



CUSTOMS SELF ASSESSMENT — IMPORTER APPLICATION - PART I

The Customs Self Assessment (CSA) program offers approved importers the benefits of:

- a streamlined accounting and payment process for all of their imported goods; and
- a streamlined clearance option for CSA eligible goods when an approved carrier and registered driver are involved.

Do you qualify for the CSA program?

You may qualify for the CSA program if you:

- have your head office in Canada or operate a branch office in Canada;
- have at least a two years history of actively importing commercial goods into Canada;
- are without contraband or major commercial infractions;
- are prepared to invest in your business systems; and,
- can provide senior management representation that your business processes and systems will support the CSA program requirements.

How Do you apply for the CSA program?

There are three parts to the CSA application process. **You must receive approval from the CCRA for each part before moving on to the next.**

- Part I — You will provide basic information about your business structure and activities. The CCRA will then conduct a risk assessment of your company
- Part II — You will have to document your commercial processes and audit trails.
- Part III — You will be asked to sign a client undertaking. This will solidify your partnership with the CCRA.

To begin, an authorized officer of your company must complete the attached Part I application forms and send them to:

Canada Customs and Revenue Agency
Manager, CSA Application
P.O. Box 7000, Station "A"
Mississauga ON L5A 3A4
CANADA

Do not proceed to Part II until you have received CCRA approval of your Part I application.

Note

The CCRA reserves the right to request additional information for the purposes of this application process.

Need more information?

If you would like more information about the CSA program, or call the customs office nearest your head office. Please see the list of customs offices at the end of this application. You can also visit our Website at:

<http://www.ccra-adrc.gc.ca/customs/business/importing/csa/menu-e.html>



CUSTOMS SELF ASSESSMENT — IMPORTER APPLICATION - PART I

Section A — Legal Entity Identification

1. Name of Legal Entity		Language of correspondence: <input type="checkbox"/> English <input type="checkbox"/> French	
Business Number (BN) (Provide 9-digit Registration Number)		Trading, operating, or partnership name: <input type="checkbox"/> N/A	
Business address			
City			
Province		Postal code	
2. Mailing address (if different from above)			
City			
Province		Postal code	
3. Client ownership type <input type="checkbox"/> corporation <input type="checkbox"/> sole proprietor <input type="checkbox"/> partnership <input type="checkbox"/> other (specify) ▶			
4. Include a chart of your corporate structure with this application.			
5. Web site <input type="checkbox"/> N/A			
6. Dun and Bradstreet number <input type="checkbox"/> N/A		7. Canadian Standard Industrial Code (SIC)	
8. Briefly describe the company's key business activities and products (provide a separate sheet if more space is required).			
9. CSA	Last name	First name	Language of correspondence:
Contact name ▶			<input type="checkbox"/> English <input type="checkbox"/> French
Title		Email address	
Telephone number		Fax number	
Contact mailing address (if different from above)			
City			
Province		Postal code	
10. Approximately how many employees are there in your company in Canada? ▶			

Section B — Divisions

11. Identify **all** Canadian divisions of your company that import goods into Canada. Space has been provided for 2 divisions. If you need more space, please copy this page and attach copies to this application. N/A

Business Number (BN) and RM account identifier (Provide 15 digit number)	Business name
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Business address

City

Province	Postal code
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Trading or operating name(s)

Web site N/A

Dun and Bradstreet number <input type="checkbox"/> N/A	Canadian Standard Industrial Code (SIC)
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Is the division responsible for its own procurements? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the division import goods into Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Briefly describe the key business activities or business line, and products of this division.

Business Number (BN) and RM account identifier (Provide 15 digit number)	Business name
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Business address

City

Province	Postal code
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Trading or operating name(s)

Web site N/A

Dun and Bradstreet number <input type="checkbox"/> N/A	Canadian Standard Industrial Code (SIC)
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Is the division responsible for its own procurements? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the division import goods into Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Briefly describe the key business activities or business line, and products of this division.

12. If applicable, please list all other BN and RM account identifiers and names that you have not identified above. N/A

Business Number (BN) and RM account identifier	Business name

Section C — Additional Applicant Information

13. Please describe any internal policies your company has in place to minimize the risk of criminal activities (e.g., hiring policies, and reporting procedures for suspicious or criminal activities). Include copies of standard operating procedures or internal booklets if they are available. Please include the effective date of your documents and practices.

14. a) Do you use foreign trade zone(s) in the United States for goods that are imported into Canada? Yes No

b) If yes, list the location of the foreign trade zone(s) and describe any process that takes place within the foreign trade zone (e.g., repacking, further manufacturing) and origin of those goods.

Location	Process	Origin

15. a) Does your company operate its own fleet for importing goods into Canada? Yes No
 b) If yes, provide its carrier code(s).

**If you intend to use CSA clearance,
 your transportation operation should apply separately, as a carrier**

16. a) Do you have any agreements or arrangements with other government departments or agencies for meeting their release and clearance requirements? Yes No
 b) If yes, please describe the arrangement for each government department or agency, as it may relate to your imports under CSA clearance option. Provide a separate sheet if more space is required.

Section D — Certification

As an authorized officer of the applicant company, I certify that the information given on this form and any document attached is, to the best of my knowledge, true, accurate, and complete.

Authorized person's name

Signature

Title or office

Date (YYYY/MM/DD)

Completing this application form does not constitute approval to act as a CSA importer. Only after you have successfully completed the three steps of the application process will you be considered an approved CSA importer.

Do not make any CSA-specific investments to your business systems until the application process is complete.

Please forward the completed application, and a chart of your corporate structure to the CSA Application office listed below

CSA Application Office

Canada Customs and Revenue Agency
Manager, CSA Application
P.O. Box 7000, Station "A"
Mississauga ON L5A 3A4
CANADA

Customs offices

Regional Director
Canada Customs and Revenue Agency
503 - 333 Dunsmuir Street
Vancouver BC V6B 5R4
Telephone: (604) 666-6753

Regional Director
Canada Customs and Revenue Agency
1 Front Street, West
P.O. Box 10, Station A
Toronto ON M5W 1A3
Telephone: (416) 954-0770

Director, Client Services
Canada Customs and Revenue Agency
Federal Building
1st floor, 269 Main St.
Winnipeg MB R3C 1B3
Telephone: (204) 984-6986

Regional Director
Canada Customs and Revenue Agency
5th floor, 400 place d'Youville
Montréal PQ H2Y 2C2
Telephone: (514) 496-8085

Regional Director
Canada Customs and Revenue Agency
1st floor, 2270 St. Laurent Boulevard
Ottawa ON K1G 6C4
Telephone: (613) 991-0537

Regional Director, Client Services
Canada Customs and Revenue Agency
1557 Hollis Street
P.O. Box 638
Halifax NS B3J 2T5
Telephone: (902) 426-7982