



Ottawa, November 7, 2008

MEMORANDUM D1-8-3

In Brief

CANADA BORDER SERVICES AGENCY CUSTOMS BROKERS PROFESSIONAL EXAMINATION

1. This memorandum has been revised to reflect all relevant regulatory and policy changes made since July 7, 2000.
2. Three of the more significant changes are as follows:
 - (a) The Customs Brokers Qualifying Examination has been eliminated.
 - (b) The application for the Customs Brokers Professional Examination is to be accompanied by a non-refundable fee of \$200.
 - (c) The Customs Brokers Professional Examination consists of one three hour session and the questions are multiple-choice.



Printed in Canada



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CANADA BORDER SERVICES AGENCY CUSTOMS BROKERS PROFESSIONAL EXAMINATION

This memorandum contains information concerning the Customs Brokers Professional Examination, given pursuant to section 15 of the *Customs Brokers Licensing Regulations*.

GUIDELINES AND GENERAL INFORMATION

1. The *Customs Brokers Licensing Regulations* require any person intending to transact business as a customs broker to have sufficient knowledge of the laws and procedures relating to the importation and exportation of goods. This is accomplished by successfully completing the examination administered by the Canada Border Services Agency (CBSA) and then continuously updating the knowledge through ongoing prescribed business experience. For information on the criteria that the licensed customs brokers must meet, refer to Memorandum D1-8-1, *Licensing of Customs Brokers*.

Administration and Frequency of the Examination

2. The examination is offered in each region at least once a year.
3. A written notice is posted in all CBSA commercial offices and on the CBSA web site at least 60 days prior to the date of the examination.
4. Candidates are responsible for all expenses incurred while attending the examination. Candidates are required to show valid photo identification before the examination is administered.

Examination

5. The examination is intended for those individuals intending to apply for a customs broker licence as an individual or those intending to take the position of qualified officer on behalf of a partnership or corporation. A qualified officer is the individual who meets the requirements of section 3 of the *Regulations governing residency, citizenship, age and character*, and the knowledge and experience qualifications set out in section 4 of the *Regulations*, and who the license holder identifies as the qualified officer.
6. Applications for the examination are to be made in writing on Form L55, *Application for Customs Brokers Examination*. A sample of this form is found in Appendix A. This form is to be submitted to a CBSA

commercial office at least 30 days before the date of the examination. Applications received after this deadline will not be accepted.

7. The application must be accompanied by a non-refundable fee of \$200.
8. The examination consists of one three hour session. The questions are multiple-choice. Appendix B provides a list of areas of knowledge that will be tested. Candidates must attain an overall passing grade of 60 percent.

Results of the Examination

9. Results are mailed to each candidate within four weeks of the date of the examination.
10. By passing this examination, candidates will have demonstrated that they meet the knowledge requirement of section 4 of the *Regulations*. Successful completion of the examination alone does **not** mean that an individual can be considered a customs broker. The title "customs broker" is reserved for individuals, partnerships, or corporations who are authorized to transact business under the authority of a customs brokers licence issued by the CBSA. For detailed requirements, please refer to the *Customs Brokers Licensing Regulations* or to Memorandum D1-8-1, *Licensing of Customs Brokers*.
11. Individuals who have fulfilled the knowledge requirement of the *Regulations* through successful completion of the examination must work in the customs brokerage industry to maintain this qualification. The work may be as an individual licensed customs broker, as a partner, a director, the qualified officer or an employee of a licensed customs broker. If there is a break in service, the individual may no longer be eligible (see D1-8-1 for details).

Additional Information

12. All correspondence relating to the administration of the CBSA Customs Brokers Professional Examination should be addressed to:

Broker Licensing and Account Security Programs
Licensing, Export, and Accounting Policy Division
Canada Border Services Agency
Ottawa ON K1A 0L8

APPENDIX A



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Help

Aide

Restore/Restaurer

To be presented in duplicate
À présenter en double

PROTECTED
PROTÉGÉ **A** when completed
une fois rempli

APPLICATION FOR CUSTOMS BROKERS EXAMINATION DEMANDE D'EXAMEN DES COURTIER EN DOUANE

Indicate language of choice for exam.
Indiquez la langue préférée lors de l'examen.

English
Anglais

French
Français

Protected when completed

Note: The information provided on this form is collected for the purpose of maintaining a record of applications and is protected under the provisions of the *Privacy Act*. The form is stored in the personal information bank, applications for customs brokers licence record **CBSA PPU 006**.

Protégé une fois rempli

Nota : Les renseignements fournis sur ce formulaire sont recueillis dans le but de tenir un dossier des demandes et sont protégés par les dispositions de la *Loi sur la protection des renseignements personnels*. Le formulaire est conservé dans le fichier de renseignements personnels concernant les demandes de licence des courtiers en douane **ASFC PPU 006**.

Please complete this form with your name as you wish it to appear on your certificate. Veuillez compléter ce formulaire avec votre nom tel que vous désirez qu'il apparaisse sur votre certificat.		
Given name and Initials - Prénom et initiales		Last name - Nom de famille
Residential address - Adresse du domicile		
		Postal code - Code postal
Telephone no. - N° de téléphone	Residential - Domicile	Office - Bureau
		Cell - Cellulaire
E-mail address(es) - Adresse(s) courriel(s)		
I hereby apply to take the Customs Brokers Professional Examination in accordance with the <i>Customs Brokers Licensing Regulations</i> . Je fais la demande afin de passer l'examen des courtiers en douane conformément au <i>Règlement sur l'agrément des courtiers en douane</i> .		
Signature of applicant - Signature du demandeur		Date (Y - A / M / D - J)

Area reserved for CBSA's use - Zone réservée à l'ASFC

Examination fee of \$200.00 has been collected by this office and reported under the revenue code 49721 – <i>Miscellaneous</i> . Les frais d'examen de 200.00 \$ ont été reçus par ce bureau et déclarés sous le code de revenu 49721 – <i>Divers</i> .	<input type="checkbox"/>	CBSA office - Bureau de l'ASFC
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Return one copy to applicant and send the other to:

Broker Licensing and Account Security Programs
150 Isabella Street - 10th floor
Ottawa ON K1A 0L8

Fax: 613-946-0242

Remettre un exemplaire au demandeur et acheminer l'autre à :

Programmes d'agrément des courtiers et des comptes-garanties
150, rue Isabella - 10^e étage
Ottawa ON K1A 0L8

Facs. : 613-946-0242

APPENDIX B**AREAS OF KNOWLEDGE TESTED THROUGH THE CANADA BORDER SERVICES AGENCY
CUSTOMS BROKERS PROFESSIONAL EXAMINATION**

1. The examination tests individuals on their knowledge of the laws and procedures relating to the importation and exportation of goods, including:

- (a) provisions of the *Customs Act*, the *Customs Tariff*, the *Excise Act*, the *Excise Tax Act*, and the *Special Import Measures Act*;
- (b) CBSA regulations, policies, and procedures;
- (c) legislation administered by the CBSA on behalf of other government departments as it relates to the importation and exportation of goods; and
- (d) general business practices.

Reference materials

2. The following D-memoranda references contain details of the areas of knowledge tested and are provided to assist individuals preparing for the examinations:

Broker Licensing, Invoicing Requirements, Security Reporting	D1 Series
Warehousing, Duty Free Shops and Ships Stores	D3 Series
International mail (see also D8 Series; D17 Series)	D4 Series
Refunds	D5 Series
Drawbacks	D6 Series
Remissions and Temporary Importation	D7 Series
Tariff Classification/Commodities	D8 Series
General Tariff Information	D10 Series
Valuation	D11 Series
<i>Special Import Measures Act</i> (SIMA)	D13 Series
Accounting and Release Procedures	D14 Series
Acts and Regulations of Other Government Departments	D17 Series
Exportations	D19 Series
	D20 Series

3. Current versions of the above D-memoranda and of the *Customs Tariff* can be found on the CBSA Web site at www.cbsa.gc.ca under "Publications and forms".

4. Current versions of the *Customs Act*, the *Excise Act*, the *Excise Tax Act*, and the *Special Import Measures Act*, can be found at the Department of Justice Laws Web site at <http://laws.justice.gc.ca>.

5. The CBSA does not provide training courses or study guides for individuals preparing to write the Canada Border Services Agency Customs Brokers Professional Examination.

REFERENCES

<p>ISSUING OFFICE –</p> <p>Broker Licensing and Account Security Programs Licensing, Export, and Accounting Policy Division Border and Compliance Programs Directorate</p>	<p>HEADQUARTERS FILE –</p> <p>7638-1</p>
<p>LEGISLATIVE REFERENCES –</p> <p><i>Customs Act</i>, section 9 <i>Customs Brokers Licensing Regulations</i>, section 15</p>	<p>OTHER REFERENCES –</p> <p>D1-8-1</p>
<p>SUPERSEDED MEMORANDA “D” –</p> <p>D1-8-3, July 7, 2000</p>	

Services provided by the Canada Border Services Agency are available in both official languages.

