

# **MEMORANDUM D3-4-4**

Ottawa, March 7, 2000

## **SUBJECT**

### **HIGHWAY CARGO – EXPORT MOVEMENTS**

This Memorandum outlines customs requirements and procedures for the reporting and control of cargo exported from Canada by highway carriers.

### **GUIDELINES AND GENERAL INFORMATION**

#### **SECURITY REQUIREMENTS**

1. Highway carriers who contract to export in-bond cargo must be bonded carriers and post security as specified in Memorandum D3-4-2, Highway Cargo – Import Movements.

#### **CARGO REPORTING AND CONTROL PROCEDURES**

##### **Domestic Cargo**

2. The exporter is responsible for preparing Form B13A, Export Declaration, and submitting it to customs at the point of exit when it must accompany an export shipment. Additional information concerning Form B13A, including when it is not required, can be found in Memorandum D20-1-1, Export Declaration.

##### **In-Bond Cargo**

3. When in-bond goods are removed from a sufferance warehouse for export, the export movement must be reported on an approved cargo control document. All copies of the cargo control document must be presented to customs for validation before the goods are removed from the warehouse.

4. When in-bond goods are removed from a customs bonded warehouse for export, an ex-warehouse accounting document, i.e., Form B3, Canada Customs Coding Form, with a complete cargo control document set(s) attached must be submitted to customs. The accounting document and the cargo control document must be cross-referenced, and the accounting document number stamped on the reverse side of all copies of the cargo control document. Care must be taken to ensure that the quantity and description of the goods are the same on both documents.

5. When goods are removed from a sufferance or bonded warehouse, they may be examined by customs before they are loaded onto the conveyance. The vehicle will be sealed before it is allowed to proceed to the point of exit. In the case of a carrier

participating in the customs post audit system, the vehicle is usually not sealed, but it can be at the discretion of the customs inspector.

6. Bonded carriers and post audit carriers transporting high risk commodities such as alcohol, tobacco, and firearms are subject to the sealing requirements at all times.

7. In some cases, the size, nature, or routing of the shipment for export makes sealing of the vehicle impracticable, and other measures of control will be used. For example, individual boxes or packages can be bound or sealed in a manner that prevents undetected removal or substitution of contents. Serial numbers can be used for controlling uncrated machinery or equipment. Seals numbers, serial numbers, or a notation of how packages have been secured must be indicated on the cargo control document.

8. After customs has finished processing the cargo control document, the Long Room and Customs Delivery Authority copies are returned to the carrier for presentation to customs at the point of exit.

9. The exporting carrier must provide customs with the Long Room and Customs Delivery Authority copies of the cargo control document before the vehicle leaves the point of exit for the U.S. or before the goods are loaded onto a vessel or aircraft. The goods and seal are subject to verification by customs, and any unloading or opening of packages is done by and at the expense of the carrier.

10. After the shipment has been verified, the cargo control document is date-stamped and initialled by the customs inspector. The Customs Delivery Authority copy is then returned to the carrier and the Long Room copy is acquitted by reference to an outward report number and filed. The outward report number is made up of the port code of the customs office of export, followed by the prefix "ER" and the Julian calendar date. For example, cargo control documents covering shipments exported on May 30, 1999, from Fort Erie would be acquitted by number 410 ER 150. Under this procedure, all cargo control documents acquitted on the same day will have the same acquittal number.

11. For goods exported under the procedures of Form E15, Certificate of Destruction/Exportation, or requiring proof of export, refer to Memorandum D6-2-3, Refund of Duties, and Memorandum D20-1-4, Proof of Export, Canadian Ownership, and Destruction of Commercial Goods.

## **PENALTY INFORMATION**

12. For details on penalties involving various carrier infractions, see Memorandum D3-8-1, Cargo Control Contraventions.

13. Details of penalties involving export declarations are contained in Memorandum D20-1-1, Export Declaration.

## **ADDITIONAL INFORMATION**

14. Please direct all correspondence to the following Section:

Carrier and Cargo Policy Section  
Import Process Division  
Customs and Trade Administration Branch  
Canada Customs and Revenue Agency  
Ottawa ON K1A 0L5  
Telephone: (613) 954-7218  
Facsimile: (613) 957-9717

## **REFERENCES**

### **ISSUING OFFICE —**

Import Process Division

### **LEGISLATIVE REFERENCES —**

Statistics Act  
Customs Act, sections 12 to 23

### **HEADQUARTERS FILE —**

7720-1

### **SUPERSEDED MEMORANDA "D" —**

D3-4-4, January 23, 1989

### **OTHER REFERENCES —**

D3-8-1, D6-2-3, D20-1-1

SERVICES PROVIDED BY THE DEPARTMENT ARE AVAILABLE IN BOTH OFFICIAL LANGUAGES.

THIS MEMORANDUM IS ISSUED UNDER THE AUTHORITY OF THE DEPUTY MINISTER OF NATIONAL REVENUE.