

**GETTING TO KNOW OUR IMPORTER CLIENTS**

U.S. Customs and Border Protection is increasing looking to Customs Brokers as a gate keeper for goods imported into the U.S.. On that note, it is important that we get to know you, your business and your products. Your answers will not only allow us to serve you better but will allow us to comply with our requirements as that gate keeper and also allow us to help you increase your compliance and reduce your risks when importing.

Legal Business Name: [ ] Trade Name: [ ]

Nature of business: [ ]

Mailing Address:

[ ] [ ] [ ] [ ] [ ]  
No. Street City State Zip

Physical Address (if different than above):

[ ] [ ] [ ] [ ] [ ]  
No. Street City State Zip

Tel: [ ] Fax: [ ]

Website: [ ] General Email: [ ]

Is this company C-TPAT certified? Yes  No

For more information: <https://www.cbp.gov/border-security/ports-entry/cargo-security/CTPAT>

How did you find out about PMK International? [ ]

Does the company belong to any trade or business associations? If yes: [ ]

Business type:  Corporation  Proprietorship  Partnership  LLC Other: [ ]

Please include articles of incorporation if applicable

Year business established: [ ] Dun & Bradstreet No., if listed: [ ]

IRS or  SS Number: [ ]

Do you pay duty directly to CBP Yes  No  If yes, are you on Periodic Monthly Statement? Yes  No

If yes, what is your PUN (Payer Unit Number): [ ]

**Principals, Officers, Partners and/or Owners**

Name: [ ] [ ] Title: [ ]  
(first) (last)

Tel: [ ] Email: [ ]

Name: [ ] [ ] Title: [ ]  
(first) (last)

Tel: [ ] Email: [ ]

Name: [ ] [ ] Title: [ ]  
(first) (last)

Tel: [ ] Email: [ ]

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Import/Export Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_  
 (first) (last)

Accounting Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_  
 (first) (last)

**Product Information**

Types of products. Use additional pages as needed. Attach descriptive literature, rulings, if available.

Product type	HTS Number	Country of Manufacture
Product type	HTS Number	Country of Manufacture
Product type	HTS Number	Country of Manufacture
Product type	HTS Number	Country of Manufacture
Product type	HTS Number	Country of Manufacture

Expected monthly import/export volume in dollars: \$ \_\_\_\_\_ Monthly disbursement in duty/tax: \$ \_\_\_\_\_

Special instructions:  
 \_\_\_\_\_

Please answer the following questions as completely as possible and attach extra pages as necessary. Answering will not only assist us in handling your shipments with efficiency and care but also your review of these issues will help you to comply with the “reasonable care” (<https://www.cbp.gov/document/publications/reasonable-care>) responsibilities required by Customs and Border Protection. This questionnaire is not exhaustive and your particular commodity and situation may require further discussions and review. Should you have any questions, please contact your PMK representative”

**Documents Required to Make Entry The basic documents required for a Customs entry are:**

- Commercial Invoice
- Packing List
- Bill of Lading or Air Waybill
- Arrival Notice or Authority to Make Entry Other documents or information may be required depending on the commodity and/or country of origin of your merchandise. Section 141.89 of the Customs regulations lists additional information for certain classes of merchandise.

**Customs Bonds**

All entries must be secured with a Customs bond. The purpose of the bond is to ensure that all duties, taxes, and fees due at entry are paid to CBP. The bond also ensures that you redeliver your merchandise to Customs custody if they should so demand. Please provide us with your current bond information: Type:  Single Entry or  Continuous

Amount: \_\_\_\_\_ Surety: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Right to Make Entry**

Under federal law, only the importer of record has the right to make entry of imported goods. The importer of record is the owner or purchaser of the imported goods and includes any party with a financial interest in a transaction. Based on the above definition, do you have right to make entry on the goods you plan to import? Yes  No

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**Classification**

Classification is a process of assigning a 10 digit number from the Harmonized Tariff Schedule of the United States to a product: <https://hts.usitc.gov/>. The classification of an item determines its duty rates and whether it requires clearance by any other government agency.

Indicate how you would like us to handle classification:

I will provide all necessary classifications. Yes  No

My broker will classify my products based on information I provide. Yes  No

Every item that arrives in the US from a foreign country must be classified.

**Valuation**

Valuation for Customs can be complicated. It is important as importer that you have an understanding of what has been considered the correct value for Customs. Please see the following: <https://www.cbp.gov/document/publications/customs-value>

The transaction value of imported merchandise is the price actually paid or payable for the merchandise when sold for exportation to the United States plus or minus allowable additions and deductions. Do you have any reason to believe that your imports do not fall under the transaction value method? Yes  No

**Additions to transaction value**

The entered value of imported merchandise must include packing costs, selling commissions, Assists, Royalty or license fee related to the imported merchandise, and any proceeds of any subsequent resale that accrue, directly or indirectly to the seller.

Has your firm provided any kind of Assist (molds, tools, dies etc.)? Yes  No

Does your firm pay any royalties? Yes  No

Does your company have overseas offices? Yes  No  OR are Buying Agents employed? Yes  No

Are any separate payments, over and above the invoice price, remitted to the seller?. Yes  No  OR to a third party at any time?. Yes  No

**Deductions from Transaction Value**

If the price shown on the commercial invoice includes charges for transportation, insurance, or other related services incident to the international shipment of your merchandise from the country of exportation, these charges may be deducted, if documented

**Record Keeping**

Is your company aware of Customs record keeping requirements?. Yes  No

Please see the following: <https://www.cbp.gov/document/publications/recordkeeping>

**Related Party transactions**

CBP requires that an indication be made as to whether you as the importer are related to any of your overseas suppliers.

Please indicate if you are related to any of your suppliers. Yes  No

If so, please provide details:

**Manufacturers**

For certain commodities and/or origins CBP requires us to report your manufacturers. In the account set up process and/or the entry process, we may reach out to obtain this information. If you are able to provide at this time, please include:

Manufacturers Name:  Manufacturer Identification Code (MID):

Manufacturers Address:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No.	Street	City	State	Zip

or provide on an additional page.

**GETTING TO KNOW OUR IMPORTER CLIENTS**

**Other Questions**

Are any of the goods you import subject to anti-dumping or countervailing duties? Yes  No

Do you claim drawback on goods exported from the U.S. Yes  No

Has your company received any binding rulings from CBP? Yes  No  If so, please include

Do your goods contain trademarks or copyrights? Yes  No

Are your goods properly marked with country of origin except where excepted? Yes  No

Are your good subject to regulation by any of other government agencies or regulations? Yes  No   
and if so which ones?

Has the company had merchandise seized or been subject to any penalties or demands for liquidated damages in the last 5 years? Yes  No

If so, please provide details:

[Redacted]

Has the company received any requests for information (CF28)? Yes  No  OR Notices of Action (CF29) from CBP in the last 2 years? Yes  No

If so, please provide details:

[Redacted]

Has the company been the subject of a focused assessment? Yes  No  OR other CBP initiated review/audit in the last 5 years? Yes  No

If so, please provide details:

[Redacted]

Have you taken reliable measures to ensure imported goods are not produced wholly or in part with convict labor, forced labor, and/or indentured labor. See: <https://www.cbp.gov/trade/forced-labor?> Yes  No

I am a duly authorized representative of the company and hereby acknowledge that the above information is true and correct

X \_\_\_\_\_

Signature

Print name: \_\_\_\_\_ Title: \_\_\_\_\_  
(first) (last)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Verification of identity may be requested