

# AMPS CIRCULAR

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## Notification to Brokers of Their Clients' Notices of Penalty Assessment

The policy on notification to brokers is explained in the following three scenarios:

- 1) **Single Transaction:** When a penalty is assessed against a single transaction or release, the broker will receive a copy of the Notice of Penalty Assessment (NPA) only when his or her account security number is used in the documentation.
- 2) **During Verification:** When a penalty is assessed during a verification, the broker will receive a copy of the NPA only if he or she is identified on a disclosure authorization letter from the importer, who may have used the services of more than one broker. For an upcoming verification, the Canada Border Services Agency (CBSA) sends a blank disclosure authorization letter to the client at the time of the verification notice.
- 3) **Correction/Redress Request:** When a licensed customs broker submits either a correction or redress request on behalf of a client, the broker must hold an agency agreement with the client and be able to submit it upon request.

When the agent is not a licensed customs broker, one of the following must be submitted with the request:

- a copy of the agency agreement between the agent and the client, or
- a letter of authorization on company letterhead, signed by a company official, confirming the authority to act on the client's behalf in the correction or redress process (as applicable) concerning enforcement matters, including AMPS.