



Ottawa, February 5, 2014

Memorandum D3-5-2

Marine Cargo – Import Movements

In Brief

This memorandum replaces the Memorandum D3-5-2 dated August 2008. It has been revised to denote the following changes:

- (a) Agency, Division and Branch names were revised to the current appellations.
- (b) Paragraph 46 was updated with a new contact and mailing address.
- (c) Paragraph 72 was updated to include the new mailing address for the Commercial Registration Unit and to reflect policy change.
- (d) Paragraph 81 was updated to clarify the carriers' responsibility to notify the consignee of the cargo arrival.
- (e) Paragraph 98 was updated to reference the Canada Border Services Agency (CBSA) Web site and the Border Information Services (BIS).
- (f) Appendix B was removed. The "ACI Data Requirements" is available in the ECCRD ACI Marine.

Guidelines and General Information

1. It is the responsibility of the Import Programs Management Unit to provide national policies and procedures relative to the reporting to CBSA of commercial cargo.

First Port of Arrival

- 2. The first port of arrival (FPOA) is the first port in Canada that the vessel stops at for any of the following activities; crew activities, cargo activities, bunkering or seaway inspections.
- 3. For Great Lake traffic, the CBSA has deemed two ports in and out of the Great lakes as the FPOA whether the vessel stops there or not: Montréal and Port Colborne.
- 4. For vessels travelling into and through Canada from off shore and up bound, Montréal will be the FPOA, unless the vessel stops somewhere else in Canada first. The captain must be prepared to stop for examination if required.
- 5. For vessels travelling with U.S. loaded cargo, from the Great Lakes and will be 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.
- 6. The FPOA must be transmitted on all conveyance reports. For more information on conveyance reports, please refer to [Memorandum D3-5-1, Commercial Vessels in International Service](#).

Emergency Stops

- 7. Emergency stops are defined as stops for medical, weather, mechanical difficulties or security threats.
- 8. If these stops exceed 8 hours, carriers will be required to advise by telephone with the updated information the National Risk Assessment Centre at 1-613-948-3939 for foreign callers or **1-800-523-5072** for North America

callers. Cargo data must be updated electronically as soon as known to reflect the new first port of arrival and its Estimated Date and Time of Arrival (EDTA).

Transmission of Advance Commercial Information (ACI) – Cargo

9. The CBSA requires, under the Advance Commercial Information (ACI) program, that all marine carriers transmit electronic cargo and supplementary reports using the Electronic Data Interchange (EDI) within the ACI timeframes to the FPOA. This applies to all vessels carrying commercial goods that are loaded in a country other than Canada and that arrive at a port in Canada. The requirement applies to all import, in-transit, and Freight Remaining On Board (FROB) shipments. ACI exemptions are listed in paragraph 65 of this memorandum. For conveyance reporting and ACI requirements, please refer to [Memorandum D3-5-1, Commercial Vessels in International Service](#). For further information on the ACI cargo data elements, please consult the [Reporting of Imported Goods Regulations](#), Schedule 2, Part 1.

Note: Procedures on becoming an EDI client are available on the CBSA E-Commerce the Web site and in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#). For more information on the EDI system application form, please refer to D3-1-1.

Cargo Report Requirements (SO83)

10. The marine cargo report (SO83) must be transmitted to the CBSA by the carrier that is responsible for the movement of the cargo, or a service provider authorized by that carrier to transmit on their behalf, within the prescribed timeframes as outlined in paragraph 17 to 20. A marine cargo report is mandatory for all non-exempt import, in-transit, or FROB cargo. The list of the information that a marine carrier must include in the marine cargo report can be found in the [Electronic Commerce Client Requirements Document \(ECCRD\) ACI Marine](#).

Supplementary Report Requirements (SO687)

11. The marine carrier must be satisfied that the freight forwarder will provide detailed data in a supplementary cargo report within the required timeframes. If a freight forwarder will be transmitting the supplementary cargo report to the CBSA, the carrier must provide the freight forwarder with the marine Cargo Control Number (CCN).

12. The marine carrier CCN must appear on all related supplementary reports to link them to the corresponding cargo report. It is also the responsibility of the marine carrier to indicate on the electronic cargo report that a supplementary report is required.

13. The freight forwarder or the carrier who is transmitting the supplementary cargo report(s) will assign the Supplementary Report Number(s) (SRN).

14. The estimated date and time of loading must also appear on all supplementary reports. All times must be shown as Eastern Standard Time (EST).

15. Where the carrier is not satisfied that the conditions set out in paragraph 11 of this memorandum are met, the carrier must obtain the details of the shipment, e.g. actual shipper, ultimate consignee, full description of the goods, etc., from the freight forwarder. For further information on procedures regarding this requirement and for the complete list of mandatory data elements to submit in the supplementary cargo report, please refer to the ECCRD ACI Marine.

16. A Supplementary Cargo Report (SO 687) is mandatory for all import, in-transit, and non-U.S. loaded FROB cargo. U.S. loaded FROB shipments and FROB shipments destined to the U.S. will require supplementary cargo reports in a future phase of ACI.

ACI Transmission Timeframes

17. Timeframes for transmission of the cargo and supplementary reports is based on the type of cargo.

Cargo Loaded in a Country Other Than the United States and Puerto Rico

18. ACI for containerized and non-exempted break bulk must be transmitted at least 24 hours prior to loading of the goods on board the vessel at the foreign port.

19. ACI for bulk and exempted break bulk must be transmitted at least 24 hours prior to the arrival of the vessel at the first Canadian port. If the length of the voyage is less than 24 hours, the ACI must be transmitted at the time of departure from the foreign port.

Cargo Loaded in the United States and Puerto Rico

20. ACI for all cargo, regardless of type, must be transmitted electronically at least 24 hours prior to arrival of the vessel at the first Canadian port. If the length of the voyage to Canada is less than 24 hours, the cargo data must be transmitted at the time of the vessel's departure from the United States.

Empty Containers

21. ACI for empty containers loaded in a country other than the United States and Puerto Rico must be transmitted electronically on an empty cargo report 96 hours prior to arrival at the first Canadian port.

22. If the voyage to Canada is less than 96 hours, then the empty cargo report must be transmitted electronically at time of departure from the foreign port.

23. ACI for all empty containers loaded in the United States and Puerto Rico must be transmitted electronically on an empty cargo report at least 4 hours before the arrival of the vessel at the first Canadian port.

24. If the length of the voyage is less than 4 hours, the empty cargo report must be electronically transmitted at the time of departure.

In-transit Cargo

25. In-transit cargo reports must be transmitted within the timeframes specified in paragraph 17 to 20 of this memorandum. The marine manifest type field in the electronic cargo report must be coded as type 23, to indicate that the shipment is in transit through Canada. For more information on transmission requirements for in-transit cargo, please refer to the ECCRD ACI Marine.

Freight Remaining on Board (FROB)

26. All goods loaded in a country other than the United States, that are FROB in Canada while in-transit to a third country (including the United States), must comply with the requirement to provide cargo information within the timeframes specified in paragraph 17 to 20 of this memorandum depending on where the cargo is arriving from. The marine manifest type field in the electronic cargo report must be coded as type 26, to indicate that the shipment is a FROB shipment. For more information on transmission requirements for FROB cargo, please refer to the ECCRD ACI Marine.

ACI Transmission Process

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

28. The CBSA have until the EDTL to review the submitted cargo reports and their supplementary reports. If the carrier or freight forwarder does not receive a "Do not load" message, the cargo may be loaded at or after the EDTL.

29. If a "Do not load" message is received, the goods do not have authorization to be loaded on the vessel. The carrier must retransmit the cargo report with the required information and may not load the cargo until they have received an electronic message from the CBSA indicating that the "Do not load" has been removed by the Agency.

30. At any point while a vessel is traveling to Canada, a "Hold" message may be issued. This means that the cargo cannot be removed from the dock when the vessel arrives in Canada until an electronic message indicating that the "Hold" has been removed by the Agency.

31. As long as the cargo report has not been acquitted, the information requested by the CBSA in the "Hold" message must be sent electronically. The CBSA will not accept faxes from customs brokers, carriers, freight forwarders or their agents.

32. If there is a “Hold” on a cargo that has been acquitted, the hold supersedes the release and the cargo cannot be removed from the dock until the “Hold” is removed by the CBSA. Because the cargo has been acquitted, the CBSA system will not accept electronic changes and only in that case a paper change sent by fax to the local CBSA office will be accepted.

33. Carriers may unload their cargo before the estimated time of arrival (ETA), once the vessel clearance has been provided by the CBSA (see [Memorandum D3-5-1, Commercial Vessels in International Service](#)), 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.

34. It is the responsibility of the carrier to verify their system for “Hold” messages. The local CBSA office should not be called to ascertain the status of a “Hold”.

35. In extreme cases a “Do not unload” message may be issued. If a “Do not unload” message is received, the cargo cannot be discharged from the vessel until the “Do not unload” is removed by the CBSA.

Consortium and Co-load

36. When a vessel carries cargo for more than one carrier under consortium or co-load arrangements, the conveyance report and its cargo reports must be transmitted as outlined below:

(a) The carrier or the agent acting for the owner of the vessel must transmit an ACI conveyance report. The conveyance report number 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 master carrier establishes the Conveyance Report Number (CRN). The CRN links all cargo reports to the vessel on which the cargo is to arrive. Therefore, the CRN must be reported on all cargo reports of each consortium partner. The master 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 reports 24-hours prior to loading.

Non-resident Importer

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

38. The Canadian party to whom the cargo is being delivered 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.

Moving Company and Personal Effects

39. When personal effects are being imported into Canada the ultimate consignee is required. The name of the moving company could be provided in the Notify Party field.

Rejection Messages

40. If a cargo, supplementary or empty cargo report is electronically rejected, a rejection message will be transmitted electronically to the client.

41. It is the responsibility of the client to send in an amended electronic report correcting the error as indicated in the rejection message.

42. The rejected report will be considered by the CBSA as non-transmission of the cargo report until the identified errors have been addressed and the report is in accepted status by CBSA system.

43. Any enquiries on reject messages should be directed to:

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

Telephone:

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

1-613-946-0762 for overseas callers between 8 a.m. and 5 p.m. (E.S.T.)

1-613-946-0763 for overseas callers between 5 p.m. and 8 a.m. (E.S.T.)

Exempted Break-bulk

44. Break-bulk cargo is defined as cargo that is not containerized and that cannot be classified as “bulk” cargo but which is otherwise packaged and bundled.

45. Clients could apply for an exemption to the 24-hour ACI reporting rule for break-bulk cargo.

46. Requests for such exemption should be forwarded to:

Manager
 Canada Border Services Agency
 Programs Branch
 Pre-Border Programs
 Advance Commercial Information Policy
ACI.IPEC@cbsa-asfc.gc.ca

47. 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 source and list of the goods;
- (c) The ports of departure of the vessels;
- (d) The 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) The name of the vessels;
- (h) The International Maritime Organization number (IMO) 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.

48. Carriers, who have applied to U.S. CBP for a break-bulk exemption for the same goods, should also provide a copy of U.S. CBP’s exemption with their request.

Tugs and Barges

49. ACI requirements may apply to tugs and barges and reports need to be transmitted within the timeframes outlined in paragraph 17 to 20 of this memorandum. The CRN must be transmitted in the applicable fields on all reports associated with all tugs, barges and cargo that are involved in the following scenarios.

50. A tug pulling one or more barges with cargo: cargo reports must be transmitted for the cargo on each barge, referencing the corresponding CRN.

51. 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 ACI cargo reports.

52. A tug pulling a mix of barges with cargo, and barges without cargo: cargo reports must be transmitted electronically for the cargo on each barge, referencing the corresponding CRN in the applicable field. No cargo reports are required for the empty barge(s).

53. Self-propelled barges: cargo reports must be transmitted for the cargo on each barge, referencing the corresponding CRN.

54. A tug carrying goods that are not on a barge: cargo reports must be transmitted for the cargo, referencing the CRN of the tug.

55. An in ballast (empty) tug that is not pulling barges: There is no requirement for ACI cargo report.

Ferries

56. All 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.

57. Ferries are considered as an extension of the highway mode therefore, any goods or cargo transported on a ferry are considered to be an extension of the highway mode. For reporting requirements on the highway mode, please refer to the [Memorandum D3-4-2, Highway Cargo – Import Movements](#).

58. Passengers and goods embarking onto or disembarking from a ferry are subject to normal reporting requirements. For more information on the normal reporting requirements, please refer to [D2 series](#), International Travel.

59. Cargo handled solely by the ferry company is to be reported on form A8A-B showing the ferry company as the carrier. No reference needs to be made to the goods on the form A6, which must be submitted to the CBSA for report of the conveyance (ferry). This type of operation will follow the same procedures as any other class of commercial operation. If the ferry company does not hold a marine carrier code, the code to be used shall be 9ITN.

60. Railway car ferries operating internationally may report inward on form A1 in lieu of form A6 when the goods carried in each car are reported on separate cargo control documents. For more information on Rail reporting, please refer to memoranda [D3-6-6, Rail Cargo – Import Movements](#) and [D3-6-7, Rail Cargo – In-transit Movements](#).

Changes to Cargo, Supplementary and Empty Containers Reports

61. Additional information required by the CBSA for risk assessment purposes while a container is on a “Do not load” or on a “Hold” status will require the carrier to make changes/corrections. The carrier and/or freight forwarder is obligated to transmit a change as soon as the shipper advises them that the information they originally transmitted is not accurate or complete (e.g.: the piece count is different than actually indicated on the report(s)).

62. Prior to loading, electronic changes/corrections will restart the 24-hour clock. The CBSA will then have an extra 24 hours to review the new information. After departure, electronic changes/corrections to cargo reports will be accepted up to the point of release or cargo acquittal. After release/acquittal on cargo reports only, changes must be presented on form A6A to the local CBSA office. A file must be maintained by the client for post verification purposes.

Reporting Requirements for Multiple Canadian Ports of Call

63. The marine carrier must transmit all cargo reports electronically in accordance with the ACI timeframes at the FPOA. The individual cargo reports will reflect the appropriate Canadian port of discharge.

Diversions

64. If while the vessel is at sea, the carrier finds out that some but not all of the containers on a cargo report are being diverted to another location once arriving in Canada the following procedures must be followed to ensure that the diversion is properly reported to the CBSA:

- (a) A change to the original cargo report 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 transmitted with a new CCN to report 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.

Paper Reporting for Cargo With ACI Exemptions

65. The following cargo is exempt from the ACI requirements:

- (a) Canadian and foreign military cargo when on a military leased or owned vessel;
- (b) Government cargo when on a government leased or owned vessel;
- (c) Fish reported on a fishing vessel;
- (d) Canadian goods returned not discharged at foreign port and returned to Canada; and
- (e) Commercial goods transported on ferries.

66. All of the above exemptions, with the exception of fish reported on a fishing vessel, must be reported on form A6A.

67. Cargo that is to be discharged in Canada must be reported, at the arrival of the vessel, to the local CBSA office by presentation of a completed form A6A cargo report.

68. When copies of bills of lading are filed, a summary list of bill of lading numbers must be attached to the inward cargo report, and must include a list of all the marks and numbers of cargo containers on board.

69. When one bill of lading covers more than one container load, the number of pieces in each container and the total number of pieces in all containers must be shown on the bill of lading.

70. Under local arrangements, non-duplicating numbers assigned by agents or dock operators may be accepted as CBSA inward report numbers. When a carrier maintains a computerized cargo system and its reports are numbered within the system, the numbers assigned by the carrier will be accepted as CBSA inward report numbers. In all other cases, CBSA will assign the inward report number from a local series beginning at number one (1) on April 1st each year.

71. The CCN for any shipment will consist of the carrier code, inward report number, a hyphen and the bill of lading number, e.g., 9386 1234-L12. For bulk cargo not carried under bills of lading, the complete cargo CCN will consist of the carrier code followed by the inward report number, e.g., 9386 1234.

Overland Movements

72. Marine carriers wishing to forward freight in bond from a Canadian seaport(s) overland to a Canadian destination(s) for clearance or exportation without re-manifesting to a forwarding rail or highway carrier must apply to use the overland movement procedure. The marine carrier must apply by submitting a completed Form E370, *Application to Transact Bonded Air or Rail Carrier Operations With the Canada Border Services Agency*, in duplicate, together with security in the amount of \$25 000, to the following address:

Commercial Registration Unit
 Canada Border Services Agency (CBSA)
 191 Laurier Avenue West, 12th Floor
 Ottawa ON K1A 0L8

Note: The application must be completed as outlined in the [Memorandum D3-1-1](#).

73. The application must include a list of the intended seaports of discharge and the CBSA inland offices and exportation to which the cargo will be forwarded. For shipments intended for clearance in Canada, only those CBSA offices at which the marine carrier has an agent to arrange for the distribution of the advice notes and cargo can be included in the list of CBSA inland offices. The application must also indicate the name and address of each sufferance warehouse to which the goods are to be delivered at each CBSA office of destination. The sufferance warehouses must be approved for receiving marine cargo documented under the overland movement procedure.

74. The overland movement procedure applies to all cargo intended for clearance in Canada. For goods intended for exportation to the U.S.A. the procedure may only be applied to containers that have the seals still intact. For more information on cargo for exportation, please refer to [Memorandum D3-1-8, *Cargo – Export Movements*](#).
75. All sets of the cargo reports must be arranged by approved destination points, including that portion intended for clearance or re-manifesting at the seaport of discharge.
76. In initiating the onward movement of the cargo to designated inland destinations, it will be the responsibility of the marine carrier to indicate on the bill of lading to the onward carrier that: “This cargo is in bond and carried under form A6A number **Do not manifest**”. This will be an indication to the onward carrier that although the cargo is being carried as a domestic shipment in his system, the freight must be delivered to the sufferance warehouse at destination and held until CBSA authorizes its release.
77. Only once the shipment is released by the CBSA will the CBSA delivery authority copy be returned to the warehouse operator as authorization to allow delivery of the shipment.
78. Diversion notice procedures cannot be applied when a shipment has been reported under the overland movement procedure. If, after arrival at the CBSA office of destination as shown on form A6, a shipment is to be re-routed, the bonded marine carrier must arrange with the forwarding rail or highway carrier to prepare a re-manifested A6 to cover the onward movement.
79. If the re-routing occurs at the seaport of discharge or a point en route to the destination port, and subsequent to CBSA processing of the A6 inward report, the forwarding carrier must present a re-manifested A6 at the seaport of discharge.
80. In such cases, the marine carrier must ensure that the forwarding carrier annotates the re-manifested movement in the Description and Marks field on the re-manifested A6, to show that the shipment has been covered by an overland cargo control document and to indicate the original designated CBSA office of destination. It will be the responsibility of the marine carrier/agent to present a photocopy of the station copy of the re-manifested A6 to the CBSA at the seaport of discharge for validation by the CBSA. The properly annotated and validated photocopy will be sent by the seaport of discharge CBSA office to the originally designated receiving CBSA office. The validated photocopy of the station copy of the re-manifested A6 will be used by the CBSA for acquittal of the form A6.
81. When the specified merchandise must be cleared within Canada, the carrier must advise each consignee of the arrival of the shipment at the moment of clearance by forwarding to them copies of the consignment and notifications to the long room regarding the clearance granted by CBSA. The consignee must then present these documents to the CBSA with the proper release documentation. It is the responsibility of the carrier to make certain that the notifications presented at the inward destination have the same CCN (carrier code, cargo control number and the consignment information) indicated on the initial declaration of freight presented at the seaport at the moment of offload in Canada.
82. All tracing of outstanding marine cargo control shipments will be directed by the CBSA to the marine carrier responsible for the overland movement.

Coasting Licences

83. For information on coasting licenses, please refer to [Memorandum D3-5-7, *Temporary Importation of Vessels*](#).

Delivery Requirements and Transfers to Sufferance Warehouses

84. Cargo arriving by marine vessel under a marine cargo control document must be reported to a type AM or AW sufferance warehouse at the port of discharge. For more information on sufferance warehouses, please refer to [Memorandum D4-1-4, *Customs Sufferance Warehouses*](#).
85. Cargo may only be transferred from the type AM or AW sufferance warehouse to another sufferance warehouse within the same CBSA office after presentation of an acceptable secondary cargo control document (re-manifest, house bill, or a marine bill of lading under the overland movement procedure), providing the warehouse is licensed to receive the freight. The party carrying the transfer from one sufferance warehouse to another must be bonded or other security considerations may be prescribed.

86. Single or consolidated shipments may be transferred to the freight forwarder's sufferance warehouse (or agent thereof) for clearance, break bulk or furtherance after presentation of a secondary cargo control document(s) (house bill(s)) providing the warehouse is licensed to receive the freight. In order to transport non-acquitted goods, the freight forwarder must be bonded. For more information, please refer to [Memorandum D3-3-1, Forwarded and Consolidated Cargo – Import Movements](#).

87. Intact cargo arriving in highway or rail service for export in bond under a marine cargo control document may be delivered directly to the designated seaport. For more information, please refer to [Memorandum D3-1-8, Cargo – Export Movements](#).

88. Shipments reported under the marine overland movement procedure may be delivered to another sufferance warehouse providing the follow two conditions are met:

- (a) the warehouse has been approved as a designated release point under the marine carrier's overland movement authority; and
- (b) the warehouse is licensed to receive the freight.

89. Consolidated shipments consigned to a bonded freight forwarder may be transferred from a designated overland movement release point to the freight forwarder's sufferance warehouse (or agent thereof) after presentation of secondary cargo control documents (house bills) providing the warehouse is licensed to receive the freight.

Canadian Goods Returned

90. Goods loaded in Canada onto a vessel that are not discharged in a foreign port and then return to Canada on the same vessel for discharge in Canada, do not have to be reported in accordance with the ACI reporting requirements and procedures outlined in this memorandum.

91. Canadian goods returned are to be reported on a paper A6A and the fact that they are Canadian goods returned must be noted on the form A6A in field number 10.

92. If there is no other type of cargo on board than Canadian goods returned, please follow procedures as outlined in the [D3-5-1, Commercial Vessels in International Service](#) for the reporting of the vessel.

93. If in addition to Canadian goods returned, there are foreign loaded goods on board the vessel, ACI cargo reports must be transmitted for the foreign goods only.

94. The form A6A for the Canadian goods returned must reference the ACI CRN, if applicable.

Penalty Information

95. For information on administrative penalties, please refer to [Memorandum D22-1-1, Administrative Monetary Penalty System](#) (AMPS).

96. Other administrative sanctions, such as the revocation of program privileges and penalties of other government departments, may also be applicable.

97. In some situations, failure to comply with the CBSA requirements outlined in the [Customs Act](#) may result in the seizure and forfeiture of the goods and/or conveyance, and criminal charges may be applicable.

Additional Information

98. The CBSA's Border Information Service (BIS) line responds to public inquiries related to import requirements of other government departments, including Industry Canada. You can access BIS toll-free throughout Canada by calling **1-800-461-9999**. If you are calling from outside Canada, you can access BIS by calling 204-983-3500 or 506-636-5064 (long-distance charges will apply). To speak directly to an agent, please call during regular business hours from Monday to Friday (except holidays), 8 a.m. to 4 p.m. local time. More BIS information can be found on the [CBSA's Web](#) site at www.cbsa.gc.ca.

Appendix

Cargo control document specifications (A6A)

1. Privately printed cargo control documents must adhere to the format and specification instructions provided below. No deviation from the established format, as set out in the samples provided in this Appendix, will be permitted. Minor deviations, however, may be permitted in the field specifications, provided they do not impede the expeditious processing of the document by the CBSA.
2. Departmental approval is not required for the private printing of cargo control documents. However, a cargo control document that has been privately printed in a fashion which impedes its expeditious processing by the CBSA will be rejected by the CBSA for reporting purposes. In such instances, the carrier will have to reprint the cargo control document so that it meets CBSA requirements.
3. The CBSA continually assesses forms and procedures with a view to instituting improvements. It is recommended, therefore, that carriers limit the printing of their cargo control documents to a supply sufficient to cover a period no longer than twelve months. This would preclude having surplus stock on hand in the event of revisions to the form.
4. The CBSA will assist carriers in ensuring that their privately printed cargo control documents meet CBSA requirements.
5. Goods must be reported to CBSA on one of the following forms:
 - (a) an advice note aligned to the Economic Council of Europe (E.C.E.) layout (I.C.S. Bill of Lading format) with the inclusion of the carrier code, CCN and Entry/Acquittal Number fields in the upper and lower right corners of the document as per sample (1);
 - (b) an advice note aligned to sample (2);
 - (c) a Freight/Cargo Manifest, form A6A, sample (3).
6. When the advice note is utilized as the support documentation to the General Declaration, form A6, inward report, the document set must provide for five CBSA copies to be placed in the following sequence:
 1. Station Copy
 2. Station Copy
 3. Station Copy
 4. Long Room Copy
 5. CBSA Delivery Authority Copy
7. When the advice note is utilized only for distribution to the importer/broker for presentation to CBSA for release, the document set must include two CBSA copies: Long Room and CBSA Delivery Authority.
8. All CBSA copies of the cargo control document are to be white in colour.
9. The copy designators as listed below are to be printed in the lower left corner of the CBSA copies:
 1. Station Copy
 2. Station Copy
 3. Station Copy
 4. To be delivered by consignee to CBSA Long Room Copy
 5. To be delivered by consignee to CBSA Delivery Authority Copy
10. The designation for the releasing Border Services Officer's signature, as worded below, is to be printed on the face of the CBSA Delivery Authority copy in the lower right corner:

The shipment described herein is now released to the warehouse operator.

Border Services Officer
11. Locations noted "Free Area" on the attached samples is for the carrier's use, i.e., rates and charges.

12. Provision must be made for container number and vessel (shipped per) fields.
13. The document size of the cargo control document differs by the format used. The ICS Bill of Lading format must be between 17 and 19.5 cm wide and no more than 28 cm in length. The width excludes a maximum allowance of 2.5 cm for side margin tear offs and continuous feed pinholes. The advice note format aligned to sample (2) must be between 17 and 19.5 cm wide and between 14 and 28 cm in length. The width excludes a maximum allowance of 2.5 cm for side margin tear offs and continuous feed pinholes.
14. The field sizes for the additional information to be shown on the ICS Bill of Lading format are as follows:

Field Identifier/Width/Depth

Acquittal Number

36/10 Standard

30/10 Minimum

6/6 Standard

Carrier Code

8/10 Standard

4/6 Standard

3/6 Minimum

Cargo Control Number

28/10 Standard

22/10 Minimum

4/6 Standard

3/6 Minimum

Copy Designator to document width

4/6 Standard

3/6 Minimum

15. The field sizes for the advice note format aligned to sample (2) are as follows:

Field Identifier/Width/Depth

Company logo, name and address

53/10 Standard

43/10 Minimum

6/6 Standard

4/6 Minimum

Acquittal No.

30/10 Standard

6/6 Standard

4/6 Minimum

Manifested from

25/10 Standard

20/10 Minimum

2/6 Standard

to 25/10 Standard

20/10 Minimum

2/6 Standard

Consignee name and address

51/10 Standard

41/10 Minimum

4/6 Standard

Field Identifier/Width/Depth

Carrier code

8/10 Standard

4/6 Standard

Cargo control number

22/10 Standard

4/6 Standard

Shipper name and address

51/10 Standard

41/10 Minimum

4/6 Standard

Foreign point of lading

30/10 Standard

2/6 Standard

Location of goods

30/10 Standard

2/6 Standard

No. of packages

7/10 Standard

5/10 Minimum

9/6 Standard

Description and marks

33/10 Standard

9/6 Standard

Weight

9/10 Standard

6/10 Minimum

9/6 Standard

Copy designator

81/10 Standard

71/10 Minimum

4/6 Standard

3/6 Minimum

References	
Issuing Office	Import Programs Management Commercial Border Programs Management Programs Branch
Headquarters File	7725-0
Legislative References	<u><i>Customs Act,</i></u> <u><i>Reporting of Imported Goods Regulations</i></u>
Other References	<u>D1-2-1, D1-7-1, D3-1-1, D3-1-8, D3-5-1, D3-5-7, D4-1-4,</u> <u>D17-1-5, D22-1-1</u>
Superseded Memorandum D	D3-5-2 dated August 13, 2008