



## NEW CLIENT - IMPORT BROKERAGE QUESTIONNAIRE

In order to serve you better as your Customs Broker, we ask that you complete this questionnaire and return it to us as soon as possible. The information is extremely important, in light of Customs' procedures under the Mod. Act. Doctrines such as *Informed Compliance* and *Reasonable Care* have shifted the onus of responsibility to Importers for disclosing this information to Customs. For more information, please go to: [www.cbp.gov/xp/cgov/trade/basic-trade/](http://www.cbp.gov/xp/cgov/trade/basic-trade/)

### SECTION 1 (Required)

Is your firm related to its foreign shippers and sellers?

YES	NO

If "No", skip to SECTION 2.

If you have more than one shipper or seller, please indicate your relationship with all of them. You are considered to be related if you, the importer and the seller are:

- Members of the same family, including brother and sister (whether half or whole blood), spouse, ancestors, and lineal descendants.
- An officer or director of an organization and such organization is involved in the transaction.
- An officer or director and an officer or director of another organization, if such individual is also an officer or director in another organization.
- Partners.
- Employer and employee.
- Any person directly or indirectly owning, controlling, or holding with power to vote, 5% or more of the outstanding voting stock or shares of any organization and such organization is involved in the transaction.
- Two or more persons directly or indirectly controlling, controlled by, or under common control with any person.

Please list below the names of any shipper/seller related to you.

SHIPPERS/SELLERS*

\* If this space is insufficient, please attach more complete explanation

### SECTION 2

Are you furnishing any assists to the manufacturer?

YES	NO

If "No", skip to SECTION 3.

If so, are they being declared on each invoice?

If yes, and you have not already declared and paid duties, please detail below. An assist is defined as any of the following, if supplied directly or indirectly, and free of charge or at a reduced cost by the buyer of imported merchandise or by another related party for use in connection with the production or the sale for export to the United States of the merchandise:

- Materials, components, parts, and similar items incorporated in the imported merchandise
- Tools, dies, molds, and similar items used in the production of the imported merchandise
- Merchandise consumed in the production of the imported merchandise
- Engineering, development, artwork, design work, and plans and sketches that are undertaken elsewhere than in the United States which are necessary for the production of the imported merchandise.

However, such services may not be treated as an assist if such service or work:

- Is performed by an individual who is domiciled within the United States
- Is performed by the individual while he is acting as an employee or agent of the buyer of the imported merchandise
- Is incidental to other engineering, development, artwork, design work, or plans or sketches that are undertaken within the United States.

ITEMS FOR WHICH FURNISHED*	DETAILS OF ASSISTS*	DATE FURNISHED	AMOUNT

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\* If this space is insufficient, please attach more complete explanation

**SECTION 3**

Are there any additions to or adjustments to the invoices used to make entry?

YES	NO

If "No", skip to SECTION 4.

- If yes, please detail below the circumstances, reason and amounts. Please note that, by law and regulation, you are required to file with Customs any corrected or additional invoices and failure to do so can result in seizure of merchandise and/or severe penalties. Use additional sheet if necessary.

ADD'L INVOICE AMOUNT	TO WHOM PAID	REASON

**SECTION 4**

Are any commissions being paid to a buying or selling agent?

YES	NO

If "No", skip to SECTION 5.

- If yes, are they being declared on the commercial invoice? It is required that the existence of any commissions must be disclosed at the time of entry and that buying agreements or memos be filed with Customs. Only *bona fide* buying commissions are non-dutiable. In order to determine whether your commissions are non-dutiable, we need to review your written agreement and consider what the agent does for you. List below the agents' names, the amounts of their commissions, and their services. Use additional sheet if necessary.

NAME OF AGENT	COMMISSIONS	SERVICES

**SECTION 5**

Are you paying any royalty or license fees?

YES	NO

If "No", skip to SECTION 6.

- If yes, detail below. You are required to disclose all royalties or license fees to the U.S. Customs Service. In some cases, royalties are dutiable. Please disclose exactly what services are performed and what tangibles are received for the royalties or license fees. Use additional sheet if necessary.

PAYEE	ROYALTY OR LICENSE FEE	TANGIBLES RECEIVED

**SECTION 6**

Is your merchandise subject to any Intellectual Property Rights or Trademark Violations?

YES	NO

Do you have any Binding Rulings for your merchandise?

YES	NO

If "Yes", please provide copies of your rulings  
If "No", you have completed this questionnaire

Please remember that this information is critical and is required by Customs from all importers. If you have any questions, please contact us.

I, hereby, declare that the foregoing is true and correct to the best of my knowledge.

Signature

Date

Printed Name and Title