

THE IMPORTER'S GUIDE TO MAINTAINING RECORDS

Getting it right the first time will help your business maintain compliance with Customs and avoid costly penalties, as well as...



**Establish
credibility with
Customs**



Save time



**Reduce your
paper stacks**



**Deter future
audits**

WHERE TO START



UNDERSTAND YOUR RESPONSIBILITIES.

The importer must be able to produce records upon request by...

- ⚙ Canada Border Services Agency (CBSA),
- ⚙ U.S. Customs and Border Protection (CBP), or
- ⚙ another Partner Government Agency (PGA).



CONSIDER USING AN ELECTRONIC FILING SYSTEM.

Records can now be provided in an electronic format and companies can keep them on their database or in the Cloud.



PLAN AHEAD.

Set a reminder for the end of each quarter to go into your records and delete entries from the same quarter five years previous (U.S.) or seven years previous (Canada).

CANADA & THE U.S.



In Canada...

- Importers must maintain customs records at their place of business in Canada for **seven years** and make them available upon request by the CBSA.
- Records may be maintained at another location in North America only if authorized by the CBSA.



In the U.S....

- Importers must maintain customs records for **five years** and must be able to produce them if requested by U.S. Customs or another Partner Government Agency.

**Feeling overwhelmed at the thought of doing this on your own?
Cole International has solutions in place to help minimize your burden!**

Source: coleintl.com



Maintaining records. It's what we do.