remission, whichever is greater 2nd: \$200 or 10% of the value of the relief or remission, whichever is greater 3rd and Subsequent: \$400 or 20% of the value of the relief or remission, whichever is greater
Penalty Basis	Value of Relief or Remission
Legislation	<i>Customs Tariff</i> , sub-section 121(1)
D Memo	D7-4-1, Duty Deferral Program
Other Reference	D7-4-2, Duty Drawback Program
Guidelines	Applied by an officer. Applied against the importer. Person failed to pay within 90 days, the duties relieved, under section 89 of the <i>Customs Tariff</i> , on goods that entered into a process, which produced a by-product not eligible for relief. For errors discovered during a first audit, review or verification, a first level penalty will apply to the value of relief or remission, under subsection 89(3) of the <i>Customs Tariff</i> , the person is not eligible. For errors discovered during a second audit, review or verification, a second level penalty will apply to the value of relief or remission to which the person is not eligible. The same applies for errors discovered during a third audit. Applied on value of relief or remission to which the person is not eligible. This is the amount of duty on the DAS applicable to that by-product.
Retention Period	36 months

C221

Contravention	Person failed to pay within 90 days duties relieved under section 89 of the Customs Tariff, on goods that entered into a process that produced merchantable scrap or waste that was not eligible for relief.
Penalty	1st: \$100 or 5% of the value of deferred duties, whichever is greater 2nd: \$200 or 10% of the value of deferred duties, whichever is greater 3rd and Subsequent: \$400 or 20% of the value of deferred duties, whichever is greater
Penalty Basis	Value of Deferred Duties
Legislation	<i>Customs Tariff</i> , sub-section 122(1)
D Memo	D7-4-1, Duty Deferral Program
Other Reference	D7-4-2, Duty Drawback Program
Guidelines	Applied by an officer. Applied against the importer. Discovered during an audit, verification, or examination. Any scrap or waste product that has value, and remains in Canada, is liable for the amount of duties owing at the classification and rate applicable at the time the scrap or waste is produced. Penalty applied on amount of deferred duties applying to the scrap or waste. This is the amount of duty on the DAS applicable to that scrap or waste. For errors discovered during a first audit, review or verification, a first level penalty will apply to the value of relief, under subsection 89(3) of the <i>Customs Tariff</i> , the person is not eligible. For errors discovered during a second audit, review or verification, a second level penalty will apply to the value of relief to which the person is not eligible. The same applies for errors discovered during a third audit.
Retention Period	36 months

C223

Contravention	Non Customs Self-Assessment (CSA) importer failed to provide a detailed product description in respect of goods liable for review under the <i>Special Import Measures Act</i> (SIMA), after the importer has been notified in writing.
Penalty	1st: \$100 or 5% of the value for duty, whichever is greater 2nd: \$200 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$400 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 7.1
D Memo	D17-1-10, Coding of Customs Accounting Documents
Guidelines	Applied by an officer. Applied against the importer. Officer must be an authorized user of the SIMA Compliance website to be able to apply this penalty. Non-CSA importers must provide detailed product description on or with entry documents. The penalty cannot be issued unless importer had been notified in writing by the Anti-dumping and Countervailing Directorate that detailed product description is required. The importer will have seven days after issuance of the letter, to provide the records. More time can be negotiated, depending on the circumstances. In instances where an officer finds an importer in contravention for the first time, the officer must forward this information to HQ. HQ will issue the notification to the importer. The Anti-dumping and Countervailing Directorate will identify the information required in the notice letter to the importer and it may vary by case. Verify that the importer has been notified regarding the product description requirements by referring to the case information on the SIMA Compliance website. For the first B3, apply the first level penalty; for the second B3, apply the second level penalty; for the third and subsequent B3, apply the third level penalty. Apply a penalty per B3 on the total corrected Value for Duty. For CSA importer, see C224.
Retention Period	36 months

C224

Contravention	Customs Self Assessment (CSA) importer failed to provide the detailed product description within the period specified in respect to goods liable to a <i>Special Import Measures Act</i> (SIMA) action. Assessed 21 days after detailed product description requested.
Penalty	1st: \$100 or 5% of the value for duty, whichever is greater 2nd: \$200 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$400 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	D17-1-10, Coding of Customs Accounting Documents
Guidelines	Applied by an officer. Officer must be an authorized user of the SIMA Compliance website to be able to apply this penalty. This applies for CSA importers. Penalty cannot be issued unless the importer has been notified in writing that detailed product description is required. The importer will have 21 days after issuance of the letter, to provide the records. More time can be negotiated, depending on the circumstances. The penalty will be applied if the information is not provided after this first request. Type and extent of information required will be identified by the Anti-dumping and Countervailing Directorate in the notice letter to the importer. In instances where an officer finds an importer in contravention for the first time, the officer must forward this information to HQ. HQ will issue the notification to the importer. Verify that the importer has been notified regarding the product description requirements by referring to the case information on the SIMA Compliance website. For the first B3, apply the first level penalty; for the second B3, apply the second level penalty; for the third and subsequent B3, apply the third level penalty. Apply a penalty per B3 or B2 on the total corrected Value for Duty. For non-CSA importer, see C223.
Retention Period	36 months

C225

Contravention Importer failed to keep prescribed records for goods subject to *Special Import Measures Act* (SIMA) action.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Audit

Legislation *Customs Act*, sub-section 40(1)

D Memo D17-1-21, Maintenance of records and books in Canada by importers, Appendix, section 2

Guidelines Applied by an officer.

Applied against the importer.

Officer must be an authorized user of the SIMA Compliance website to be able to apply this penalty.

Penalty cannot be issued unless the importer has been notified in writing that prescribed records are required.

In instances where an officer finds an importer in contravention for the first time, the officer must forward this information to HQ.

HQ will issue the notification to the importer.

Verify that the importer has been notified regarding these requirements by referring to the case information on the SIMA Compliance website.

Prescribed records are:

- date of sale
- description of the goods
- date of release
- the location of release
- commercial invoice
- purchase order
- proof of payment including credits and adjustments
- any other information as requested in the written notice

Apply a penalty per audit or verification.

Retention Period 36 months

C234

Contravention The importer or transporter failed to provide true, accurate and complete information when applying to participate in the Customs Self Assessment (CSA) program.

Penalty Flat rate: \$25,000

Penalty Basis Per Instance

Legislation *Customs Act*, section 7.1

D Memo D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)

Other Reference D3-1-7, Customs Self-Assessment for Carriers (Proposed title)

Guidelines Applied by an officer.

Normally applied by a CSA Compliance Manager.

Applied against the importer or transporter, at the legal entity level.

Applied at time of application or subsequent to CSA approval.

Apply a penalty regardless of the number of errors on application.

Any information pertaining to this contravention discovered by a compliance verification officer should be communicated to the CSA compliance manager.

No penalty for obvious clerical or administrative errors.

This contravention applies when errors or omissions are discovered relating to:

Information required on Part I of CSA Application from importer or transporter which would have resulted in the application being denied, namely:

- applicant identification
- information on divisions of the company
- additional information provided for the application process, when requested

Importer information required for Part II of the CSA Application, which would have resulted in the application being denied namely:

- business date(s) that results in late or non-account
- accounting trigger(s) that results in non-account
- accounting option that results in late accounting (the importer is not using accounting option attested to in the CSA Undertaking)
- descriptions provided in Section B - Books and Records, that result in non-compliance

Transporter information required for Part II of the CSA Application which would have resulted in the application being denied namely:

- descriptions provided in Section B – Books and Records, that result in non-compliance

Retention Period 12 months

C235

Contravention	Customs Self Assessment (CSA) approved transporter failed to use a driver registered in the Commercial Driver Registration Program (CDRP) to transport goods eligible into Canada under the CSA clearance option.
Penalty	1st: \$100 2nd: \$500 3rd and Subsequent: \$1,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 4.1
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Other Reference	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Guidelines	System generated penalty. Applied against the transporter. Penalty is applicable only when goods transported are reported using the CSA clearance option. Penalty is applicable when a transporter uses a driver who is not registered in “approved” status as a Commercial Driver Registration Program (CDRP) participant. If more than one driver in the conveyance, only one driver must be registered. If the Registered driver has forgotten the CDRP identification card, the penalty is not assessed. ACROSS system will prompt user to enter tractor plate number with its province / state in order for system to automatically issue penalty. Apply a penalty per instance. If compliance level falls below 99% on a calendar year basis, see C236.
Retention Period	12 months

C236

Contravention	Customs Self Assessment (CSA) approved transporter failed to use a driver registered in the Commercial Driver Registration Program (CDRP) to transport goods eligible into Canada under the CSA clearance option.
Penalty	Where compliance level falls below 99% on a calendar year basis. Up to \$2,000 per occurrence retroactively between the 99% and the lower compliance level.
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 4.1
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Other Reference	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Guidelines	Applied by an officer. Applied by CSA Compliance Manager. Applied against the transporter. This penalty applies when the compliance level of Contravention C235 has fallen below 99%. Calculation is based on total number of passages on a calendar year basis. Penalties are assessed for those occurrences between 99% and the lower compliance level. Penalty applicable only when goods transported are reported using a CSA clearance option. Penalty is applicable when the transporter uses a driver who is not registered in "approved" status as a Commercial Driver Registration Program (CDRP) participant. Apply a penalty per instance.
Retention Period	12 months

C237

Contravention	The Customs Self Assessment (CSA) approved transporter failed to report CSA goods in the prescribed manner containing the prescribed information.
Penalty	1 to 25: \$1,000 26 to 50: \$2,000 51 and over: \$3,000
Penalty Basis	Per Bar Code Required
Legislation	<i>Customs Act</i> , sub-section 12(1)
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Other References	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title) CSA Participants' Requirements Document
Guidelines	Applied by an officer. Normally applied by customs inspectors. Applied against the transporter. Apply a penalty per bar code requirement. Contravention has occurred if any of the following CSA data elements have not been provided in wand readable barcode format), in the applicable mode: Highway paper (0497): CSA importer BN, CSA carrier code, secondary CSA carrier code when applicable. If complete Transport Document Number is provided it must be bar coded as well. No contravention under C237 if: <ul style="list-style-type: none">• barcodes unreadable due to problems with Customs' systems or equipment• business number or carrier code reported are invalid (i.e. not CSA approved). CSA clearance will be denied for the shipment and a non-CSA service option will be used. Commercial Driver Registration Program (CDRP) barcode not presented (i.e. driver forgot card). <ul style="list-style-type: none">• Other contraventions such as for failure to report, C021 and C022.• If transporter falsely reports goods as destined for a CSA importer under the CSA clearance option, and none of the goods are for the importer reported, see C025.• When the false report is simply the result of an error, see C008. If transporter failed to use a driver registered in the Commercial Driver Registration Program to transport CSA eligible goods into Canada under the CSA clearance option, see C235.
Retention Period	12 months

C238

Contravention The Customs Self Assessment (CSA) approved transporter reported non-CSA goods as CSA goods.

Penalty 1st: \$2,500
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Shipment

Legislation *Customs Act*, section 4.1

D Memo D3-1-7, Customs Self-Assessment for Carriers (Proposed Title)

Other Reference D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)

Guidelines Applied by an officer.

Applied against the transporter.

Contravention applies if:

Applied when CSA clearance is used alone or in combination with other service options, or with multiple importers, and non CSA eligible goods, which are not otherwise reported through a valid customs service option, are found in the conveyance.

Non-CSA goods include:

- prohibited, controlled, regulated goods;
- goods that require examination, certificates, permits, identification references, or other documentation requirements as a condition for removal beyond the first point of arrival into Canada;
- goods not having originated in or entered into the commerce of the U.S.;
- goods transshipped through the U.S. from a third country;
- goods shipped from a U.S. free trade zone unless pre-approved by Customs.

If evidence is found that the importer instructed the transporter to report non-CSA goods as CSA goods, see C239.

If non-reported CSA eligible goods are found in the conveyance, see C021 and C022 for failure to report.

Apply a penalty per shipment.

Retention Period 12 months

C239

Contravention The Customs Self Assessment (CSA) approved importer advised the CSA approved transporter to report non-CSA goods as CSA goods.

Penalty 1st: \$2,500
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Shipment

Legislation *Customs Act*, section 4.1

D Memo D3-1-7, Customs Self-Assessment for Carriers (Proposed Title)

Other Reference D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)

Guidelines Applied by an officer.

Applied against the importer.

Contravention applies if:

Applies when a CSA clearance is used alone or in combination with other service options, or with multiple importers, and non CSA eligible goods, which are not otherwise reported through a valid customs service option, are found in the conveyance.

Must be evidence of written instructions from importer advising transporter to report non-CSA goods as CSA goods.

Non-CSA goods include:

- prohibited, controlled, regulated goods;
- goods that require examination, certificates, permits, identification references, or other documentation requirements as a condition for removal beyond the first point of arrival into Canada;
- goods not having originated in or entered into the commerce of the U.S.;
- goods transshipped through the U.S. from a third country;
- goods shipped from a U.S. free trade zone unless pre-approved by Customs.

If transporter reported non-CSA goods as CSA goods with no evidence of instruction from the importer to do so, see C238.

Apply a penalty per shipment.

Retention Period 12 months

C241

Contravention	The Customs Self Assessment (CSA) approved transporter failed to provide customs with a list of all CSA goods not delivered forthwith to the place of business of the importer, owner or consignee after the goods were reported to customs.
Penalty	1st: \$250 2nd: \$500 3rd and Subsequent: \$1,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 4.1
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Other Reference	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Guidelines	Applied by an officer. Applied against the transporter. Applies when evidence is found during a verification that CSA eligible goods were not delivered to the place of business (of importer, owner or consignee) within 40 days after a report was made to customs, and the CSA approved transporter did not provide customs with a list of those goods. List should be provided to CSA compliance manager.
Retention Period	12 months

C242

Contravention	The Customs Self Assessment (CSA) approved transporter allowed a non-approved transporter to report CSA goods to customs.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 4.1
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Other Reference	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Guidelines	Applied by an officer. Applied against the transporter. When a primary CSA carrier uses a secondary carrier to report CSA goods on their behalf, the secondary carrier must be CSA approved and must present their own carrier code in addition to the primary CSA carrier's code. Does not apply when an owner operator is used. Contravention applies to: A secondary carrier, that reports CSA goods on behalf of the primary CSA carrier, is not CSA approved. If secondary carrier code not provided in wand readable barcode format, see C237.
Retention Period	12 months

C244

Contravention	<p>The Customs Self Assessment (CSA) approved importer failed to account for goods in the prescribed manner or within the prescribed time limit.</p> <p>This is a warning notice used to establish the compliance level of the importer. If your annual compliance falls below the established level, a penalty may be assessed under C246.</p>
Penalty	\$0.00 per transactional B3's
Penalty Basis	Per Transactional B3
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Other Reference	CSA Participants' Requirements Document
Guidelines	<p>Applied against the importer.</p> <p>This is a systems generated warning.</p> <p>There may be multiple contraventions listed on the NPA.</p> <p>Applied when the date in the Release Date field falls outside the established accounting time frame.</p> <p>For failure to account for goods by an approved importer in the prescribed manner or within the prescribed time limit more than 0.5% of the time on a calendar year basis, see C246.</p> <p>Apply a penalty per transaction.</p>
Retention Period	12 months

C245

Contravention	The Customs Self Assessment (CSA) approved importer failed to account for goods in the prescribed manner or within the prescribed time limit.
Penalty	For consolidated B3 (\$25 per shipment, \$500 maximum)
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-7, Customs Self Assessment (CSA) Program (Proposed title)
Other Reference	CSA Participants' Requirements Document
Guidelines	Applied against the importer. Consolidated penalties assessed by an officer. Applied when the date in the Release Date field falls outside the established accounting time frame. Low value shipments may be accounted for within existing timeframes or by the same CSA accounting option used for their high value shipments. Apply a penalty per shipment.
Retention Period	12 months

C246

Contravention	The Customs Self Assessment (CSA) approved importer failed to account for goods in the prescribed manner or within the prescribed time limit more than 0.5% of the time on a calendar year basis.
Penalty	\$50 per transactional B3
Penalty Basis	Per Transactional B3
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Other Reference	CSA Participants' Requirements Document
Guidelines	Applied against the importer. Applied by CSA Compliance Manager. Penalties will only be issued if importer's compliance level falls below 99.5% on a calendar year basis. To establish the compliance level, the total number of B3s accepted by the system for each importer will be compared to the number of late accounted B3s. Date in the Release Date field falls outside the established accounting time frame. For failure to account for goods, by an approved importer, in the prescribed manner or within the prescribed time limit, see C244. Apply a penalty per transaction between 99.5% and the lower compliance level. There may be multiple contraventions listed on the NPA.
Retention Period	12 months

C250

Contravention	The Customs Self Assessment (CSA) approved importer failed to provide the Revenue Summary Form to customs in the prescribed manner or within the prescribed time.
Penalty	1st: \$100 2nd and Subsequent: \$500
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-7, Customs Self Assessment (CSA) Program (Proposed title)
Other Reference	CSA Participants' Requirements Document
Guidelines	Applied by an officer. Normally applied by CSA compliance managers. Applied against the importer. Contravention applies if: <ul style="list-style-type: none">• importer fails to provide an RSF in accepted status by the last business day of the month.• importer fails to provide a breakout of the RSF in accepted status as prescribed. No penalty if CSA approved importer submits an RSF in accepted status to non-designated area within CBSA(e.g. Tax Services Office) no later than the last business day of the month. To attain accepted status, the system will validate both paper and electronic RSFs for such things as: <ul style="list-style-type: none">• totals add up correctly;• valid line object codes are used;• mandatory fields are completed (e.g. header, period start and end dates).
Retention Period	12 months

C251

Contravention	The Customs Self Assessment (CSA) approved importer did not remit duties, taxes, interest charges and penalties owing to customs, directly to a financial institution, as provided in the <i>Customs Act</i> .
Penalty	1st: \$250 2nd and Subsequent: \$500
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 3.5
D Memo	N/A
Other Reference	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Guidelines	Applied by an officer. Normally applied by CSA compliance managers. Applied against the importer. Compliance manager receives notification that payment was remitted by CSA approved importer at customs or taxation office instead of at financial institution. If compliance manager has not received notification from another CBSA office that payment due was received, contact CSA importer to determine if and where payment was made. No penalty if importer paid at CBSA office because of an emergency situation that prevented payment at financial institution.
Retention Period	12 months

C256

Contravention	The Customs Self Assessment (CSA) approved transporter failed to keep and provide customs with a list of authorized transporters, and terminals and warehouses owned or operated by the CSA approved transporter.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 4.1
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Guidelines	Applied by an officer. Normally applied by CSA compliance managers. Applied against the transporter. Applies when list(s) are not provided by date specified by CSA compliance manager.
Retention Period	12 months

C257

Contravention	The Customs Self Assessment (CSA) approved importer failed to keep and provide Customs with a list of vendors and consignees.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 4.1
D Memo	N/A
Other Reference	D17-1-7, Customs Self-Assessment (CSA) Program (Proposed title)
Guidelines	Applied by an officer. Applied against the importer. Applied when a vendor or direct-ship consignee, identified on commercial documentation at time of report, is not on the importer's trade chain partner list when reporting the shipment under the CSA clearance option. All contraventions discovered during one audit, verification or examination are assessed at the same level per vendor / consignee. Apply a penalty per instance.
Retention Period	12 months

C258

Contravention	The Customs Self Assessment (CSA) approved importer failed to maintain the required audit trails.
Penalty	Flat rate: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	D17-1-7, Customs Self Assessment (CSA) Program (Proposed title)
Other Reference	CSA Importer Application, Part II
Guidelines	Applied by an officer. Normally applied by CSA Compliance Manager. Applied against the importer. Audit trails may be in hard copy or electronic form. Apply a penalty per verification regardless of how many audit trails the importer fails to maintain. No penalty if: <ul style="list-style-type: none">• CSA approved importer has put in place and maintained acceptable audit trails and relating internal controls other than those identified in Part II of the CSA Application; or• Contravention occurred due to inadvertent clerical or arithmetic error; however, other penalties specific to the non-compliance may be assessed.
Retention Period	12 months

C259

Contravention	The Customs Self Assessment (CSA) approved transporter failed to maintain the required audit trails.
Penalty	Flat rate: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 22(1)
D Memo	D3-1-7, Customs Self-Assessment for Carriers (Proposed title)
Other Reference	CSA Transporter Application, Part II
Guidelines	Applied by an officer. Normally applied by CSA Compliance Manager. Applied against the transporter. Audit trails may be in hard copy or electronic form. Apply a penalty per verification regardless of how many audit trails the transporter fails to maintain. No penalty if: <ul style="list-style-type: none">• CSA approved transporter has put in place and maintained acceptable audit trails and relating internal controls other than those identified in Part II of the CSA Application; or• Contravention occurred as result of inadvertent clerical or arithmetic error; however, other penalties specific to the non-compliance may be assessed.
Retention Period	12 months

C260

Contravention	Broker failed to immediately notify customs in writing of changes in the address of a business office at which he transacts business.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 14(b)(i)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. A first call should be made to the customs office where the broker is licensed to confirm no notification of change of address has been made. A second call should be made to Broker Licensing in Headquarters to confirm no notification of change of address has been made prior to applying penalty. The telephone number for Broker Licensing and Account Security Programs in Ottawa is 613-941-4789. Notification must be received by Customs within two weeks. Apply a penalty per change of address.
Retention Period	12 months

C261

Contravention Broker failed to immediately notify customs in writing of changes in the legal or business name of the partnership or the corporation.

Penalty 1st: \$100
2nd: \$200
3rd and Subsequent: \$300

Penalty Basis Per Instance

Regulation *Customs Brokers Licensing Regulations*, paragraph 14(b)(ii)

D Memo D1-8-1, Licensing of Customs Brokers

Guidelines Applied by an officer.

Applied against the broker.

A first call should be made to the customs office where the broker is licensed to confirm no notification has been made.

A second call should be made to Broker Licensing in Headquarters to confirm no notification has been made prior to applying penalty.

The telephone number for Broker Licensing and Account Security Programs in Ottawa is 613-941-4789.

Notification must be received by Customs within two weeks.

Apply only a penalty per change in name.

Retention Period 12 months

C262

Contravention	Broker failed to immediately notify customs in writing of changes in the membership of the partnership.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 14(b)(iii)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. A first call should be made to the customs office where the broker is licensed to confirm no notification has been made. A second call should be made to Broker Licensing in Headquarters to confirm no notification has been made prior to applying penalty. The telephone number for Broker Licensing and Account Security Programs in Ottawa is 613-941-4789. Notification must be received by Customs within two weeks. Apply only a penalty per change.
Retention Period	12 months

C263

Contravention	Broker failed to immediately notify customs in writing of changes in the officers or directors of the corporation.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 14(b)(vi)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. A first call should be made to the customs office where the broker is licensed to confirm no notification has been made. A second call should be made to Broker Licensing in Headquarters to confirm no notification has been made prior to applying penalty. The telephone number for Broker Licensing and Account Security Programs in Ottawa is 613-941-4789. Notification must be received by Customs within two weeks. Apply a penalty for each change in the officers and or directors of a corporation. Each occurrence that happens at the same time will receive a penalty at the same level.
Retention Period	12 months

C265

Contravention	Broker failed to immediately notify customs in writing of changes in the ownership of the business or corporation.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 14(b)(vi)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. A first call should be made to the customs office where the broker is licensed to confirm no notification has been made. A second call should be made to Broker Licensing in Headquarters to confirm no notification has been made prior to applying penalty. The telephone number for Broker Licensing and Account Security Programs in Ottawa is 613-941-4789. Notification must be received by Customs within two weeks. Apply only a penalty per change.
Retention Period	12 months

C266

Contravention Broker failed to immediately notify customs in writing of changes in the individuals meeting the knowledge requirement.

Penalty 1st: \$1,000
2nd: \$2,000
3rd and Subsequent: \$3,000

Penalty Basis Per Instance

Regulation *Customs Brokers Licensing Regulations*, paragraph 14(b)(vii)

D Memo D1-8-1, Licensing of Customs Brokers

Guidelines Applied against the broker.

A brokerage firm is required to have one individual who has Professional Status and acts as the Qualified Officer of the firm.

These individuals must meet the knowledge requirements outlined in the *Customs Brokers Licensing Regulations*.

Applied by an officer.

A first call should be made to the customs office where the broker is licensed to confirm no notification has been made.

A second call should be made to Broker Licensing in Headquarters to confirm that no notification has been made prior to applying a penalty.

The telephone number for Broker Licensing and Account Security Programs in Ottawa is 613-941-4789.

Notification must be received by Customs within five days.

Apply only a penalty per change, per qualified person or qualified officer.

Retention Period 12 months

C267

Contravention	Broker failed to account to a client for funds owed or refunded.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 14(d)(i)(ii)
D Memo	D1-8-1, Licensing of Customs Brokers
Other Reference	Customs Brokers Licensing Regulations, subparagraphs 14(d)(i) and 14(d)(ii)
Guidelines	Applied by an officer. Applied against the broker. This contravention will normally be applied at the local or regional level. A contravention occurs when a broker fails to promptly account to a client for funds received for the client from the Receiver General for Canada, or received from the client in excess of the duties and / or other charges payable in respect of the client's business with the department of National Revenue for Customs and Excise (now the CBSA). The broker must account to the client for all funds received from the CBSA. A refund cheque (from a B2) should always be made out in the name of the importer and should not be cashed by the broker, unless specifically authorized by a "power of attorney". A contravention will become apparent following either an audit or a complaint from a client and subsequent investigation by regional officials. Each failure to account to a client shall be deemed to be a separate contravention. The Broker Licensing and Account Security Programs Section in Ottawa should be advised of any penalties issued. Apply a penalty per occurrence.
Retention Period	12 months

C269

Contravention	A customs broker failed to keep records and books of account indicating all financial transactions made while transacting business as a customs broker.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Audit
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 17(1)(a)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. One or more records not kept, (per client), will be considered to be separate contravention. All contraventions found within the same audit, verification or examination from the sample pool, will be assessed at the same level (e.g. first level, second level, etc.). There will be one assessment per audit, verification or examination and a penalty will be applied as per the relevant level for the identified contravention. One or more records not kept, (per client if applicable), will be considered to be separate contravention. Brokers who operate at more than one location may keep their records and books of account at a single location. Therefore, before applying the penalty, the officer should verify that the records are not kept at another location. For importers who failed to keep for six years records covering the origin, marking, etc. (per missing record), see C154. For importers who failed to keep for six years records covering the origin, marking, etc. (no records exist), see C155.
Retention Period	36 months

C270

Contravention	A customs broker failed to keep copies of each customs accounting document and supporting documents made while transacting business as a customs broker.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Audit
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 17(1)(b)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. Contravention would become apparent following a verification audit. One or more records not kept, (per client if applicable), will be considered to be a separate contravention. All contraventions found within the same audit, verification or examination from the sample pool, will be assessed at the same level (e.g. first level, second level, etc.). There will be one assessment per audit, verification or examination and a penalty will be applied as per the relevant level for the identified contravention. Brokers who operate at more than one location may keep their records and books of account at a single location. Therefore, before applying the penalty, the officer should verify that the records are not kept at another location. For importers who failed to keep for six years records covering the origin, marking, etc. (per missing record), see C154. For importers who failed to keep for six years records covering the origin, marking, etc. (no records exist), see C155.
Retention Period	36 months

C271

Contravention	While transacting business as a customs broker, a broker failed to keep copies of all correspondence, bills, accounts, statements and other papers received or prepared that related to the transaction of business as a customs broker.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Audit
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 17(1)(c)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. The contravention becomes apparent following a verification audit. One or more records not kept, (per client if applicable), will be considered to be separate contravention. All contraventions found within the same audit, verification or examination from the sample pool, will be assessed at the same level (e.g. first level, second level, etc.). There will be one assessment per audit, verification or examination and a penalty will be applied as per the relevant level for the identified contravention. Customs brokers who operate at more than one location may keep their records and books of account at a single location. Therefore, before applying the penalty, the officer should verify that the records are not kept at another location. For importers who failed to keep for six years records covering the origin, marking, etc. (per missing record), see C154. For importers who failed to keep for six years records covering the origin, marking, etc. (no records exist), see C155.
Retention Period	36 months

C272

Contravention	While transacting business as a customs broker, a broker failed to keep separately, all of the records, books of account and copies of transactions referred to in paragraphs 13(1)(a) to (c) of the <i>Customs Brokers Licensing Regulations</i> related to business transacted as a customs broker.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Audit
Regulation	<i>Customs Brokers Licensing Regulations</i> , paragraph 17(1)(d)
D Memo	D1-8-1, Licensing of Customs Brokers
Guidelines	Applied by an officer. Applied against the broker. Contravention results from verification audit. A customs Broker may transact business for a client directly, or through the services of a Qualified Sub-Agent (Customs Broker). Records pertaining to clients served directly, must be kept separately (or at least be distinguishable) from the records pertaining to clients served indirectly, through the services of a sub-agent. One or more records not kept separately, (per client if applicable), will be considered to be separate contravention. All contraventions found within the same audit, verification or examination from the sample pool, will be assessed at the same level (e.g. first level, second level, etc.). There will be one assessment per audit, verification or examination and a penalty will be applied as per the relevant level for the identified contravention. Brokers who operate at more than one location may keep their records and books of account at a single location. Therefore, before applying the penalty, the officer should verify that the records are not kept at another location.
Retention Period	36 months

C274

Contravention	Person provided information to an officer that is not true, accurate and complete. Goods reported as arrived for customs processing when they are not arrived.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , section 7.1
D Memo	N/A
Other Reference	Customs Notice N367 included in D17-1-5
Guidelines	Applied by an officer. <ol style="list-style-type: none">1. Applied against the importer when a post arrival release request (i.e. RMD) is submitted prior to the authorized timeframes for the release of goods.<ul style="list-style-type: none">• Applies if a RMD was submitted or transmitted by the importer or broker, despite the fact that the carrier had clearly indicated that the goods had not arrived by means of a future Estimated Time of Arrival (ETA).• In the case of an RMD, the importer / broker should supply customs with a copy of the cargo control document provided by the carrier. If the carrier did not indicate an ETA or provided an incorrect ETA for the arrival of the goods, the importer should not receive a penalty.• In the case of a release request (i.e., RMD) presented prior to the arrival, "per instance" pertains to "per transaction" that is submitted to customs by the importer or broker outside of the authorized timeframes irregardless of the number of shipments attached to the RMD.2. Applied against the sender of an RNS arrival message (i.e. sufferance warehouse operator or carrier) submitted prior to the authorized timeframes for the release of goods.<ul style="list-style-type: none">• If an RNS arrival certification was transmitted, despite the fact that the carrier had clearly indicated that the goods have not arrived by means of a future ETA, the penalty would apply to the person who transmitted the arrival notice (in most cases the sufferance warehouse operator).• In the case of an RNS "arrival" message sent prior to the arrival, "per instance" pertains to each "cargo control number" that was transmitted to customs as "arrived" outside of the authorized timeframes by the carrier or sufferance warehouse operator. In both the importer RMD submission and the RNS arrival situations outlined previously, the goods must either be at the customs office (i.e. sufferance warehouse) of clearance or en route to the customs office

of clearance, according to the timeframes for the release of goods.

The officer will use discretion as to the timeframe that the goods must be made available for examination i.e. where the goods must be on hand for an RMD, in the case of a freight forwarder deconsolidation, the sufferance warehouse operator will be given an opportunity to show that the goods are at least in the warehouse compound and will be off-loaded into the warehouse for customs examination within a reasonable amount of time.

In the case where the goods must be on hand at the time of the release request, and there are multiple containers documented on one cargo control document (against one release request), at least one of the containers must have arrived at the destination sufferance warehouse at the time the release request is submitted. The remaining containers must have arrived at the port of report and be en route or awaiting furtherance to the inland destination.

For situations where the goods are not available for examination, see C026.

The following table summarizes the earliest acceptable release time frames for the arrival of goods by the various modes of **transport and service options**:

Mode	Carrier Document Type* on RMD or PARS	Release Service Option	Condition	Earliest Time Frame to Report Arrival of PARS or Submit a RMD According to Conveyance Arrival
Air	Primary or Secondary	PARS	<ul style="list-style-type: none"> • PARS received and processed 	<ul style="list-style-type: none"> • Wheels up to destination customs office
	Primary	RMD	<ul style="list-style-type: none"> • Cargo data made available to customs in an electronic format for pre-arrival review 	<ul style="list-style-type: none"> • Wheels up to destination customs office
	Primary or Secondary	RMD	<ul style="list-style-type: none"> • Cargo data not made available to customs in an electronic format for pre-arrival review 	<ul style="list-style-type: none"> • Arrival at destination customs office
Rail	Primary or Secondary	PARS	<ul style="list-style-type: none"> • PARS received and processed 	<ul style="list-style-type: none"> • 1 hour non-stop to Canada
	Primary	RMD	<ul style="list-style-type: none"> • Cargo data made available to customs in an electronic format for pre-arrival review 	<ul style="list-style-type: none"> • 1 hour non-stop to Canada
	Primary or Secondary	RMD	<ul style="list-style-type: none"> • Cargo data not made available to customs in an electronic format for pre-arrival review 	<ul style="list-style-type: none"> • Arrival at destination customs office

Marine	Primary or Secondary	PARS	<ul style="list-style-type: none"> • PARS received and processed 	<ul style="list-style-type: none"> • 12:01 a.m. on day of vessel arrival at customs office of cargo report
	Primary	RMD	<ul style="list-style-type: none"> • Cargo data made available to customs in an electronic format for pre-arrival review 	<ul style="list-style-type: none"> • 12:01 a.m. on day of vessel arrival at customs office of cargo report
	Primary or Secondary	RMD	<ul style="list-style-type: none"> • Cargo data not made available to customs in an electronic format for pre-arrival review 	<ul style="list-style-type: none"> • Arrival at destination customs office
Hwy	Primary or Secondary	PARS	<ul style="list-style-type: none"> • PARS received and processed 	<ul style="list-style-type: none"> • Arrival in Canada
	Primary or Secondary	RMD		<ul style="list-style-type: none"> • Arrival at destination customs office

*Primary Document = cargo control document issued by carrier who reports the arrival of the goods at the first point of arrival in Canada.

*Secondary Document = remanifest, housebill or abstract cargo control document issued by carrier, forwarder or agent.

Retention Period 12 months

C277

Contravention	Authorized person failed to notify in writing the Minister or a designated officer, within two weeks, of any change in the address of that authorized person's business office.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Persons Authorized to Account for Casual Goods Regulations</i> , section 10
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-4-0, Courier / Low Value Shipment Program Low Value Commercial Goods
Guidelines	Applied by an officer. Applied against the courier company that has been authorized to account for personal goods. This contravention relates only to casual goods (non-commercial goods). Confirm with HQ that a notification has not already been provided for the change of address before applying the penalty. Information can be acquired locally or through the Postal, Courier and Casual Refund Program at (613) 954-7150. Apply a penalty per change of address. Refer to D17-4-0 for a list specifying who can import casual goods.
Retention Period	12 months

C278

Contravention	Authorized person failed to notify in writing the Minister or a designated officer, within two weeks, of any change in that authorized person's legal or business name.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Persons Authorized to Account for Casual Goods Regulations</i> , sub-section 10(b)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-4-0, Courier / Low Value Shipment Program Low Value Commercial Goods
Guidelines	Applied by an officer. Applied against the courier company that has been authorized to account for personal goods. This contravention relates only to casual goods (non-commercial goods). Confirm with HQ that a notification has not already been provided for the change of legal or business name before applying the penalty. Information can be acquired locally or through the Postal, Courier and Casual Refund Program at (613) 954-7150. Apply a penalty per change in name. Refer to D17-4-0 for a list specifying who can import casual goods.
Retention Period	12 months

C279

Contravention	Authorized person failed to notify in writing the Minister or a designated officer, within two weeks, of any change in the ownership of the business.
Penalty	1st: \$100 2nd: \$200 3rd and Subsequent: \$300
Penalty Basis	Per Instance
Regulation	<i>Persons Authorized to Account for Casual Goods Regulations</i> , sub-section 10(c)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-4-0, Courier / Low Value Shipment Program Low Value Commercial Goods
Guidelines	Applied by an officer. Applied against the courier company that has been authorized to account for personal goods. This contravention relates only to casual goods (non-commercial goods). Confirm with HQ that a notification has not already been provided for the change of ownership before applying the penalty. Information can be acquired locally or through the Postal, Courier and Casual Refund Program at (613) 954-7150. Apply a penalty per change. Refer to D17-4-0 for a list specifying who can import casual goods.
Retention Period	12 months

C284

Contravention	Person failed to account for imported goods no later than the last business day of the month in which the release period ends for vehicles, automotive production goods and automotive service goods. This is in the instance of an individual transaction.
Penalty	\$25 per transactional B3
Penalty Basis	Per Transactional B3
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-1-5, Importing Commercial Goods
Guidelines	<p>The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.</p> <p>If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.</p> <p>Applied by an officer.</p> <p>Applied by compliance verification officer as result of an audit.</p> <p>Applied against the importer.</p> <p>Applied for failure to account for imported goods no later than the last business day of the month in which the release period ends for vehicles, automotive production goods and automotive service goods.</p> <p>In instances of individual transaction, apply a penalty per transactional B3s.</p>
Retention Period	12 months

C285

Contravention Person failed to account for imported goods no later than the last business day of the month in which the release period ends for vehicles, automotive production goods and automotive service goods.

This is in the instance of consolidated entries.

Penalty For Consolidated B3's
(\$25 per shipment, \$500 maximum)

Penalty Basis Per Shipment

Legislation *Customs Act*, sub-section 32(3)

D Memo D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations

Other Reference D17-1-5, Importing Commercial Goods

Guidelines The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.

If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.

Applied by an officer.

Applied by compliance verification officer as result of an audit.

Applied against the importer.

Applied for failure to account for imported goods no later than the last business day of the month in which the release period ends for vehicles, automotive production goods and automotive service goods.

In instances of consolidated entries, apply a penalty per shipment, maximum of \$500.

Retention Period 12 months

C288

Contravention	Person failed to account for imported goods within five business days of their release for goods that have an estimated value for duty of \$1,600 or more. This is in the instance of an individual transaction.
Penalty	\$25 per transactional B3
Penalty Basis	Per Transactional B3
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-1-5, Importing Commercial Goods
Guidelines	<p>The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.</p> <p>If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.</p> <p>Applied against the importer.</p> <p>Applied for failure to account for imported goods within five business days of their release for goods that have an estimated value for duty of \$1,600 or more.</p> <p>Applied by customs inspector upon discovery.</p> <p>For example, when working at a non-automated office and in the case of LVS shipments.</p> <p>Applied by compliance verification officer as result of an audit.</p> <p>For example, in instances where accounting was not done within the prescribed five business days and a K23 was not issued.</p> <p>In instances of individual transaction, apply a penalty per transactional B3s.</p>
Retention Period	12 months

C289

Contravention Person failed to account for imported goods within five business days of their release for goods that have an estimated value for duty of \$1,600 or more.

This is in the instance of consolidated entries.

Penalty For Consolidated B3's
(\$25 per shipment, \$500 maximum)

Penalty Basis Per Shipment

Legislation *Customs Act*, sub-section 32(3)

D Memo D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations

Other Reference D17-1-5, Importing Commercial Goods

Guidelines The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.

If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.

Applied by an officer.

Applied by compliance verification officer as result of an audit.

Applied against the importer.

Applied for failure to account for imported goods within five business days of their release for goods that have an estimated value for duty of \$1,600 or more.

In instances of consolidated entries, apply a penalty per shipment, maximum of \$500.

Retention Period 12 months

C292

Contravention	Person failed to account for imported goods no later than the twenty-fourth day of the month following the month of their release, for goods with an estimated value for duty of less than \$1,600. This is in the instance of an individual transaction.
Penalty	\$25 per transactional B3
Penalty Basis	Per Transactional B3
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-1-5, Importing Commercial Goods
Guidelines	<p>The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.</p> <p>If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.</p> <p>Applied by an officer.</p> <p>Applied against the importer.</p> <p>Applied for failure to account for imported goods no later than the twenty-fourth day of the month following the month of their release, for goods with an estimated value for duty of less than \$1,600.</p> <p>In instances of individual transaction, apply a penalty per transactional B3s.</p>
Retention Period	36 months

C293

Contravention	Person failed to account for imported goods no later than the twenty-fourth day of the month following the month of their release, for goods with an estimated value for duty of less than \$1,600. This is in the instance of consolidated entries.
Penalty	For Consolidated B3's (\$25 per shipment, \$500 maximum)
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 32(3)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-1-5, Importing Commercial Goods
Guidelines	The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002. If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each. Applied by an officer. Applied against the importer. Applied for failure to account for imported goods no later than the twenty-fourth day of the month following the month of their release, for goods with an estimated value for duty of less than \$1,600. In instances of consolidated entries, apply a penalty per shipment, maximum of \$500.
Retention Period	12 months

C298

Contravention Person who imports commercial goods or causes commercial goods to be imported failed to keep prescribed records in respect of commercial goods, for six years following importation, at the specified place in the prescribed manner.

Apply a penalty per written request for record basis.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Written Request

Legislation *Customs Act*, sub-section 40(1)

D Memo D17-1-21, Maintenance of Records and Books in Canada by Importers

Other Reference Imported Goods Records Regulations, section 2

Guidelines Applied by an officer.

This penalty is normally applied by a Compliance Verification Officer or Investigations Officer and approved by the regional Manager, Compliance Verification or regional Manager, Investigations.

Applied against the importer.

This penalty is applied when an audit, verification or examination determines that a company, who is already known to keep records of payment for commercial goods, failed to keep specific records of payment that were formally requested by an officer in writing.

Records of payment can be used to confirm the price paid, the quantity, who the supplier and / or vendor is, and other information pertinent to the verification.

The officer should use discretion when deciding how much time to allow the company to prove that records of payment exist.

Thirty days may be considered reasonable.

This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record.

Typically, only one written request for records would be made per audit, verification or examination.

The first contravention is subject to a \$1,000 penalty.

Subsequent written requests for records later determined not to have been kept or that do not exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.

Where no records exist, see C299.

Retention Period 36 months

C299

Contravention	<p>Person who imports commercial goods or causes commercial goods to be imported failed to keep, for six years following importation, records covering the payment of commercial goods at their place of business in Canada or at a designated place.</p> <p>This applies when an audit, verification or examination determines that there are no records in existence.</p>
Penalty	Flat rate: \$25,000
Penalty Basis	Per Audit
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 2
Guidelines	<p>Applied by an officer.</p> <p>This penalty is normally applied by a Compliance Verification Officer or Investigations Officer and approved by the regional Manager, Compliance Verification or the regional Manager, Investigations.</p> <p>Applied against the importer.</p> <p>This penalty is applied when an audit, verification or examination determines that a company has kept no records regarding the payment of imported commercial goods.</p> <p>Records of payment can be used to confirm price paid, the quantity, who the supplier and / or vendor is, and other information pertinent to the review.</p> <p>The officer should use discretion when deciding how much time to allow the company to prove that payment records exist.</p> <p>Thirty days may be considered reasonable as a minimum.</p> <p>This contravention is subject to a flat penalty amount of \$25,000.</p> <p>For missing record(s) concerning the payment of commercial goods, see C298.</p>
Retention Period	36 months

C302

Contravention	<p>Person who imports commercial goods or causes commercial goods to be imported failed to keep, at their place of business in Canada or at a designated place, for six years following importation, records relating to the sale or the disposal of the goods in Canada.</p> <p>Apply a penalty per written request for records basis.</p>
Penalty	<p>1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000</p>
Penalty Basis	<p>Per Written Request</p>
Legislation	<p><i>Customs Act</i>, sub-section 40(1)</p>
D Memo	<p>D17-1-21, Maintenance of Records and Books in Canada by Importers</p>
Other Reference	<p>Imported Goods Records Regulations, section 2</p>
Guidelines	<p>Applied by an officer.</p> <p>This penalty is normally applied by a Compliance Verification Officer or Investigations Officer and approved by the regional Manager, Compliance Verification or regional Manager, Investigations.</p> <p>Applied against the importer.</p> <p>This penalty is applied when an audit, verification or examination determines that a company, who is already known to keep records of disposal of imported goods in Canada, failed to keep specific records of disposal that were formally requested by an officer in writing. Records of disposal are used to confirm the end-use of the goods, who the goods were sold to, any scrap or destruction of the goods, and other information pertinent to the review.</p> <p>The officer should use discretion when deciding how much time to allow the company to prove that records of payment exist. Thirty days may be considered reasonable.</p> <p>This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record.</p> <p>Typically, only one written request for records would be made per audit, verification or examination.</p> <p>The first contravention is subject to a \$1,000 penalty.</p> <p>Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.</p> <p>For instances where no records exist, see C303.</p>
Retention Period	<p>36 months</p>

C303

Contravention	<p>Person who imports commercial goods or causes commercial goods to be imported failed to keep, at their place of business in Canada or at a designated place, for six years following importation, records relating to the disposal of the goods in Canada.</p> <p>This applies when an audit, verification or examination determines that there are no records in existence.</p>
Penalty	Flat rate: \$25,000
Penalty Basis	Per Audit
Legislation	<i>Customs Act</i> , sub-section 40(1)
D Memo	D17-1-21, Maintenance of Records and Books in Canada by Importers
Other Reference	Imported Goods Records Regulations, section 2
Guidelines	<p>Applied an officer.</p> <p>This penalty is normally applied by a Compliance Verification Officer or Investigations Officer and approved by the regional Manager, Compliance Verification or regional Manager, Investigations.</p> <p>Applied against the importer.</p> <p>This penalty is applied when an audit, verification or examination determines that no records exist regarding the disposal of imported commercial goods.</p> <p>Records of disposal are used to confirm the end-use of the goods, who the goods were sold to, any scrap or destruction of the goods, and other information pertinent to the review.</p> <p>The officer should use discretion when deciding how much time to allow the company to prove that disposal records exist.</p> <p>Thirty days may be considered reasonable.</p> <p>This contravention is subject to a flat penalty amount of \$25,000.</p> <p>For missing records, see C302.</p>
Retention Period	36 months

C306

Contravention Person who imports commercial goods or causes commercial goods to be imported failed to keep, for six years following the importation, records relating to any application for an advance ruling made under subsection 43.1(1) of the *Customs Act*, at the place of business in Canada or at a designated place.

Apply a penalty per written request for records basis.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Written Request

Legislation *Customs Act*, sub-section 40(1)

D Memo D17-1-21, Maintenance of Records and Books in Canada by Importers

Other Reference Imported Goods Records Regulations, section 2

Guidelines Applied by an officer.

This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification.

Applied against the importer.

This penalty is applied when an audit, verification or examination determines that a company, who has previously been given an advance ruling based on documents that were filed with the Agency when the application was submitted, has failed to keep and make available said documents, upon request by an officer.

The officer should use discretion when deciding how much time to allow the company to prove that records relating to the application for an advanced ruling exist.

Thirty days may be considered reasonable as a minimum.

This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record.

Typically, only one written request for records would be made per audit, verification or examination.

The first contravention is subject to a \$1,000 penalty.

Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.

Retention Period 36 months

C310

Contravention Person who diverted imported commercial goods that have been released free of duty or at a reduced rate of duty because of their intended use or because they were intended to be used by a specific person failed to keep sufficient records at their place of business in Canada or at a designated place to confirm that the applicable duties have been paid.

Apply a penalty per written request for records basis.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Written Request

Legislation *Customs Act*, sub-section 40(1)

D Memo N/A

Other Reference Imported Goods Records Regulations, section 3

Guidelines Applied by an officer.

This penalty is normally applied by a Compliance Verification Officer and approved by the regional Manager, Compliance Verification.

Applied against the importer.

This penalty is applied when an audit, verification or examination determines that a company, who keeps records, has no record confirming that payment of duties and taxes were made for goods diverted and that had previously benefited from duty relief at time of original accounting because of the intended end-use of the goods. (For programs relating to End Use, Duty Drawback and Duty Deferral Programs).

The officer should use discretion when deciding how much time to allow the company to prove that records have been kept.

Thirty days may be considered reasonable as a minimum.

This contravention is subject to graduated penalties and is applied on a per request basis, which will be made in writing and may involve more than one record.

Typically, only one written request for records would be made per audit, verification or examination.

The first contravention is subject to a \$1,000 penalty.

Subsequent written requests for records later determined not to have been kept or exist will be subject to the second, third and fourth level penalties to a maximum of \$25,000.

Retention Period 36 months

C315

Contravention	Exporter failed to provide to customs, according to the legislative timeframes, any export permit, licence or certificate required.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Document
Regulation	<i>Reporting of Exported Goods Regulations</i> , section 5
D Memo	D20-1-1, Export Declaration
Other References	D19-10-3, Export and Import Permit Act (Exportations); Export Control List, Appendix B
Guidelines	Applied by an officer. Applied against the exporter. Exporter failed to provide an export permit, licence or certificate according to the legislative timeframes. Softwood lumber permits are exempt from this requirement. (DFAIT Notice to Exporters - No. 136 dated May 2002). For strategic goods controlled by the Export and Import Permits Act, follow existing Regional Intelligence and Contraband Division's communication procedures. This penalty applies only to exported goods under section 5 of the Reporting of Exported Goods Regulations. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met. OGD may also apply their own administrative monetary penalties. Apply a penalty per permit, certificate or license. For missing, incorrect or untrue information on a permit, licence or certificate, see C005. For failure to submit export declarations, see C170. For failure to report goods subject to export control, see C345. For false information intentionally provided on a permit, licence or certificate, see C348. For a missing General Export Permit (GEP) number, see C362.
Retention Period	12 months

C316

Contravention	Exporter failed to submit an export summary report.
Penalty	1st: \$2,000 2nd: \$5,000 3rd and Subsequent: \$10,000
Penalty Basis	Per Summary Report
Legislation	<i>Customs Act</i> , sub-section 95(1)
D Memo	D20-1-1, Export Declaration
Other Reference	D20-1-0, Reporting of Exported Goods Regulations, section 8
Guidelines	Applied by an officer. Applied against the exporter. This penalty applies to the failure to submit a monthly export summary report. Refer to list of exporters approved for summary reporting. Consult with the Regional Export Coordinator. Apply a penalty per summary report.
Retention Period	12 months

C317

Contravention	Exporter submitted written summary report for goods that do not qualify for summary reporting.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 95(1)
D Memo	D20-1-1, Export Declaration
Other References	D20-1-0, Reporting of Exported Goods Regulations, section 8 Export and Import Permits Act Export Control List - D19
Guidelines	Applied by an officer. Applied against the exporter. This penalty applies to strategic goods controlled by the Export and Import Permits Act or any statute that controls the exportation of goods which cannot be reported on a summary report. A first level \$1,000 penalty shall apply, second infraction \$2,000, third \$3,000 with possible revocation of summary reporting privilege. For penalties involving summary reports, ascertained forfeiture may be taken in addition to the AMPS penalty. Provide report to the regional Intelligence and Contraband office. Apply a penalty per shipment which is represented by one line on the summary report. For errors contained on Summary Reports, see C005.
Retention Period	12 months

C318

Contravention	Person who exported goods failed to make such records available to an officer within the time specified.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Occurrence
Legislation	<i>Customs Act</i> , sub-section 97.2(1)
D Memo	D20-1-5, Maintenance of Records and Books in Canada by Exporters and Producers
Guidelines	Applied by an officer. Applied against exporter, generally during a compliance verification. Officer must request export records in writing. The exporter will be given a minimum of 30 days to provide the records. Additional time may be negotiated between the officer and the exporter depending on the circumstances. Apply a penalty per audit.
Retention Period	12 months

C319

Contravention	Person who exported goods failed to truthfully answer any questions asked by an officer in respect of the records.
Penalty	1st: \$1,000 2nd: \$5,000 3rd: \$10,000 4th and Subsequent: \$25,000
Penalty Basis	Per Occurrence
Legislation	<i>Customs Act</i> , sub-section 97.2(1)
D Memo	D20-1-5, Maintenance of Records and Books in Canada by Exporters and Producers
Guidelines	Applied by an officer. Applied against exporter, generally during a compliance verification. Officer finds evidence that person has not answered questions truthfully relating to export records. A person (verbally or in writing) makes statement that is false in material fact in order to avoid compliance with customs requirements. Apply a penalty per occurrence.
Retention Period	12 months

C320

Contravention	Person failed to repay amount or portion of refund, drawback or interest to which they were not entitled.
Penalty	1st: \$100 or 5% of the value of the amount not entitled to, whichever is greater 2nd: \$200 or 10% of the value of the amount not entitled to, whichever is greater 3rd and Subsequent: \$400 or 20% of the value of the amount not entitled to, whichever is greater
Penalty Basis	Value of Amount not entitled to
Legislation	<i>Customs Tariff</i> , sub-section 114(1)
D Memo	D7-4-1, Duty Deferral Program
Other References	D7-4-2, Duty Drawback Program D7-4-3, NAFTA Requirements for Drawback and Duty Deferral D8-2-1, Canadian Goods Abroad
Guidelines	Applied by an officer. Results from review or verification. Applied against person who is not entitled to refund or drawback granted or against person who has not repaid any amount exceeding that to which they are eligible. Where the overpayment is a result of a change of information from a third party about which the client has no knowledge, the penalty will not apply. Calculated on the value of amount received not entitled to.
Retention Period	36 months

C328

Contravention A courier did not acquire the prescribed authorization from CBSA before accounting for casual goods released under subsection 32(4) of the *Customs Act*.

Penalty 1st: \$100
2nd: \$200
3rd and Subsequent: \$300

Penalty Basis Per Instance

Legislation *Customs Act*, sub-section 32(5)

D Memo D17-4-0, Courier / Low Value Shipment Program Low Value Commercial Goods

Other Reference D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations

Guidelines Applied by an officer.

Applied against the courier.

This penalty applies when a courier accounts for casual goods even though he is not authorized to do so under the courier program.

Review the list of authorized Courier / LVS participants found in D17-4-0, and confirm with your regional coordinator / specialist that the Courier has obtained the prescribed authorization from the CBSA before it accounted for casual goods, which are non-commercial goods.

It is important to note that this contravention only relates to the accounting function.

Apply a penalty per cargo release list, per occurrence.

Retention Period 12 months

C330

Contravention	Person authorized by subsection 32(5) of the <i>Customs Act</i> to account for goods failed to account for imported goods no later than the twenty-fourth day of the month following the month of their release. This is in the instance of an individual transaction.
Penalty	\$25 per transactional B3
Penalty Basis	Per Transactional B3
Legislation	<i>Customs Act</i> , sub-section 32(5)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-4-0, Courier / Low Value Shipment Program Low Value Commercial Goods
Guidelines	<p>The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.</p> <p>If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.</p> <p>Applied by an officer.</p> <p>Applied against the courier.</p> <p>Apply a penalty per transactional B3.</p>
Retention Period	12 months

C331

Contravention	Person authorized by subsection 32(5) of the <i>Customs Act</i> to account for goods failed to account for imported goods no later than the twenty-fourth day of the month following the month of their release. This is in the instance of consolidated entries.
Penalty	For Consolidated B3's (\$25 per shipment, \$500 maximum)
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 32(5)
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other Reference	D17-4-0, Courier / Low Value Shipment Program Low Value Commercial Goods
Guidelines	<p>The non-CSA late accounting penalties are to be assessed as they were prior to October 7, 2002.</p> <p>If the goods are valued at \$1600 or more, the penalty will automatically be assessed by the Customs Commercial System (CCS) on the K84. The only difference is that as of October 7, the penalty amount dropped to \$25. If they are issued at a non-automated port or are for an LVS shipment, they are issued on a K23 and will be for \$25 each.</p> <p>Applied by an officer.</p> <p>Applied against the courier.</p> <p>Apply a penalty per shipment.</p> <p>In instances of consolidated entries, apply a penalty per shipment, maximum of \$500.</p>
Retention Period	12 months

C335

Contravention Person failed to make the required corrections to a tariff classification when conveyances or containers classified under Tariff Heading 98.01 were used for a purpose other than provided.

Penalty 1st: \$1,000
2nd: \$2,000
3rd and Subsequent: \$3,000

Penalty Basis Per Container or Conveyance

Legislation *Customs Act*, sub-section 32.2 (2)

D Memo D3-1-5, International Commercial Transportation

Guidelines Applied by an officer.
Applied during an audit or examination.
Applied against the carrier or agent that diverted the conveyance.
For errors discovered on a first audit, verification or examination, a first level penalty will apply against all infractions.
Second and subsequent level penalties will apply progressively for each incorrect declaration following the second audit, verification or examination.
Apply a penalty per conveyance.

Retention Period 12 months

C336

Contravention Person failed to pay duties on goods accounted for under subsections 32(2) and 32(3) of the *Customs Act*.

Penalty 1st: \$100
2nd: \$500
3rd and Subsequent: \$1,000

Penalty Basis Per instance

Legislation *Customs Act*, sub-section 33

D Memo D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations

Other References Administrative Order determining the Amount of Security required for the Release of Commercial Goods Prior to the Payment of Duties
D17-1-5, Importing Commercial Goods
D17-1-7, Customs Self Assessment (CSA) Program (Proposed title)
D11-6-5, Interest and Penalty Provisions: Determinations / Re-determinations, Appraisal / Re-appraisals, and Duty Relief

Guidelines Applied by an officer.

Applied against the importer or the broker.

Applied against an importer if:

- the importer has their own account security and fails to pay their K84 in full by the date specified on the K84;
- their broker short-remits their K84 when the importer uses the Importer Direct Security or GST Direct Payment Options. In these situations, brokers must have provided their central payment office with the Option Agreement and HQ acknowledgment. The penalty is applied against the importer indicated on the Customs Broker's reconciliation sheet.

Applied against a broker if:

- the broker does not pay their K84 in full by the date specified on the K84;
- the broker only partially pays their K84 (i.e. short-pays, not short remits). Penalty is applied against the broker's business number.

In addition to the penalty, a K23 is still issued as a result of a late-payment on a K84. There will not be an additional penalty for the late payment of the K23.

In the case of CSA importers:

- Applied by CSA compliance managers when the total Revenue Summary Form (RSF) amount has not been remitted to a financial institution within the prescribed time limits.
- If RSF received, but no payment received at financial institution, the CSA compliance manager will contact importer to determine if payment has been made at a CBSA office.
- No penalty in cases where:
 - no interim payment (subject to late payment interest only); or

- payment made to CBSA office by last business day of month.
- Failure to remit duties, taxes, interest charges, and penalties owing to customs directly to financial institution, see C251.
- Failure to provide the RSF to customs in the prescribed manner or within the prescribed time, see C250.

Retention Period 12 months

C340

Contravention	Person who is required by subsection 22(1) of the <i>Customs Act</i> to keep records in respect of commercial goods failed to keep records for the prescribed period and in the prescribed manner. This applies when an audit, verification or examination determines that there are no records in existence.
Penalty	Flat rate: \$25,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act</i> , sub-section 22(1)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Guidelines	Applied by an officer. Applied against the carrier. This occurs when no records exist. Applies when owner, operator or person in charge of company fails to keep any records in the prescribed manner. Apply a penalty per instance. For no existing records by importer, see C160.
Retention Period	12 months

C341

Contravention Exporter failed to report a shipment on an export summary report.

Penalty 1st: \$1,000
2nd: \$2,000
3rd and Subsequent: \$3,000

Penalty Basis Per Shipment

Legislation *Customs Act*, sub-section 95(1)

D Memo D20-1-1, Export Declaration

Other References D20-1-0, Reporting of Exported Goods Regulations, section 8
Export and Import Permits Act
Export Control List D19

Guidelines Applied by an officer.
Applied against the exporter.
This penalty applies to the failure to report a shipment on an export summary report.
Each line on the summary report is or should have been an individual export shipment.
For penalties involving summary reports, ascertained forfeiture may be taken in addition to the AMPS penalty.
For serious infractions, provide report to the regional Intelligence and Contraband office.
For errors contained on Summary Reports, see C005.

Retention Period 12 months

C342

Contravention	Person (importer) failed to transmit release information to the correct customs office.
Penalty	1st: \$250 2nd: \$500 3rd and Subsequent: \$1,000
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , section 7.1
D Memo	N/A
Guidelines	Applied by an officer. Applied against person who transmits the release request unless they can provide documentation to support the release request being transmitted to the incorrect office. An electronic release client transmits their post-arrival service option (i.e. RMD) to the Accelerated Commercial Release Operations Support System (ACROSS) with an incorrect customs office code. This may result in information not being available for targeting at the appropriate location. This does not apply to pre-arrival service options.
Retention Period	12 months

C343

Contravention	Person failed to report in bond cargo to customs outbound.
Penalty	Flat rate: \$1,000
Penalty Basis	Per Shipment or Manifest
Legislation	<i>Customs Act</i> , sub-section 95(1)
D Memo	D20-1-1, Export Declaration
Other Reference	D3 series depending on mode of export
Guidelines	Applied by an officer. Applied against the carrier that fails to report in bond goods outward. The carrier company will be assessed a flat rate penalty of \$1,000 every time they fail to report outward. Seizure or ascertained forfeiture can be applied for controlled, regulated, prohibited or specified goods. Apply a penalty per shipment or manifest.
Retention Period	12 months

C344

Contravention Person reporting goods valued at less than \$1,600 under section 12 of the *Customs Act* inside or outside Canada failed to answer truthfully any question asked by an officer with respect to the goods.

Penalty 1st: \$100 or 20% of the value for duty, whichever is greater
2nd: \$200 or 40% of the value for duty, whichever is greater
3rd and Subsequent: \$300 or 60% of the value for duty, whichever is greater

Penalty Basis Value for Duty

Legislation *Customs Act*, sub-section 13(a)

D Memo N/A

Guidelines Applied by an officer.

Applied against the person reporting the goods.

Occurs when the customs inspector finds evidence that the person has not answered questions truthfully relating to importation of goods valued at less than \$1,600.

This penalty applies to commercial goods only.

Person makes verbal statement that is false in material fact in order to avoid compliance with the Act.

Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.

Apply a penalty per occurrence.

For failure to answer truthfully any questions regarding the importation of commercial goods valued at more than \$1,600, see C025.

Retention Period 12 months

C345

Contravention Exporter failed to report goods subject to export control prior to export.

Penalty 1st: \$2,000 or 20% of the value of goods, whichever is greater
2nd: \$4,000 or 40% of the value of goods, whichever is greater
3rd and Subsequent: \$6,000 or 60% of the value of goods, whichever is greater

Penalty Basis Value of Goods

Legislation *Customs Act*, sub-section 95(1)

D Memo D20-1-1, Export Declaration

Other References Export and Import Permits Act
Reporting of Exported Goods Regulations, sections 3 and 5
D20-1-0, Reporting of Exported Goods Regulations
D19 Acts and Regulations of Other Government Departments

Guidelines Applied by an officer.
Applied against the exporter.
Occurs when the exporter has failed to report goods subject to export control prior to export.
For strategic goods controlled by the Export and Import Permits Act, follow the existing Regional Intelligence and contraband Division's communication procedures.
This penalty applies to exported goods under section 5 of the *Reporting of Exported Goods Regulations* or any statute that controls the export of goods.
Seize when there is evidence that exporter wilfully avoided compliance with export requirements.
If seizure of goods is impractical, or goods are not found, an ascertained forfeiture may be taken in addition to AMPS penalty.
Apply a penalty per permit, certificate or license.
Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.
For failure to provide export permit, licence or certificate prior to export, see C315.
For failure to submit an export summary report, see C316.
For failure to report the export of goods on an export declaration prior to export, see C170.

Retention Period 12 months

C346

Contravention	Person who has reported goods under subsection 95(1) of the <i>Customs Act</i> that are subject to export control, failed to answer truthfully any question asked by an officer with respect to the goods.
Penalty	1st: \$2,000 or 20% of the value of goods, whichever is greater 2nd: \$4,000 or 40% of the value of goods, whichever is greater 3rd and Subsequent: \$6,000 or 60% of the value of goods, whichever is greater
Penalty Basis	Value of Goods
Legislation	<i>Customs Act</i> , sub-section 95(3)(a)
D Memo	N/A
Guidelines	Applied by an officer. Applied against exporter, exporter's agent or person transporting goods. Officer finds evidence that person has not answered questions truthfully relating to exportation of goods that are subject to export control. Exporter, exporter's agent or person transporting goods (verbally or in writing) makes statement that is false in material fact in order to avoid compliance with Customs requirements. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties. Apply a penalty per incident. For failure to answer truthfully any question with respect to goods not subject to export control, see C189.
Retention Period	12 months

C347

Contravention	Person moved, delivered or exported, or caused to be moved, delivered or exported goods valued at less than \$1,600 that have been reported but not released without customs authorization.
Penalty	Flat rate: \$100
Penalty Basis	Per Shipment
Legislation	<i>Customs Act</i> , sub-section 19(1)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods (Customs Cargo Control Procedures)
Guidelines	<p>Applied by an officer for direct delivery when goods have not been released by Customs.</p> <p>Can also be applied by an officer during an audit when direct delivery has occurred prior to customs release, or when a carrier has transported goods not yet released.</p> <p>Applied against the carrier.</p> <p>This penalty applies only where goods are valued at less than \$1,600.</p> <p>This penalty also applies in situations where goods were delivered or caused to be delivered from a customs office to another customs office or a sufferance warehouse.</p> <p>In an audit situation, each shipment found in contravention within an audit will be assessed a penalty of \$100.</p> <p>For example, if five shipments were moved, a penalty of \$500 (5 x \$100) would be assessed.</p> <p>For situations where goods, valued at more than \$1,600, have been moved, delivered or exported, or caused to be moved, delivered or exported, that have been reported but not released, see C033.</p> <p>For transporting goods from point to point within Canada without the appropriate bond or security prior to release, see C036.</p> <p>Apply a penalty per shipment.</p>
Retention Period	12 months

C348

Contravention	Person intentionally provided false information in any permit, certificate, licence, document or declaration required to be provided for imported or exported goods under the <i>Customs Act</i> , the <i>Customs Tariff</i> or <i>Special Import Measures Act</i> (SIMA) or under any other Act of Parliament that prohibits, controls or regulates the importation or exportation of goods.
Penalty	1st: \$2,000 or 20% of the value for duty or value of goods, whichever is greater 2nd: \$4,000 or 40% of the value for duty or value of goods, whichever is greater 3rd and Subsequent: \$6,000 or 60% of the value for duty or value of goods, whichever is greater
Penalty Basis	Value for Duty or Value of Goods
Legislation	<i>Customs Act</i> , section 7.1
D Memo	D17-1-10, Coding of Customs Accounting Documents
Other Reference	D20-1-1, Export Declaration
Guidelines	<p>Normally applied by an officer as a result of an audit, examination or an investigation of company books and records.</p> <p>The contravention is normally applied against the person required to provide the information e.g. the importer, exporter, carrier.</p> <p>This contravention only applies where there is evidence of intent to provide false written information in relation to the admissibility of goods, the report of goods, the release of goods, or the accounting for goods.</p> <p>Assessed on value for duty for imported goods and value of goods for exported goods.</p> <p>Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGD may have their own administrative monetary penalties.</p> <p>In cases where a person reporting goods under section 12 of the <i>Customs Act</i> fails to answer questions truthfully, see C025.</p> <p>In cases where there has been an obvious error in the documentation, see C005.</p> <p>For Export Summary Reporting, see C317.</p> <p>For Certificate of Origin of Goods Exported to a Free-Trade Partner, see C194.</p> <p>For CSA Application, see C234.</p> <p>For B13A Export Declaration, see C170.</p> <p>For Export Permit or Licence, see C315 and C345.</p> <p>For Exporter failure to report a shipment on an export summary report, see C341.</p>

Apply a penalty per document regardless of number of errors in a single document.

Retention Period 12 months

C350

Contravention	Authorized person failed to pay duties as a result of required corrections to a declaration of origin of imported goods subject to a free trade agreement within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 or 5% of the value for duty, whichever is greater 2nd: \$200 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$400 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , paragraph 32.2(1)(b)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, examination or verification.</p> <p>For errors discovered on a first audit / verification, a first level penalty will apply for all origin errors for goods subject to a free trade agreement.</p> <p>There will be one penalty assessment of \$100 or 5% of the value for duty of the incorrect declarations, whichever is greater, to a maximum of \$25,000 for the reassessment period.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, a second level penalty will apply for each incorrect declaration identified in the verification / audit.</p> <p>Third level and subsequent penalties:</p> <p>For the same errors previously identified, that is failure to correct after having reason to believe, a third level penalty will apply for each incorrect declaration identified in the verification / audit.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same issue would be assessed.</p> <p>Contravention C080 will not be applied in addition to this contravention.</p> <p>For revenue neutral situations, see C080 to C083.</p>
Retention Period	36 months

C351

Contravention	Authorized person failed to pay duties as a result of required corrections to a declaration of origin of imported goods within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 or 5% of the value for duty, whichever is greater 2nd: \$200 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$400 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , paragraph 32.2(2)(b)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, examination or verification of a client.</p> <p>For errors discovered on a first audit / verification, a first level penalty will apply for all origin errors for goods not subject to a free trade agreement.</p> <p>There will be one penalty assessment of \$100 or 5% of the value for duty, whichever is greater, to a maximum of \$25,000 for the reassessment period.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, that is failure to pay duties on required corrections after having reason to believe, a second level penalty will apply for each contravention identified in the verification / audit.</p> <p>Third level and subsequent penalties:</p> <p>For the same errors previously identified, that is failure to pay duties on required corrections after having reason to believe, a third level penalty will apply for each contravention identified in the verification / audit.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same issue would be assessed.</p> <p>Contravention C081 will not be applied in addition to this contravention.</p> <p>For revenue neutral situations, see C080 to C083.</p>
Retention Period	36 months

C352

Contravention	Authorized person failed to pay duties as a result of required corrections to a declaration of tariff classification within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 or 5% of the value for duty, whichever is greater 2nd: \$200 or 10% of the value for duty, whichever is greater 3rd and Subsequent: \$400 or 20% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , paragraph 32.2(2)(b)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, verification or examination.</p> <p>For errors discovered on a first audit, verification or examination, a first level penalty will apply cumulatively for all tariff classification errors at the eight digit level.</p> <p>The penalty will be calculated on the total value for duty of all contraventions on all accounting documents under review.</p> <p>There will be one penalty assessment of \$100 or 5% of the value for duty of the incorrect declarations, whichever is greater, to a maximum of \$25,000 for the reassessment period.</p> <p>Second level penalties:</p> <p>For the same errors previously identified, that is failure to pay duties on required corrections after having reason to believe, a second level penalty will apply for each incorrect declaration.</p> <p>Third level and subsequent penalties:</p> <p>For the same errors previously identified, that is failure to pay duties on required corrections after having reason to believe, a third level penalty will apply for each incorrect declaration.</p> <p>Second and third level penalties can only apply for errors made on the same goods that caused the first level penalty.</p> <p>The term “same goods” also applies to like or similar goods with variations such as size, colour, design features, etc., provided that such variation does not have a bearing on the classification.</p> <p>Officers must record each error type against an individual importer in their report, in order to establish the level of penalty for the next occurrence of non-compliance involving the same or similar goods.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same goods and same issue would be assessed.</p> <p>For errors to a tariff classification when conveyances or containers are</p>

classified under Tariff Heading No. 98.01, see C335.

Contravention C082 will not be applied in addition to this contravention.

For revenue neutral situations, see C080 to C083.

**Retention
Period**

36 months

C353

Contravention	Authorized person failed to pay duties as a result of required corrections to a declaration of value for duty within 90 days after having reason to believe that the declaration was incorrect.
Penalty	1st: \$100 or 5% of the undeclared portion of the value for duty, whichever is greater 2nd: \$200 or 10% of the undeclared portion of the value for duty, whichever is greater 3rd and Subsequent: \$400 or 20% of the undeclared portion of the value for duty, whichever is greater
Penalty Basis	Undeclared Portion of the Value for Duty
Legislation	<i>Customs Act</i> , paragraph 32.2(2)(b)
D Memo	D11-6-6, Self-Adjustments to Declarations of Origin, Tariff Classification, Value for Duty and Diversion of Goods
Guidelines	<p>Applied against the importer.</p> <p>Normally applied by compliance verification officers, usually after an audit, examination or verification.</p> <p>For errors discovered on a first audit, verification or examination, a first level penalty will apply cumulatively for all valuation errors.</p> <p>Penalties are assessed on the difference between the incorrect value originally declared and the corrected value, that is on the “error” portion of the value for duty only.</p> <p>That is, the AMP will apply on the difference between the correct value for duty and the declared value for all contraventions on all accounting documents under review.</p> <p>There will be one penalty assessment of \$100 or 5% of the undeclared portion of the value for duty of the incorrect declarations, whichever is greater, to a maximum of \$25,000 for the reassessment period.</p> <p>Second and third level penalties will be handled differently from first level penalties in that there will be no maximum penalty for the audit period for the same errors (i.e. same reason to believe).</p> <p>Each accounting document on which an error occurs will be treated as a separate contravention.</p> <p>Officers must record each error type along with a detailed explanation of what constituted reason to believe in their report, against an individual importer, in order to establish the level of penalty for the next occurrence of the “same reason to believe” error.</p> <p>During the second and subsequent audit, verification or examination, a new reason to believe may arise which will incur first level penalties.</p> <p>The importer has 90 days on subsequent transactions to achieve compliance before additional penalties for the same issue would be assessed.</p>

Contravention C083 will not be applied in addition to this contravention.

For revenue neutral situations, see C080 to C083.

**Retention
Period**

36 months

C354

Contravention	A commercial carrier or charterer failed to provide, or provide access to, within the prescribed time, information on any person on board a conveyance prior to the arrival of the conveyance in Canada
Penalty	Flat rate: \$3,000
Penalty Basis	Per conveyance
Legislation	<i>Customs Act</i> , sub-section 107.1(1) and (2)
D Memo	D2-5-11
Other References	<i>Passenger Information (Customs) Regulations</i> API/PNR Reference Guide for Commercial Carriers
Guidelines	Applied by an API / PNR Program Officer. Applied against a commercial passenger carrier or charterer. Penalty applies when a commercial passenger carrier or charterer, fails to provide, or provide access to, information as stipulated in the <i>Passenger Information (Customs) Regulations</i> , on persons (passengers and crew) on board a conveyance prior to the arrival of the conveyance in Canada.
Retention Period	12 months

C355

Contravention	A commercial carrier or charterer failed to provide, or provide access to, within the prescribed time, information on any person on board a conveyance prior to the arrival of the conveyance in Canada
Penalty	Flat rate: \$0
Penalty Basis	Per conveyance
Legislation	Customs Act, subsections 107.1(1) and (2)
D Memo	D2-5-11
Other References	<i>Passenger Information (Customs) Regulations</i> API/PNR Reference Guide for Commercial Carriers
Guidelines	<p>This contravention is intended to be a compliance management tool to educate commercial carriers on the requirement to provide API/PNR data in accordance with Customs legislation.</p> <p>Applied by an HQ API / PNR Program Officer.</p> <p>Applied against a commercial passenger carrier or charterer. Penalty applies when a commercial passenger carrier or charterer, fails to provide, or provide access to, information as stipulated in the <i>Passenger Information (Customs) Regulations</i> on persons (passengers and crew) on board a conveyance prior to the arrival of the conveyance in Canada.</p>
Retention period	12 months

C356

Contravention When requested by an officer, operator of a sufferance warehouse failed to afford the officer free access to the warehouse or any premises or place under his control that is attached to or forms part of the warehouse.

Penalty 1st: \$1,000
2nd: \$5,000
3rd: \$10,000
4th and Subsequent: \$25,000

Penalty Basis Per Instance

Legislation *Customs Act, Section 27*

D Memo D4-1-4, Customs Sufferance Warehouses

Guidelines Applied by an officer.

Applied against the operator of a sufferance warehouse for failure to allow an officer free access to the warehouse.

The officer must first request to enter premises.

Ensure that entry is prevented or refused by person in charge or responsible for facility.

Suspension of licence should be considered and may be applied simultaneously with the AMP.

Apply a penalty per instance.

For failure to allow access to a bonded warehouse or duty free shop, see C046.

Retention Period 12 months

C357

Contravention	When requested by an officer, operator of a sufferance warehouse failed to open any package or container of goods therein or remove any covering therefrom to allow free access to the goods.
Penalty	1st: \$1,000 2nd: \$2,000 3rd and Subsequent: \$3,000
Penalty Basis	Per Instance
Legislation	<i>Customs Act, Section 27</i>
D Memo	D4-1-4, Customs Sufferance Warehouses
Guidelines	Applied by an officer. Applied against the operator of a sufferance warehouse for failure to open any package, container of goods or remove any covering. Officer must request goods be made available for examination. Request will detail what is expected of operator. Suspension of licence should be considered and may be applied simultaneously with the AMP. Apply a penalty per instance. For failure to allow access to goods in a bonded warehouse or duty free shop, see C047.
Retention Period	12 months

C358

Contravention	Person removed goods from a customs office or sufferance warehouse prior to release or authorization by an officer.
Penalty	1st: \$1,000 or 5% of the value for duty, whichever is greater. 2nd: \$2,000 or 10% of the value for duty, whichever is greater. 3rd and Subsequent: \$3,000 or 20% of the value for duty, whichever is greater.
Penalty Basis	Value for duty
Legislation	<i>Customs Act</i> , Section 31
D Memo	D4-1-4, Customs Sufferance Warehouses
Other Reference	<i>Customs Act</i> , Section 19
Guidelines	Applied by an officer. Applied against a carrier for removing goods from a customs office or against a sufferance warehouse operator for allowing the removal of goods from the warehouse prior to release or authorization by an officer. Also applied when a carrier has been directed to report to a Customs Warehouse on form Y28 and fails to do so. For all goods, an AMP will apply, and in addition, Specified Goods shall be seized. Specified goods not located will be subject to an ascertained forfeiture in addition to an AMP. For removal of goods from a bonded warehouse or duty free shop, see C066.
Retention Period	12 months

C359

Contravention	Person generated or used false Release Notification System (RNS) notice to remove goods from a customs office or sufferance warehouse.
Penalty	1st: \$1,000 or 5% of the value for duty, whichever is greater. 2nd: \$3,000 or 10% of the value for duty, whichever is greater. 3rd and Subsequent: \$5,000 or 20% of the value for duty, whichever is greater.
Penalty Basis	Value for duty
Legislation	<i>Customs Act</i> , Section 31
D Memo	D17-1-5, Importing Commercial Goods
Other References	Customs Notice N-347 - Sufferance Warehouse Operators and the Release Notification System Release Notification System (RNS) Participant's Requirements Document D17-1-10, Coding of Customs Accounting Document
Guidelines	Applied by an officer. Assessed against a sufferance warehouse operator or person who generated a false message (i.e. importer). Applied when it is discovered during a sufferance warehouse check or examination that goods believed to be on site have been removed by the use of a false RNS. For Specified Goods, ascertained forfeiture to be applied in addition to AMPS penalty. For use of a false RNS message for removal of goods from a bonded warehouse or duty free shop, see C069.
Retention Period	12 months

C360

Contravention	Person (Importer) failed to account for all imported goods valued at \$1,600 or greater at time of the release request.
Penalty	1st: \$2,000 or 20% of the value for duty, whichever is greater 2nd: \$4,000 or 40% of the value for duty, whichever is greater 3rd and Subsequent: \$6,000 or 60% of the value for duty, whichever is greater
Penalty Basis	Value for duty
Legislation	<i>Customs Act</i> , section 7.1
D Memo	D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations
Other References	D17-1-5, Importing Commercial Goods Customs Enforcement Manual
Guidelines	<p>Applied by an officer.</p> <p>Applied against the importer.</p> <p>Occurs when it is found during an examination of goods based on a referral of the release request (e.g. RMD, PARS, FIRST, B3), or as a result of a verification, that goods were not accounted for by the importer at time of interim accounting or presentation of a B3 prior to the release of the goods, at a customs office.</p> <p>Penalty applies on the portion of the shipment that was not accounted on the release request.</p> <p>Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. OGDs may also apply their own administrative monetary penalties.</p> <p>For administrative type errors, see C005.</p> <p>For failure to account for imported goods valued at less than \$1,600 at time of release request, see C361.</p>
Retention Period	12 months

C361

Contravention Person (Importer) failed to account for all imported goods valued at less than \$1,600 at time of release request.

Penalty 1st: \$100 or 20% of the value for duty, whichever is greater
2nd: \$200 or 40% of the value for duty, whichever is greater
3rd and Subsequent: \$300 or 60% of the value for duty, whichever is greater

Penalty Basis Value for duty

Legislation *Customs Act*, section 7.1

D Memo D17-1-0, Accounting for Imported Goods and Payment of Duties Regulations

Guidelines Applied by an officer.

Applied against the importer.

Occurs when it is found during an examination of goods based on a referral of the release request (e.g. RMD, PARS, FIRST, B3), or as a result of a verification, that goods were not accounted for by the importer at time of interim accounting or presentation of a B3 prior to the release of the goods, at a customs office.

Penalty applies on the portion of the shipment that was not accounted on the release request.

Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. OGDs may also apply their own administrative monetary penalties.

For administrative type errors, see C005.

For failure to account for imported goods valued at \$1,600 or greater at time of release request, see C360.

Retention Period 12 months

C362

Contravention Exporter failed to indicate the General Export Permit (GEP) number in the permit field of the export declaration.

Penalty 1st: \$100
2nd: \$200
3rd and Subsequent: \$300

Penalty Basis Per missing GEP Number

Regulation Reporting of Exported Goods Regulations, Section 5

D Memo D20-1-1, Export Declaration

Other References D19-10-3, Export and Import Permits Act (Exportations); Export Control List, Appendix B
Customs Notice N-558 Export – Application of General Export Permit 12 and Document Requirements

Guidelines Applied by an officer.

Applied against the exporter.

Applied when the exporter fails to insert the GEP number in the permit field of the export declaration (B13A, CAED or EDI/G7).

Although a penalty may be applied under this contravention all OGD admissibility requirements must be met. OGDs may also apply their own administrative monetary penalties.

Apply a penalty per missing GEP number.

For missing, incorrect or untrue information on a permit, licence or certificate, see C005.

For failure to submit export declarations, see C170.

For failure to provide required export permit, licence or certificate, see C315.

For failure to report goods subject to export control, see C345.

For false information intentionally provided on a permit, licence or certificate, see C348.

Retention Period 12 months

C366

Contravention	Person failed to report imported goods valued at \$1,600 or greater, to customs forthwith at the nearest designated customs office open for business.
Penalty	1st: \$2,000 or 20% of the value for duty, whichever is greater 2nd: \$4,000 or 40% of the value for duty, whichever is greater 3rd and Subsequent: \$6,000 or 60% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 12, sub-sections 12(1) and (3)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Guidelines:	Applied by an officer. Applied against the person (other than a carrier) who failed to report goods when obligated to do so. Do not apply against the importer in cases where the importer has used a carrier. Occurs when unreported commercial goods are found. For failure to report imported goods valued at less than \$1,600, see C367. For failure by a carrier to report imported goods, see C021/C022. For failure to declare all goods at time of interim accounting, see C360/C361. Apply a penalty on the total VFD of the unreported goods. Although a penalty may be applied under this contravention, all OGD admissibility requirements must be met prior to release. It is also possible that the OGDs may have their own administrative monetary penalties.
Retention Period	12 months

C367

Contravention	Person failed to report imported goods valued at less than \$1,600, to customs forthwith at the nearest designated customs office open for business.
Penalty	1st: \$100 or 20% of the value for duty, whichever is greater 2nd: \$200 or 40% of the value for duty, whichever is greater 3rd and Subsequent: \$300 or 60% of the value for duty, whichever is greater
Penalty Basis	Value for Duty
Legislation	<i>Customs Act</i> , section 12, sub-sections 12(1) and (3)
D Memo	D3-1-1, Regulations Respecting the Importation, Transportation and Exportation of Goods
Guidelines	Applied by an officer. Applied against the person (other than a carrier) who failed to report goods when obligated to do so. Do not apply against the importer in cases where the importer has used a carrier. Occurs when unreported commercial goods are found. For failure to report imported goods valued at \$1,600 or greater, see C366. For failure by a carrier to report imported goods, see C021/C022. For failure to declare all goods at time of interim accounting, see C360/C361. Apply a penalty on the total VFD of the unreported goods. Although a penalty may be applied under this contravention all OGD admissibility requirements must be met prior to release. It is also possible that the OGDs may have their own administrative monetary penalties.
Retention Period	12 months