



Ottawa, March 12, 2014

Memorandum D12-1-1

Pre-arrival Marine

In Brief

This memorandum outlines and explains the Canada Border Services Agency's (CBSA's) requirements and administrative policies regarding the transmission of pre-load/pre-arrival cargo, conveyance and supplementary data (if applicable) to the CBSA for goods being imported or transiting through Canada via the marine mode.

This memorandum does not outline the policies and procedures that occur after the goods have arrived in Canada, reporting of goods under the Customs Self-Assessment (CSA) Program, goods whether commercial or personal transported by an individual who does not meet the criteria for designation as a carrier or goods being exported from Canada. For information regarding arrival and post-arrival process, refer to memoranda [D3-1-1, Policy Respecting the Importation and Transportation of Goods](#), [D3-5-1, Commercial Vessels in International Service](#), and [D3-5-2, Marine Cargo – Import Movements](#). For information on the Customs Self-Assessment (CSA) Program policies, guidelines and procedures; refer to [Memorandum D3-1-7, Customs Self-Assessment Program for Carriers](#). For information about the reporting and transportation of goods being exported from Canada, refer to [Memorandum D3-1-8, Cargo – Export Movements](#). For information on the release of commercial goods, please refer to [Memorandum D17-1-4, Release of Commercial Goods](#).

Guidelines and General Information

1. The [Customs Act](#), the [Reporting of Imported Goods Regulations](#) and the [Transportation of Goods Regulations](#), establish the time, manner and who is required to send pre-load/pre-arrival data pertaining to commercial cargo (for import, in-transit, and freight remaining on board (FROB)) and conveyances; entering or moving in-transit through Canada. To obtain a copy of the regulations, please see the [Department of Justice's Web site](#).
2. The receipt of pre-load/pre-arrival cargo and conveyance data enables the CBSA to:
 - (a) more effectively manage higher risk goods and identify threats to health, safety, and security prior to the arrival of cargo and conveyances in Canada;
 - (b) allow lower risk goods a more efficient, stream-lined process at the border; and
 - (c) control the movement of in bond goods.
3. Except as otherwise prescribed in the [Reporting of Imported Goods Regulations](#) and the [Transportation of Goods Regulations](#), all goods that are imported, moving in transit through Canada, or freight remaining on board (FROB) must be reported to the CBSA at the first port of arrival (FPOA) in Canada, even when exempt from the requirement to provide Advance Commercial Information (ACI). The requirement to report goods to the CBSA is effected electronically, orally or in writing in the prescribed manner as described in the [Reporting of Imported Goods Regulations](#).

Liability

4. All carriers transporting specified goods into Canada must electronically transmit to the CBSA specified data pertaining to the cargo and conveyance within the prescribed timeframes as described in the [Reporting of Imported Goods Regulations](#). Provision of this data and within prescribed timeframes satisfies the requirement set out in Section 12.1 of the [Customs Act](#).

5. Freight forwarders requesting frontier release must present house bill information to CBSA at FPOA. For more information on freight forwarder requirements, please see [Memorandum D3-3-1, Forwarded and Consolidated Cargo – Import Movements](#).

6. Transmission of electronic pre-arrival conveyance/cargo data does not constitute “reporting” for the purposes of Section 12(1) of the [Customs Act](#). Report, as defined in Section 12(1) is not achieved until the conveyance has arrived in Canada and a report is made to the CBSA at the FPOA by way of the Conveyance Arrival Certification Message (CACM).

7. As per Section 7.1 of the [Customs Act](#), carriers are liable to ensure all information provided to the CBSA including pre-load/pre-arrival information is true, accurate, and complete. Furthermore, as per Section 22 of the [Customs Act](#) and Section 7 of the [Transportation of Goods Regulations](#), the information transmitted must be supported by source documentation (i.e. bills of lading, invoices, contract of carriage) and made available to the CBSA upon request.

8. As per the [Reporting of Imported Goods Regulations](#), the operator of a conveyance that transports specified goods to Canada is solely liable for providing all cargo and conveyance pre-load/pre-arrival information by electronic means, in accordance with the technical requirements, specifications and procedures that are set out in Chapter 1: Advance Commercial Information (ACI) Marine Electronic Commerce Client Requirements Document (ECCRD).

9. The operator of a conveyance (hereafter known as the “conveyance operating carrier”) is ultimately responsible for the conveyance and the cargo on board. It is their carrier code that must be quoted in the Conveyance Reference Number (CRN) when transmitting conveyance data to the CBSA. Where business arrangements exist, another carrier or freight forwarder (for supplementary cargo data) may provide the pre-load/pre-arrival data to the CBSA; however, it is the conveyance operating carrier that remains liable for pre-load/pre-arrival cargo and conveyance information requirements in accordance with Section 12.1 of the [Customs Act](#).

10. The carrier whose carrier code is on the cargo transmission is liable for duties and taxes for the goods until released by the CBSA, or liability is transferred in accordance with Section 20(2) of the [Customs Act](#).

11. Carriers may hire a service provider or agent to transmit advance cargo and/or conveyance data on their behalf. The carrier code on the electronic transmission must be that of the actual carrier, not the agent or service provider(s). In order for the CBSA to communicate with the agent or service provider on behalf of the carrier, a third party consent must be completed and on file with the Agency. Consult [EDI Systems’ page](#) on the CBSA Web site.

Record Keeping

12. In addition to records required to be maintained for other program areas, every person who transports or causes goods to be transported into or within Canada is required, under the [Transportation of Goods Regulations](#), to keep records of the electronic data that has been transmitted to the CBSA and any acknowledgment of receipt of that data received from the CBSA. The records that must be kept include all source documents specifically related to the individual data elements transmitted.

13. For CBSA purposes, records related to the conveyance and cargo transmission must be kept for a period of three years commencing on the 1st day of January of the calendar year following the calendar year during which the cargo/conveyance referenced in the records were transported.

Monitoring

14. In addition to all other monitoring and verification activities, the CBSA will perform periodic monitoring of the records kept by carriers related to electronic conveyance and cargo information. The monitoring will confirm whether the conveyance and cargo data was submitted in a timely manner and that information transmitted pre-load/pre-arrival is true, accurate and complete and corresponds to the information contained on the source documents on file.

Carrier Identification Requirement

15. Any carrier transporting or causing specified goods to be transported into Canada must have a CBSA assigned carrier code.
16. Freight forwarders must have a CBSA assigned carrier code in order to transmit pre-load/pre-arrival information.
17. The CBSA carrier code forms the prefix of the Cargo Control Number (CCN), the CRN, and the Supplementary Reference Number (SRN).
18. For the purpose of identifying carriers and freight forwarders, a bonded or non-bonded CBSA carrier code will be assigned to a company upon authorization. This carrier code must be shown on all cargo control documents presented or transmitted to the CBSA.
19. CRN's must have the CBSA assigned carrier code of the legal entity (carrier) physically arriving at the border.
20. For information pertaining to carrier code requirements and how to obtain a carrier code, please refer to [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

Security Requirements

21. A carrier or Canadian freight forwarder desiring to become bonded under general authorization must complete an application and file security in a format as outlined in [forms found on the CBSA Web site](#).
22. To become a bonded carrier or freight forwarder security must be filed in accordance with [Memorandum D3-1-1](#).

Transmission Timeframes

23. Carriers (or an authorized third-party provider acting on the carrier's behalf), are required to prepare and transmit the required cargo, supplementary cargo (if applicable) and conveyance information within the timeframes specified in the [Reporting of Imported Goods Regulations](#).
24. Timeframes for transmissions are based on the type of cargo and routing. Please see Appendix B for a complete list of timeframes.
25. For exemptions from cargo and conveyance requirements refer to paragraph 74 of this document.
26. Cargo and conveyance data may be transmitted up to 30 days in advance. The CBSA encourages clients to transmit pre-load/pre-arrival data as early as possible.
27. Marine CCN's, SRN's, and CRN's must be unique and cannot be reused for three years starting January 1st of the year following its initial use.

Electronic Communication With the CBSA

28. Carriers or freight forwarders must transmit data using the CBSA's electronic data interchange (EDI) systems. Before initiating the application process, (outlined below) carriers/freight forwarders must have a valid CBSA assigned carrier code, as per Section 12.1 of the [Customs Act](#).

Application to Transmit Electronic Data to the CBSA

29. Carriers and freight forwarders using EDI are required to complete an application form and submit it to the Electronic Commerce Unit (ECU).
30. EDI clients may choose to transmit their own data to the CBSA or they may choose to use a service provider. For more information on how to apply to participate in EDI, methods of electronic communication and [general information on EDI](#) refer to the CBSA Web site.

31. For all enquiries related to any problems with electronic transmission of data and the related application process, or to obtain a copy of Chapter 1: ACI Marine ECCRD, please contact the ECU at:

Electronic Commerce Unit
Canada Border Services Agency
250 Tremblay Road, 6th floor
Ottawa ON K1A 0L8

Email: ecu.uce@cbsa-asfc.gc.ca

Phone: **1-888-957-7224** (Option 1) calls within Canada and the U.S.

1-613-946-0762 for overseas callers

Transmitting Accurate Data

32. When using Pre-Arrival Review System (PARS), the electronically transmitted CCN on the cargo data must exactly match the CCN quoted in the PARS release request, inclusive of the acronym “PARS”, where applicable.

33. It is not a requirement to embed the letters “PARS” into a PARS number, but if a carrier does embed letters into the PARS number, then the carrier must use the identical number in their pre-load/pre-arrival cargo transmission.

34. Clients are also reminded to pay particular attention when using the letters “I” and “O” and the numbers “1” and “0” in their CCN or PARS numbers. As these letters and numbers are similar in appearance, they can easily be confused or misinterpreted. Clients must ensure that they use the same letters/numbers when quoting the CCN in both the pre-load/pre-arrival transmission and in arranging for the broker’s release documents.

35. If the CCN quoted in the PARS release does not exactly match the electronically transmitted cargo data, this will affect the Release Notification System (RNS) capabilities and subscribers will not receive RNS messages. Inaccurate CCN transmissions by carriers/freight forwarders could result in sanctions for non-compliance including the issuing of Administrative Monetary Penalties (AMPS). Release may also be negatively affected.

36. The SRN transmitted on the supplementary cargo report must be different and unique when compared to the CCN used for secondary cargo control document(s).

First Port of Arrival (FPOA)

37. The FPOA must be transmitted on all cargo and conveyance transmissions.

38. FPOA is the first Canadian port at which a vessel stops for any reason, including but not limited to the loading and/or discharging of cargo, bunkering, safety inspections, crew changes, diversions, etc.

39. For a list of designated [CBSA offices](#), please refer to the CBSA Web site.

Great Lakes Requirements

40. For vessels travelling into, and through Canada from off shore with foreign loaded cargo and up bound, Montréal will be the FPOA, unless the vessel stopped somewhere else in Canada first. The captain must be prepared to stop for examination if required.

41. For vessels travelling with foreign loaded cargo from the Great Lakes, the first place the vessel stops is the FPOA. If the vessel is passing through the Welland Canal, Port Colborne will be the FPOA, unless the vessel stopped somewhere else in Canada first. The captain must be prepared to stop for examination, if required.

Data Transmission Guidelines

Primary Cargo Data

42. The primary cargo data must be electronically transmitted to the CBSA by the carrier or a service provider authorized by that carrier to transmit on their behalf, within the prescribed timeframes as outlined in Appendix B. A marine cargo transmission is mandatory for all non-exempt import, in-transit, or FROB cargo.

43. If primary cargo data must be transmitted prior to loading, the Estimated Date/Time of Loading (EDTL) must be indicated on the cargo transmission. The transmission time must be at least 24 hours prior to the EDTL.

44. A complete list of the information that a marine carrier must include in the primary cargo transmission can be found in Chapter 1: ACI Marine ECCRD.

Supplementary Cargo Data

45. The supplementary data must be electronically transmitted to the CBSA by the carrier, freight forwarder or their authorized service provider, within the prescribed timeframes as specified in Appendix B.

46. If a primary cargo transmission does not contain full cargo details including actual shipper, consignee, an accurate description of the goods, etc., a supplementary cargo transmission is mandatory for all import, in-transit, and FROB cargo. Supplementary cargo data for FROB shipments destined to the U.S. is currently optional, but may be required in a future phase of ACI.

47. If the primary cargo transmission indicates supplementary cargo data is required and it has not been received within the timeframes specified in the [Reporting of Imported Goods Regulations](#), CBSA will generate an outbound message to the client for the cargo concerned. It should be noted that supplementary cargo data for marine mode can precede the primary cargo transmission.

48. The marine carrier must be satisfied that the freight forwarder will provide detailed data in a supplementary cargo transmission within the required timeframes. If a freight forwarder will be transmitting the supplementary cargo transmission(s) to the CBSA, the carrier must provide the freight forwarder with the primary marine CCN.

49. Where the carrier is not satisfied of the conditions set out in paragraph 48 of this memorandum, the carrier must obtain the details of the shipment, e.g. actual shipper, consignee, full description of the goods, from the freight forwarder and transmit the supplementary report.

50. The freight forwarder or the carrier who is transmitting the supplementary cargo report(s) will assign the SRN(s).

51. A complete list of the information that a marine carrier or freight forwarder must include in the marine supplementary cargo transmission can be found in Chapter 1: ACI Marine ECCRD.

Empty Cargo Container Data

52. Marine empty cargo container data must be transmitted to the CBSA by the conveyance operating carrier or a service provider authorized by that carrier to transmit on their behalf, within the prescribed timeframes as outlined in Appendix B.

53. Marine empty cargo container transmission(s) are mandatory for all non-exempt import, in-transit, or FROB containers.

54. For a complete list of the information that a marine carrier must include in the marine empty cargo container transmission and information regarding empty cargo containers in international shuttle service refer to Chapter 1: ACI Marine ECCRD.

Company Seals Applied Prior to Arrival at FPOA

55. If a container, equipment, or part thereof that contains in-bond goods is sealed with a company seal, the seal number must be noted correctly on the pre-load/pre-arrival cargo transmission. The company seal will remain intact, unless the CBSA performs an examination. For further information please refer to [Memorandum D3-5-2, Marine Cargo – Import Movements](#).

Conveyance Data

56. The conveyance operating carrier or the carrier's authorized service provider must prepare and transmit an electronic transmission to the CBSA with the required conveyance data within the prescribed time frames specified in the [Reporting of Imported Goods Regulations](#) and as outlined in Appendix B.

57. There are some exemptions to this requirement and these exemptions are listed in paragraph 74 of this memorandum.

58. Only one conveyance report transmission is to be submitted per vessel, voyage/trip. In the case of consortium arrangements, the conveyance operating carrier or a service provider authorized by that carrier is responsible for providing electronic conveyance data for the vessel.

59. The Estimated Date and Time of Arrival (EDTA) data element must be kept accurate to within eight hours. If the EDTA is expected to differ by more than eight hours, a change must be sent electronically with an updated EDTA. An updated EDTA is also required if the vessel is expected to arrive on a new calendar day, regardless of whether it is within 8 hour timeframe.

60. If due to port congestion, a vessel must wait in anchorage for a spot at the dock, the vessel is considered arrived, and the EDTA does not have to be updated.

61. Cargo can be discharged upon arrival, prior to the EDTA, as long as it meets all the following criteria:

- (a) Within the eight (8) hour timeframe.
- (b) The CACM has been transmitted
- (c) CBSA system has updated the status of the conveyance and related cargo, and
- (d) CBSA acknowledges the report of the conveyance and cargo with a Section 12(1) report message to the originator of the CACM.

62. The cargo cannot be discharged if a “Do not unload” message has been issued by the CBSA.

63. A complete list of the information that must be included in the conveyance data can be found in Chapter 1: ACI Marine ECCRD.

Conveyance Arrival Certification Message

64. To meet the reporting requirements under section 12(1) of the [Customs Act](#), the conveyance operating carrier must transmit an EDI CACM upon arrival at the FPOA.

65. The CACM is required in addition to the cargo and conveyance Advance Commercial Information (ACI) previously transmitted according to the prescribed timeframes as described in the [Reporting of Imported Goods Regulations](#).

66. Conveyances exempt from transmitting ACI data to the CBSA are, therefore, exempt from transmitting the CACM. For report on arrival requirements under Section 12(1) of the [Customs Act](#), applicable to exempt conveyance, please refer to [Memoranda D3-5-1, Commercial Vessels in International Service](#).

67. Conveyances exempt from transmitting ACI data to the CBSA are also exempt from transmitting the CACM. Exempt conveyances must be reported to the CBSA at the FPOA, under section 12(1) of the [Customs Act](#), in the same manner as they are today. However, if a marine carrier (conveyance operator) chooses to voluntarily transmit an electronic ACI conveyance report (Electronic A6) for a vessel with an ACI exemption, the CACM must be transmitted in order for the arrival status in the CBSA system to be finalized. For example, if a carrier’s common practice is to still transmit an Electronic A6 for an in ballast vessel, they must also transmit the CACM. For report on arrival requirements under Section 12(1) of the [Customs Act](#), applicable to an exempt conveyance, please refer to [Memorandum D3-5-1, Commercial Vessels in International Service](#).

68. The arrival process, triggered by the CACM, replaces the arrival process that is based on the Estimated Date and Time of Arrival (EDTA) provided by clients as part of the advance conveyance data set.

69. The conveyance operating carrier, or a service provider authorized by that carrier to transmit on their behalf, prepares and transmits a CACM to the CBSA through EDI.

70. An arrival in the marine mode is defined as when the marine vessel lands at a CBSA office following arrival in Canada. The marine vessel will meet the definition of landing when it first comes to rest in Canada; whether at anchor, at dock or berthed alongside at the nearest CBSA office designated for that purpose. The CACM must be transmitted and received within a two (2) hour window, allowing marine carriers to transmit their arrival request up to two hours in advance of their actual arrival at a Canadian port. This two-hour window is conditional on the

vessel being within Canadian waters at the time the arrival request is submitted to the CBSA. Furthermore, the 'actual time of arrival' transmitted on the CACM must be the actual time the message is transmitted.

71. Upon receipt, validation and acceptance of the CACM, the CBSA system updates the status of the conveyance and related cargo, and acknowledges the arrival of the conveyance with a Section 12(1) "Reported Notice" to the originator of the arrival message. This notice indicates the carrier operating the conveyance (as identified by the CBSA carrier code transmitted within the conveyance report) has met their obligation to report under Section 12(1) of the [Customs Act](#) for the conveyance and all shipments detailed on cargo documents that are linked to that conveyance. The CACM will generate any release (for shipments requesting FPOA release)/referral notification messages accordingly. Please refer to the Advance Commercial Information (ACI)/eManifest Non-highway Conveyance Arrival Certification Message Implementation Guide for more information.

72. All Section 12(1) "Reported Notices" sent to the carrier must be kept on file and made available to the CBSA when requested during compliance monitoring, supported by the requirements in the [Transportation of Goods Regulations](#).

73. For a complete list of the information that must be included in the Conveyance Arrival Certification Message, please refer to the Advance Commercial Information (ACI)/eManifest Non-highway Conveyance Arrival Certification Message Implementation Guide. For a copy of this guide, please contact the Electronic Commerce Unit.

Exemptions

74. This section will cover circumstances in which pre-load/pre-arrival cargo and/or conveyance data is not required under Section 12.1 of the [Customs Act](#).

75. Should clients choose to transmit data for any of the listed exemptions and/or exceptions they must do so within the timeframes specified in Appendix B. A complete list of the information that a carrier must include in the conveyance and cargo transmission(s) are found in Chapter 1: ACI Marine ECCRD.

Note: The CBSA will perform periodic monitoring of the records kept by carriers related to electronic conveyance and cargo information, as identified in paragraph 14 in this memorandum. This will include information that may be transmitted, should clients choose to do so, for commercial goods and conveyances that otherwise fall under exemptions/exceptions.

Exemptions from cargo and conveyance data sets

76. The following are exemptions from Cargo and Conveyance Data Sets:

- (a) CSA Shipments (full load) – for eligible goods that meet the requirements under Section 10.2 of the *Accounting for Imported Goods and Payment of Duties Regulations*;
- (b) Canadian and foreign military cargo when on a military leased or owned vessel;
- (c) Canadian and foreign government cargo when on a government leased or owned vessel;
- (d) Fish reported on a fishing vessel including the conveyance report for the fishing vessel;
- (e) Ferries, when not transporting commercial goods for which the ferry conveyance operator has a contract of carriage. Commercial goods for which a highway carrier has the contract of carriage and are being transported by a highway carrier on board a ferry are subject to highway pre-arrival requirements (see D12-3-1, *Pre-arrival Highway*);
- (f) Foreign scientific, exploratory or research vessels;
- (g) Ancillary equipment – all vessels, regardless of registry, operating exclusively in international trade may transport stevedoring equipment from port to port in Canada only if the equipment is imported temporarily and is used solely for the loading, discharging, and handling of cargo;
- (h) Mail (Canada Post, US mail, international) – Full load only;
- (i) Hand-carried commercial goods;
- (j) In-ballast/empty vessels;

(k) Dunnage – Packaging material such as boards, blocks, planks, metal or plastic bracing, used in supporting and securing packages for shipping and handling.

Exemptions from cargo data – Only conveyance data required

(a) Exemptions from Cargo Data – Only Conveyance Data Required – Mail (Canada Post, US Mail, Diplomatic Mail, International) – as part of a mixed load;

(b) Ferries – Vessels, scows, barges, and similar craft whether self-propelled or towed, used solely or principally for the transportation of vehicles and passengers across international waters shall be classified as ferries.

77. Report on arrival requirements under Section 12(1) of the [Customs Act](#), for all of the above exemptions are outlined in [Memorandum D3-5-1, Commercial Vessels in International Service](#) and [Memorandum D3-5-2, Marine Cargo – Import Movements](#).

Unique Shipment Processes

78. The following are not exempt from pre-load/pre-arrival data; however the reporting and/or pre-load/pre-arrival requirements differ in some manner.

In-transit Shipments

79. When cargo arriving in Canada by vessel is unloaded from the conveyance and moves in-transit through Canada and the marine carrier's contract of carriage ends in a country other than Canada, the in-transit movement type code "23" must be provided. In addition, consignee information must be provided in the consignee name and address fields.

80. When the carrier's contract of carriage ends in Canada and they are aware that the shipment is in-transit, the CBSA requires that they transmit their cargo as per above, with the in-transit movement type code "23". However, if the carriers system will not accept the code, the words "in-transit" should be provided in the remarks field, along with movement type code 24 (cargo import).

81. The CBSA acknowledges carriers are not always aware that the shipment is in-transit. If this is the case, the pre-arrival/pre-load requirements differ based on whether supplementary cargo data is are required:

(a) If there is no supplementary cargo data, then the import movement type code 24 would be accepted on the cargo transmission. The consignee name and address would be provided in the consignee name and address fields. A Canadian name and address would also be transmitted in the delivery address fields. This may be a warehouse, rail yard.

(b) If there is supplementary cargo data, the cargo transmission would continue to be coded as an import. The shipper and consignee would be transmitted as the freight forwarder. The supplementary cargo transmission(s) would be coded as an in-transit. The shipper would be transmitted in the shipper name and address fields. The consignee in the foreign country would be transmitted in the consignee name and address fields.

82. Since it was expressed that carriers do not always know the shipment will be in-transit, the CBSA has allowed for two different scenarios as outlined above. In the first scenario, the carrier is aware that the cargo is in-transit and is able to provide the non-Canadian consignee address but as a Canadian address is always required for import or in-transit movement types, the Canadian delivery address must be provided in the "Delivery Address" fields. In the second scenario, the carrier is not aware that the cargo is in-transit and provides the Canadian address of the freight forwarder to whom the carrier delivers the goods. In this scenario, the freight forwarder would then provide the supplementary report that has the non-Canadian consignee address.

Freight Remaining on Board Cargo

83. For all goods that are FROB in Canada while in-transit to a third country (including the United States) and never intended to be imported into Canada, the conveyance operating carrier must comply with the requirement to provide cargo, supplementary (if applicable) and conveyance information within the timeframes specified in Appendix B of this memorandum. The FROB movement type code 26 must be provided.

84. For more information on transmission requirements for FROB cargo, please refer to Chapter 1: ACI Marine ECCRD.

Consortium and Co-load Agreements

85. Only one conveyance transmission is to be transmitted per vessel, per voyage/trip, by the conveyance operating carrier. Consortium partner cargo carriers should not transmit a conveyance report, unless they are the conveyance operating carrier.

86. When a vessel carries cargo for more than one carrier under either consortium or co-load arrangements, the conveyance and associated cargo transmission(s) must be submitted as outlined below:

- (a) The conveyance operating carrier or a service provider authorized by that carrier to transmit on their behalf must submit the pre-arrival conveyance transmission. The CRN must have a "C" after the carrier code to identify the consortium arrangement. The carrier codes of the consortium carriers responsible for the cargo must be transmitted in the appropriate data element field; and,
- (b) The conveyance operating carrier establishes the CRN. The CRN links all cargo transmission(s) to the vessel on which the cargo is to arrive. Therefore, the CRN must be transmitted on all cargo transmission(s) of each consortium partner. The conveyance operating carrier must assign and communicate the CRN to all consortium partners well in advance of the first load port in order that all carriers in the consortium partnership can transmit their cargo data 24 hours before loading.

Multiple Canadian Ports of Call

87. The conveyance data includes the requirement that all Canadian ports of call must be transmitted. Individual cargo transmissions will reflect the specific Canadian port of discharge for that cargo. For more information on reporting upon arrival and at multiple ports of call, please refer to Memoranda [D3-5-1, Commercial Vessels in International Service](#) and [D3-5-2, Marine Cargo – Import Movements](#).

Emergency Stops

88. Emergency stops are defined as stops for medical, weather, mechanical difficulties or security threats.

89. When pre-load/pre-arrival data has been transmitted and these stops exceed 8 hours, carriers will be required to advise the National Targeting Centre (NTC) by telephone with the updated information. Cargo data must be updated electronically as soon as known to reflect the new FPOA and its EDTA.

NTC: 1-855-NTC-1CNC (**1-855-682-1262** within Canada or the U.S.A.) or 1-613-941-0004 (Overseas callers, 24 hours a day, 7 days a week).

90. A paper A6 – General Declaration form must also be presented at the next port of call for all foreign vessels (including the United States). If the vessel is Canadian, a paper A6 will not be required at the next port of call.

91. If the emergency stop is less than eight hours, no update to the conveyance transmission is required.

Diversions

92. The following procedures are applicable if the carrier is informed, while enroute to Canada, that some but not all of the containers on a cargo report are being diverted to another location upon arrival in Canada.

- (a) A change to the original cargo transmission must be transmitted, removing the diverted container(s) and changing the weight, number of units and any other applicable data elements; and
- (b) A new cargo report must be submitted with a new CCN to identify the containers that have been removed from the original CCN. A notation must be made in the special remarks field showing the original CCN and indicating that the shipment is a diversion.

Unscheduled Diversions

93. For vessels carrying cargo that must arrive at an unscheduled Canadian port due to unforeseen circumstances and are ACI-capable, pre-load/pre-arrival information must be submitted to the CBSA as soon as it is known, at which point the CBSA will conduct appropriate risk assessment.

94. Timeframes for an ACI transmission will be relaxed in the event the vessel is already at sea at the time of the diversion.
95. Carriers are required to include the reason for the diversion in the “Special Remarks” field of the ACI cargo data transmission.
96. For vessels being operated by carriers who do not have the ability to communicate with the CBSA via EDI, whether due to closure of the carrier’s office/system or lack of a CBSA carrier code, the appropriate documentation (carrier, vessel (PAN and paper A6), crew, cargo (paper A6A), and container information (ship’s manifest), is to be scanned and sent via email to the NTC, with a “CC” to the nearest CBSA marine port at which the cargo and conveyance will arrive. Please refer to Appendix D for a list of email addresses. The carrier is also required to advise the ECU support line of the outage. Once the office has been re-opened, the carrier will be required to transmit full ACI cargo reports; keying of conveyance reports would not be required. In the special remarks field on the cargo report, the carrier is required to note that paper documentation was presented at time of arrival.
97. If the carrier’s office in one location is closed due to the unforeseen circumstances, but their other office is open, ACI will be transmitted but will be outside of the required timeframes. Timelines (pre-load/due date) will be relaxed and risk assessment will be prioritized. Carriers will be instructed to include the reason for the unforeseen diversion in the special remarks field of their transmission.
98. No persons or cargo are to be offloaded from the vessel prior to CBSA risk assessment having been conducted. The CBSA will have one hour to perform risk assessment once they have sent confirmation of receipt of a ship’s manifest submission. Offloading is not to occur until the one hour has elapsed from CBSA confirmation of receipt of a ship’s manifest submission. If further customs processing is required of the vessel, cargo, or crew the carrier will be notified within that one hour time period.
99. In cases where a carrier had originally transmitted the movement type on the ACI cargo report as FROB but now wants to move the goods in-transit via another mode for furtherance to the intended destination, the carrier is required to transmit a change. However, if the carrier’s system is down due to the unexpected or unforeseen diversions, the carrier is to contact the NTC to do the change.
100. In cases where the ACI cargo report was transmitted and the carrier wishes to off-load the cargo to remain on the dock until it can be exported by another vessel, the carrier is required to contact the NTC for permission to off-load the cargo.
- Goods Found Astray (Misrouted Goods)**
101. Carriers must transmit ACI for all goods being transported to Canada, including Canadian goods found astray outside of Canada, unless there is an exemption or exception.
102. Foreign goods found astray in Canada must be electronically transmitted post arrival as soon as they are discovered by the carrier. The goods may then be exported in accordance with the [Reporting of Exported Goods Regulations](#) and as outlined in [Memorandum D3-1-8, Cargo – Export Movements](#).
- Overages**
103. Any excess in the number of pieces transmitted in the same shipment and found by the carrier/freight forwarder post arrival are considered overages. Carriers/freight forwarders are required to report any overages to the CBSA as soon as they are discovered by transmitting a post arrival change to the original cargo transmission. An overage occurs only where pre-load/pre-arrival data was transmitted and a quantity of goods was initially reported upon arrival at FPOA, and subsequently the number of pieces is found, by the carrier/freight forwarder, to exceed the number of pieces reported to the CBSA pre-load/pre-arrival and upon arrival. If no data was transmitted pre-load/pre-arrival and no report occurred, and the goods are discovered post arrival, this constitutes non-report, not an overage, and may be subject to penalty action.
- Shortages**
104. A shortage occurs only where pre-load/pre-arrival data was transmitted and a quantity of goods was initially reported upon arrival at FPOA, and subsequently the number of pieces found, by the carrier/freight forwarder, is less than the number of pieces reported to the CBSA pre-load/pre-arrival and upon arrival. Carriers/freight

forwarders are required to report any shortages to the CBSA as soon as they are discovered by transmitting a post arrival change to the original cargo transmission.

Failure to Submit Pre-arrival/Pre-load Information

105. The CBSA requires complete information pertaining to all specified goods arriving in Canada. Where no pre-load/pre-arrival information was transmitted and no other exemption or exception exists, the carrier must transmit a cargo report as soon as it is discovered. Should the CBSA discover goods for which no pre-load/pre-arrival was transmitted, and for which no report was made to CBSA, sanctions may be issued to the carrier for non-report.

Non-resident Importer

106. For shipments being delivered to Canada where the consignee is a non-resident importer, the foreign name and address of the consignee will be accepted in the consignee name and address fields in the cargo transmission.

107. The Canadian party to whom the cargo is being delivered to must be provided in the delivery party name and address fields. The delivery party name and address may be a warehouse, rail yard, etc., if that is where the carrier's contract of carriage ends.

Transmitting "To Order" Shipments

108. In acknowledgment of common business practices the CBSA will accept "To Order"; "To Order of Shipper"; "To Order of Bank"; or "Other Named Entity" in the consignee field provided the name and address of the owner or owner's representative is transmitted as a "Notify Party".

109. To help clarify, the following examples illustrate the CBSA's requirements:

Example 1: "To Order" and "To Order of Shipper"

The CBSA will accept "To Order" and "To Order of Shipper" in the consignee name field. The address information, city name, and country are mandatory fields for the consignee and ideally the Shipper's coordinates would be repeated. However, the CBSA will accept terms such as "Same as Shipper"; "See Above"; etc., in the address information field and city name.

The name and address of the owner or owner's representative would be provided in the "Notify Party" fields. The delivery address, if different, would be transmitted in the "Delivery Address" fields.

Example 2: "To Order of Bank or Other Named Entity"

The name of the bank or the named entity must be transmitted in the consignee name field. Again, because the address information, city name, and country are mandatory fields, the complete address of the bank, or other named entity, must be transmitted in the consignee name and address fields. The name and address of the party taking receipt of the goods in Canada must be transmitted in the "Notify Party" fields. The delivery address, if different, from the address provided in the "Notify Party" fields must be transmitted in the "Delivery Address" fields.

Moving Company and Personal Effects

110. When personal effects are being imported into Canada the name and address of the actual consignee is required. The name of the moving company may be provided in the "Notify Party" fields.

Bulk Cargo

111. The CBSA defines bulk cargo as "goods that are loose or in mass, such that they are confined only by the permanent structures of a vessel, without intermediate containment or intermediate packaging." Bulk cargo is composed of either:

(a) free flowing articles such as oil, grain, coal, ore and the like, which can be pumped or run through a chute or handled by dumping; or uniform cargo that generally must be shoveled, pumped, blown, scooped or forked in handling; or

(b) uniform cargo that stows as solidly as bulk cargo and requires mechanical handling for lading and discharging.

112. For a list of sample commodities and commodity types, please refer to Appendix C of this memorandum.

Break-bulk Cargo

113. Break-bulk cargo is defined as cargo that is not containerized and that cannot be classified as “bulk” cargo under the above definition. For example, new and used vehicles will be classified as break bulk cargo. Although uniform in nature, vehicles have identifying marks (such as a Vehicle Identification Number (VIN)). One necessary aspect of bulk cargo is fungibility. The presence of a VIN removes that component from the shipment of new or used vehicles.

114. The difference between bulk and break-bulk cargo is not only based on the type of cargo, but also on the way in which the cargo is stowed or loaded. For example, goods stowed loosely in a hold (not in boxes or containers) will be considered bulk. Palletized boxes of those goods loaded directly into a hold (but not loose or containerized) will be considered break-bulk.

Exempted Break-bulk Application Process

115. A carrier of break-bulk cargo may apply to the CBSA for an exemption. Carriers with this exemption may transmit their data 24 hours prior to arrival.

116. Requests for authorization must be made by the carrier on their company/corporate letterhead and should be forwarded to the Advance Commercial Information Policy Unit at: aci-ipec@cbsa-asfc.gc.ca.

117. The information to be provided in the request for exemption includes:

- (a) The name and address of the marine carrier and the carrier code;
- (b) The name of the country where the break-bulk goods come from and list of the goods;
- (c) The ports of departure of the vessels;
- (d) A list of all the ports of call of the vessels;
- (e) The means of packaging or bundling of the goods;
- (f) The number of the vessels;
- (g) Name of the vessels;
- (h) The International Maritime Organization number (IMO)/Lloyd’s Register number assigned to the vessels; and
- (i) The names and addresses of the shippers, importers and Business Number if applicable (identify any who are members of Partners in Protection (PIP)).

118. Carriers, who have applied to U.S. Customs and Border Protection (CBP) for a break-bulk exemption for the same goods, should also provide a copy of U.S. CBP’s exemption with their request.

119. Carriers with an exemption already in place with the CBSA do not need to reapply; yearly communication with the client will take place in regards to their exemption status.

120. In order for the CBSA to communicate with an agent who is acting on behalf of the carrier, a third party consent form must be completed and on file with the Agency.

Tugs and Barges

121. Pre-load/pre-arrival data requirements pertaining to tugs and barges are to be transmitted within the timeframes outlined in Appendix B of this memorandum.

122. Tugs and barges are both considered conveyances and pre-load/pre-arrival conveyance data must be submitted for each tug and/or barge.

123. The same voyage/trip number must be transmitted in the applicable fields on all transmissions associated with all tugs, barges and cargo that are involved in the following scenarios.

124. A tug pulling one or more barges with cargo: Cargo data must be transmitted for the cargo on each barge, referencing the corresponding CRN. Conveyance data would be transmitted electronically for the tug. Conveyance data would also be transmitted for each barge. The voyage/trip number for the tug, the barge(s) and the cargo must

be the same. The number of crew is to be transmitted on the tug conveyance report. A zero is to be transmitted in the number of crew field for the conveyance transmission for each barge.

125. A tug pulling one or more barges without cargo: If there is no cargo on any of the barges being pulled by the tug, there is no requirement for pre-load/pre-arrival cargo and conveyance data. The reporting would be done on a paper A6 - General Declaration form.

126. A tug pulling a mix of barges with cargo, and barges without cargo: Cargo transmissions must be transmitted electronically for the cargo on each barge, referencing the corresponding CRN. No cargo transmissions are required for the empty barge(s). A conveyance transmission is to be transmitted electronically for all of the barges and for the tug. The voyage/trip number for the tug, the barge(s) and the cargo must be the same. The number of the crew must be indicated on the tug conveyance transmission. A zero is to be transmitted in the number crew field for the conveyance transmission for each barge.

127. Self-propelled barges: cargo transmissions must be transmitted for the cargo on each barge, referencing the corresponding CRN. A conveyance transmission must be transmitted electronically for each barge. If there is more than one barge the same voyage/trip number must be shown on all of the cargo and conveyance transmissions. If there is more than one barge for this scenario, the number of crew must only be transmitted on one of the barge conveyance transmissions; a zero will be submitted in that field on the other conveyance transmission(s).

128. A tug carrying cargo and towing empty barges: cargo transmissions must be submitted for the cargo, referencing the CRN of the tug. A conveyance transmission must be transmitted electronically to represent the tug.

129. An in ballast (empty) tug that is not pulling barges: There is no requirement for pre-load/pre-arrival cargo and conveyance transmission. A [Form A6, General Declaration](#) must be completed in paper format and submitted to CBSA upon arrival.

Outward Report

130. For information on electronic outward reporting, please refer to [Memorandum D3-1-8, Cargo – Export Movements](#) and Chapter 1: ACI Marine ECCRD.

Loading or Discharge of Cargo at Non-CBSA Ports

131. A carrier engaged in international trade with cargo for discharge at a place where a CBSA office is not located must first transmit pre-load/pre-arrival information to a CBSA office and then report inward, in accordance with the provisions of the [Customs Act](#) and Regulations.

ETA - Entered to Arrive and VI - Value Included Shipments

132. Cargo and conveyance data is required for ETA and VI type shipments. The CBSA will manually acquit the cargo data with the original transaction number associated with the goods.

Ships' Stores (Goods Imported for Ships Stores)

133. Defined as goods imported into Canada by airlines or vessels specifically for delivery to vessels or a bonded warehouse. Please refer to [Memorandum D4-2-1, Ships' Stores Regulations](#) for additional information.

134. Pre-load/pre-arrival cargo and conveyance information pertaining to goods imported for ships stores into Canada must be transmitted electronically within the guidelines and procedures outlined in the [Reporting of Imported Goods Regulations](#) and this memorandum.

Duty Free Shops (Goods Imported by Duty Free Shops)

135. Defined as goods imported into Canada by Duty Free Shops and delivered directly to a licensed Duty Free Shop facility. Please refer to Memoranda [D4-3-4, Duty Free Shop – Operational Responsibilities](#) and [D4-3-5, Duty Free Shop – Inventory Control and sale Requirements](#) for additional information on Duty Free Shops.

136. Pre-load/pre-arrival and conveyance information pertaining to goods imported and delivered directly to a licensed duty free shop must be transmitted electronically within the guidelines and procedures outlined in the [Reporting of Imported Goods Regulations](#) and this memorandum.

Notification and Error Messages

137. All pre-load/pre-arrival data received will be validated and processed through CBSA's systems, and the CBSA will transmit response messages back to the sender. Notices are sent to the sender via the same route as the incoming transmission.

138. There are two types of response messages clients can expect to receive from CBSA systems when submitting pre-load/pre-arrival transmissions by electronic means:

(a) Positive Responses

(b) Error Responses

139. Positive responses are issued in the form of Acknowledgements. Acknowledgements are generated when the EDI transmission has successfully passed all syntactical, conformance and validation edits.

140. An error code will be transmitted to the sender indicating the nature of the error. Carriers and freight forwarders must make changes to transmissions in error and re-send to the CBSA in a timely manner.

141. For a complete description of all notifications, error messages and codes and their application, as well as request for information notices refer to the [Electronic Commerce section](#) of the CBSA Web site or Chapter 1: ACI Marine ECCRD.

Risk Assessment Notices

142. Risk assessment notices may be issued when the CBSA requires the client to provide more information regarding the cargo or, to provide the client with specific instructions regarding the loading/unloading of the cargo.

143. Similar to reject notices (or error codes), risk assessment notices (such as 'do not load' notices) will include a coded field identifying the reason the notice was issued and the specific data element requiring clarification or further explanation. In addition, risk assessment notices may also include a free text remarks field providing external clients with additional information concerning the coded field or instructions.

144. CBSA systems will send "Do not load", "Hold", "Do not unload" and/or "Cancellation" coded messages back to the sender and other relevant parties. The message is sent out to the party(ies) via the same electronic means as the incoming transmission. These messages will reference the CCN, SRN and/or container numbers where applicable.

145. In cases where the cargo is loaded off-shore (non-U.S.) the CBSA has up until the EDTL to review the submitted primary cargo data and applicable supplementary cargo transmission(s). If the carrier or freight forwarder does not receive a risk assessment notice (coded message), the cargo may be loaded at or after the EDTL.

146. If a risk assessment notice is received prior to the EDTL, the goods are not authorized to be loaded on the vessel. The carrier must retransmit the primary cargo data with the required information and may not load the cargo until they have received an electronic cancellation coded message from the CBSA indicating that the risk assessment notice has been removed.

147. At any point while a vessel is traveling to Canada, a risk assessment notice (coded message) may be issued. This means that the cargo cannot be removed from the dock at the port of unloading until an electronic cancellation coded message indicating that the risk assessment notice has been removed by the CBSA.

148. As long as the cargo transmission has not been released/acquitted, the information requested by the CBSA in the 'Hold' message must be sent electronically. The CBSA will not accept faxes from brokers, carriers, freight forwarders or their agents.

149. If there is a "Hold" on a cargo that has been released/acquitted, the "Hold" supersedes the release/acquittal and the cargo cannot be removed from the dock until the "Hold" is removed by the CBSA. Because the cargo has been released/acquitted, the CBSA system will not accept electronic changes. Only a BSF681 including the changes will be accepted and must be sent by fax to the local CBSA office.

150. A Hold message may be issued subsequent to the lading of the cargo on the vessel in the foreign port where:

- (a) CBSA requires information pertaining to the cargo such as delivery address or notify party. In this case, the carrier re-transmits the required data to CBSA using the EDI change function.
- (b) CBSA may require an examination of the cargo upon arrival. In cases (a) and (b), the cargo may be unloaded from the vessel in Canada but is not authorized to move until permission is granted by CBSA in the form of a Hold Cancellation message.

151. If the importer/broker has already sent in a release/acquittal of the cargo which switches the status of the cargo to “Acquitted” when the vessel arrives and the CACM is transmitted, the cargo will not be released for delivery if there is still a “Hold” on the cargo in the system. Once the issue for which the ‘Hold’ was applied is resolved and the “Hold” is cancelled in the CBSA system, then the cargo will be released and can be removed from the dock.

152. Carriers may unload their cargo before the Estimated Time of Arrival (ETA), once the vessel clearance has been provided by the CBSA as long as it is within 8 hours of the ETA. The cargo must remain on the dock until the ETA, for possible examination, as a ‘Hold’ message may still be issued up until the ETA or for as long as the goods remain within the terminals control.

153. It is the carrier’s responsibility to check their system for coded messages.

154. Calls relating to risk assessment notices (e.g. Hold, Do Not Load, Do Not Unload) should be made to the National Targeting Centre (NTC) at NRAC-ACI@cbsa-asfc.gc.ca.

155. For a complete description of all notifications, error messages and codes and their application, as well as risk assessment notices, refer to the [Electronic Commerce section](#) of the CBSA Web site or Chapter 1: ACI Marine ECCRD.

Corrections

Corrections to Cargo and/or Conveyance Data

156. Changes to cargo and/or conveyance data shall be made as soon as they are known.

Add/Change/Delete (Cancel)

157. An “Add” is used for the first submission (original) of any data, whether it is cargo or conveyance data. It must be transmitted within the timeframes as prescribed in the [Reporting of Imported Goods Regulations](#).

158. A “Change” involves the pre-load/pre-arrival re-transmission of the entire record (all applicable data elements), which will then replace the entire record on file. As a rule, the carrier will be required to transmit a change to update the current conveyance record or cargo record when any of the data elements on the current transmission to the CBSA change. Individual data elements are not to be transmitted separately.

159. However, if a CCN or SRN on a cargo transmission or the actual CRN on a conveyance transmission needs to be changed, the client must first transmit a record to delete the cargo, conveyance, or supplementary report, and then transmit an “Add” for the new report with the new CCN, SRN or CRN. A change request will not be accepted in that case.

160. A “Delete” (cancel) is used for the complete removal of records or packages of records. If individual data elements or loops of segments are to be deleted, these must be processed as changes. The specific data transmitted on the delete does not necessarily have to be identical to the original add or change – only the “key” data (i.e. CCN or CRN and whether the record is a cargo or conveyance) must be identical.

161. Deletions may be made at any time up until arrival at the port of report. **Note:** un-arrived cargo and conveyance records are to be deleted (cancelled) if unused within 30 days.

162. If the CCN pertaining to the primary cargo report within a supplementary cargo transmission is required to be corrected, the client can send a change to the supplementary cargo transmission to correct this data element.

163. Prior to loading, electronic changes will restart the 24-hour clock. A new EDTL must be transmitted to reflect the new time of loading. The CBSA will then have 24 hours to review the new information.

164. If additional information is required by the CBSA for risk assessment purposes while a container is on a “Do not load” or on a “Hold” status, the carrier and/or freight forwarder will be required to make changes. If a change/amendment is submitted in response to a “Do not load” notice, loading can proceed once a cancellation notice is received.

165. For conveyance transmissions, electronic cancellations will be accepted at any time as long as there are no related cargo transmissions on file. If a vessel is no longer coming to Canada, the electronic conveyance transmission must be deleted.

Post Arrival Changes

166. Changes to cargo data (post arrival) must be made as soon as they are known. Electronic changes by carriers will be allowed up to the point of final release status of the goods or manual acquittal. Requests for changes after release must be presented to the local CBSA office. For more details on post arrival changes, please refer to Memoranda [D3-5-1, Commercial Vessels in International Service](#) or [D3-5-2, Marine Cargo – Import Movements](#).

167. ACI changes for overages and shortages can be transmitted up to release of the cargo. If the cargo is moving inland it will not be released until it reaches the inland destination. Changes due to overages and shortages that occur after release must be submitted by a paper process. For information regarding:

(a) the paper process “at-the-border” please contact the Import Programs Unit by E-mail at ImportPrograms.Programmesdesimportations@cbsa-asfc.gc.ca

(b) at the border reporting of commercial goods and conveyances and the release of commercial goods, please see: www.cbsa.gc.ca/import/.

Contingency Plan in the Event of System Failure

168. In the event of a CBSA system outage, all efforts will be made to continue normal communications, and restore systems to normal operating condition as soon as is reasonably possible.

169. Clients must retain the ability to produce hard copy cargo/conveyance declarations in the event of disruption CBSA systems.

Penalty Information

170. For information on administrative penalties, refer to [Memorandum D22-1-1, Administrative Monetary Penalty System. Information on AMPS](#) penalties is also available on the CBSA Web site.

171. Pre-load/pre-arrival AMPS are currently under development.

Additional Information

172. The CBSA’s [Border Information Service](#) (BIS) line responds to public inquiries related to import requirements of other government departments. More BIS information can be found on the CBSA Web site.

173. More information may be obtained by consulting Chapter 1: ACI Marine ECCRD. Direct all correspondence to:

Advance Commercial Information (ACI) Policy Unit
Commercial Targeting and Advance Information Programs Division
Pre-border Programs Directorate
Programs Branch
Canada Border Services Agency (CBSA)
222 Queen Street, 4th Floor
Ottawa ON K1A 0L8
Email: mailto:aci-ipec@cbsa-asfc.gc.ca

Appendix A

Glossary of Terms

A6 – General declaration form of inward/outward vessel movement.

A6A – Freight / Cargo Manifest form (marine mode).

ACI – Advance Commercial Information

AMPS – Administrative Monetary Penalty System

Break-bulk goods – Means specified goods other than goods within cargo containers, bulk goods, or empty cargo containers.

Bulk goods – Goods that are loose or in mass, such that they are confined only by the permanent structures of the vessel, without intermediate containment or intermediate packaging.

Cargo – A term used to describe a collection of goods or shipment. It consists of a grouping of related goods. The cargo is detailed on the waybill, the manifest or a Cargo Control Document.

Cargo Control Document (CCD) – A manifest or other control document that acts as the record of a shipment entering or exiting Canada e.g. A6A.

Cargo Control Number (CCN) – The Cargo Control Number is a number assigned to a transport document. The Cargo Control Number consists of the Carrier code followed by a unique reference number assigned by the Carrier/Representative.

1st 4 characters = CBSA approved carrier code

Remaining characters = Carrier/Representative assigned reference number.

This number cannot be re-used for 3 years.

Cargo Transmission – A cargo transmission is the package of cargo data that is transmitted. It is comprised of a CCN for each shipment on the conveyance along with the corresponding cargo data, and the CRN corresponding to the conveyance the cargo is being transported on.

Carrier – For the purpose of assessing carrier code eligibility, the CBSA defines a carrier as the entity operating a conveyance transporting specified goods to Canada. To operate a conveyance means to have legal custody and control of the conveyance as:

- (a) an owner,
- (b) a lessee under a lease or agreement of hire,
- (c) a charterer under an agreement of hire,
- (d) as a purchaser under a conditional sale or hire purchase agreement that reserves to the vendor the title to the conveyance until the purchase price is paid or certain conditions are performed, or
- (e) a mortgagor.

Carrier Code – As stated in the *Customs Act*, means the unique identification number issued by the Minister either under subsection 12.1(4) or before the coming into force of that subsection.

CBSA – Canada Border Services Agency

Client – Anyone who, sends to CBSA a collection of information, receives notices from it, or has any involvement in the decision making process.

Consignee – The definition of consignee is to be understood as follow given the applicable context:

The consignee definition to be used by carriers when transmitting electronic pre-load/pre-arrival data: the name and address of the party to which the cargo/goods are being shipped to as shown on carrier's contract of carriage (For example: Bill of Lading, Air Waybill or other shipping document).

The consignee definition used with respect to freight forwarders who are providing the CBSA with detailed information pertaining to a consolidated shipment will be: the name and address of the party to which the cargo/goods are being “shipped to” as shown on carrier’s contract of carriage (For example: Bill of Lading, Air Waybill, or other shipping document).

The consignee definition used with respect to freight forwarders who are providing the CBSA with detailed information pertaining to a deconsolidated shipment will be: the name and address of the party to which the goods are being “shipped to” as shown on the commercial sales contract (For example: commercial invoice, bill of sale, or other sales contract).

Note: The freight forwarder is limited to the information they have on hand at the time of the transmission. The consignee may change more than one time throughout a voyage to Canada. The freight forwarder will provide updates to the transmission as they receive updated information.

Example: For business or legal reasons goods are consigned to a bank (foreign or Canadian domestic) or “to order” of a bank. In this case, the consignee field of the house bill transmitted by the freight forwarder will reflect the party to whom the goods are legally consigned at the time of transmission (the bank). If the goods are sold while en route, and/or if the bank chooses to endorse the goods to a third party (as per the “to order”) or if the consignee information otherwise changes; the freight forwarder will submit an electronic change to the house bill data as soon as they become aware of the change, updating the consignee field.

Conveyance – Taken from *Customs Act* ss. 2(1). Any vehicle, aircraft or water-borne craft or any other contrivance that is used to move persons or goods.

Conveyance Operating Carrier – The carrier company operating the conveyance transporting goods to Canada. This is true whether the carrier company owns the conveyance outright, leases the conveyance, or whether any type of security interest is registered on the conveyance.

Conveyance Reference Number (CRN) – A unique reference number assigned by the carrier to identify a particular voyage for a particular conveyance.

CSA – Customs Self-Assessment

ECCRD – Electronic Commerce Client Requirements Document

EDI – Electronic Data Interchange

Estimated Time of Arrival (ETA) Marine – Generally used in the context of ‘pre-arrival’ for the purpose of knowing the approximate time that a vessel will arrive at a dock in Canada.

Ferries – Vessels, scows, barges, and similar craft whether self-propelled or towed, used solely or principally for the transportation of vehicles and passengers across international waters shall be classified as ferries.

First Canadian Port of Arrival (FPOA) – The first Canadian port that a vessel stops for any reason including but not limited to the loading and or discharging of cargo, anchoring, bunkering, safety inspections, crew changes, diversions, etc.

Freight Forwarder – A person who, on behalf of one or more owners, importers, shippers or consignees of goods, causes specified goods to be transported by one or more carriers.

Freight Remaining on Board (FROB) – Cargo on a vessel that is not being discharged at a Canadian seaport.

Goods – Includes conveyances, animals and any document in any form.

Hand-carried Goods – Goods that will be released after they have been accounted for and all duties with respect to them have been paid under subsection 32(1) of the Act if

- (a) the goods are or will be in the actual possession of a person arriving in Canada, or
- (b) the goods form or will form part of a person’s baggage and the person and the baggage arrive or will arrive in Canada on board the same conveyance.

In-transit (Marine) – The movement of a conveyance/goods through Canada to another country without disposing of goods or people. This includes transshipment of goods arriving by ship in Canada and transferring to another ship departing Canada.

OGD – Other Government Department

PARS – Pre-Arrival Review System

Port of report – The port where marine cargo physically crosses into Canada at the FPOA. The carrier may use any automated port of report. The port of arrival of all cargo on board a conveyance should match the port of report.

Pre-arrival – Prior to a conveyance or goods arriving in Canada.

Pre-arrival Information – Data pertaining to the importation of goods that is sent to CBSA in advance of the actual arrival.

Record – Any material on which data are recorded or marked and which is capable of being read or understood by a person or a computer system or other device.

Release Notification System (RNS) – A system message sent to the client regarding the status of cargo.

Shipment –

- (a) A shipment for which a carrier is responsible is one that consists of
 - (i) a specified good or collection of specified goods that is listed in a single bill of lading, waybill or other similar document that is issued by the carrier and that relates to the carriage of those goods, or
 - (ii) a specified good that is an empty cargo container that is not for sale that is transported by the carrier but that is not listed in a bill of lading, waybill or other similar document; and
- (b) A shipment for which a freight forwarder is responsible is one that consists of a specified good or collection of specified goods that is listed in a single bill of lading, waybill or other similar document that is issued by the freight forwarder and that relates to the carriage of those goods.

Supplementary Reference Number (SRN) – Reference number assigned by the freight forwarder or carrier or the carrier's agent to identify the Supplementary Cargo Transmission.

Specified Goods (under the *Reporting of Imported Goods Regulations*) – Commercial goods, goods that are or will be imported to Canada for a fee and empty cargo containers that are not for sale but does not include

- (a) goods that will be released after they have been accounted for and all duties with respect to them have been paid under subsection 32(1) of the Act if
 - (i) the goods are or will be in the actual possession of a person arriving in Canada, or
 - (ii) the goods form or will form part of a person's baggage and the person and the baggage arrive or will arrive in Canada on board the same conveyance,
- (b) mail,
- (c) commercial goods that are used in a repair that is made outside Canada to a conveyance that was built in Canada or in respect of which duties have been paid, if the repair is made as a result of an unforeseen contingency that occurs outside Canada and is necessary to ensure the conveyance's safe return to Canada,
- (d) a military conveyance within the meaning of subsection 18(1) of the Canadian Transportation Accident Investigation and Safety Board Act or goods that are transported on board that conveyance,
- (e) an emergency conveyance or goods that are transported on board that conveyance, or
- (f) a conveyance that returns to Canada immediately after being denied entry to the United States or goods that are transported on board that conveyance.

Appendix B

Pre-arrival Timeframes

The following chart summarizes the pre-arrival timeframes for transmitting Conveyance, Cargo, Supplementary Cargo, and Empty Cargo Container Data:

Conveyance Transmission Timeframes (cargo loaded in a country other than the U.S.)	
Conveyances with containerized cargo	96 hours before arrival
Conveyances with non-exempted break-bulk cargo	96 hours before arrival
Conveyances with exempted break-bulk cargo	24 hours before arrival
Conveyances with bulk cargo	24 hours before arrival
Conveyances with empty marine containers	96 hours before arrival
Conveyances with a combination of goods described above	96 hours before arrival
Conveyance Transmission Timeframes (cargo loaded in the U.S.)	
Conveyances with containerized, bulk or break-bulk	24 hours before arrival
Conveyances with empty containers	4 hours before arrival
Cargo and Supplementary Cargo Transmission Timeframes (cargo loaded in a country other than the U.S.)	
Containerized cargo	24 hours before loading
Non-exempted break-bulk cargo	24 hours before loading
Exempted break-bulk cargo	24 hours before arrival
Bulk cargo	24 hours before arrival
Empty marine containers	96 hours before arrival
Cargo and Supplementary Cargo Transmission Timeframes (cargo loaded in the U.S.)	
Containerized, bulk or break-bulk	24 hours before arrival
Empty marine containers	4 hours before arrival

* If the duration of the voyage is less than the pre-arrival timeframe required, data must be transmitted before the departure of the vessel to a port in Canada

Appendix C

Sample List of Bulk Cargo Commodities and Commodity Types

This list maybe changed and updated as deemed appropriate by the CBSA

- Coils of steel and other metals
- Rails of steel and other metals
- Wire rods of steel and other metals (may be coiled or flat)
- Ingots of metal (precious or otherwise)
- Round bars of steel or other metal
- Deformed Bars/Rebars (of metal)
- Plates (of metal)
- Billets (of metal)
- Slabs (of metal)
- Pipes (of metal)
- Beams (of metal)
- Tubes/Tubing (of metal)
- Angles, shapes and sections (of metal)
- Sheets (of metal)
- Expanded metal
- Flat bars (of metal)
- Strand wire (of metal)
- Sawn Timber/Lumber as a commodity (not as packaging material)
- Paperboard/Fiberboard/Plywood as a commodity (not as packaging material)
- Paper products as commodity (wood pulp, newsprint and paper rolls and not as packaging material)
- Certain perishable goods, not in boxes, bags or containerized, and not frozen, but laden and stowed in a way similar to other types of bulk cargo (includes seafood and produce)
- Blooms (similar to “billets” of metal)
- Anodes/Cathodes, in sheets only (may be corrugated)

Appendix D

List of Contacts for Unscheduled Diversions

NTC

Calls within Canada and the United States

Telephone:

1-855-NTC-1CNC (**1-855-682-1262**) (24 hours a day, 7 days a week)

Overseas callers

Telephone: 1-613-941-0004 (24 hours a day, 7 days a week)

NTC Marine E-mail: NRAC-ACI@cbsa-asfc.gc.ca

Electronic Commerce Unit

1-888-957-7224 Calls within Canada and the U.S.

1-613-946-0762 for overseas callers

Regions:

Saint John, New Brunswick: [ATL CBSA-ASFC Targeting SJNB-G@cbsa-asfc.gc.ca](mailto:ATL_CBSA-ASFC_Targeting_SJNB-G@cbsa-asfc.gc.ca)

St. John's, Newfoundland: [ATL CBSA-ASFC NL Operations-G@cbsa-asfc.gc.ca](mailto:ATL_CBSA-ASFC_NL_Operations-G@cbsa-asfc.gc.ca)

Halifax, Nova Scotia: containerinquiries.Atl-Hfx@cbsa-asfc.gc.ca

Montréal, Quebec: MTL-SMF-TARGETS@cbsa-asfc.gc.ca

Prince Rupert, British Columbia: Shared.PrinceRupert@cbsa-asfc.gc.ca

References	
Issuing Office	Advance Information and Programs Division Pre-border Programs Directorate Programs Branch
Headquarters File	
Legislative References	<i>Customs Act</i> <i>Reporting of Imported Goods Regulations</i> <i>Reporting of Exported Goods Regulations</i> <i>Transportation of Goods Regulations</i> <i>Customs Tariff</i> <i>Canada Shipping Act</i> <i>Coastal Fisheries Protection Act</i> <i>Quarantine Act</i> <i>Health of Animals Act</i> <i>Health of Animals Regulations</i> <i>Plant Protection Regulations</i>
Other References	<u>D2-3-7</u> , <u>D3-1-1</u> , <u>D3-1-7</u> , <u>D3-1-8</u> , <u>D3-3-1</u> , <u>D3-5-1</u> , <u>D3-5-2</u> , <u>D3-5-7</u> , <u>D4-2-1</u> , <u>D8 series</u> , <u>D17-1-4</u> , <u>D20 Series</u> , <u>D22-1-1</u> International Waste Policy CFIA Directive D98-08, Advance Commercial Information Marine Electronic Commerce Client Requirements Document
Superseded Memorandum D	N/A