



Ottawa, November 19, 2009

# MEMORANDUM D17-1-11

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## **In Brief**

### **PRIVATE PRINTING POLICY AND PROCEDURES**

1. This memorandum is revised as a result of the Paper Burden Reduction Initiative, the revisions are aimed at eliminating obsolete and duplicated requirements.
2. In accordance with the above, the following changes were made:
  - (a) remove references to obsolete forms, publications and systems;
  - (b) reflect the organizational changes resulting from the creation of the Canada Border Services Agency (CBSA).



Printed in Canada



Ottawa, November 19, 2009

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## PRIVATE PRINTING POLICY AND PROCEDURES

This memorandum outlines the conditions under which the private printing of accounting, adjustment, and export documents is authorized and explains the procedures to obtain approval for private printing.

## GUIDELINES AND GENERAL INFORMATION

### Conditions for Privately Printing CBSA Forms

1. Accounting, adjustment, and export documents may be privately printed provided approval is obtained in advance from the Canada Border Services Agency (CBSA).
2. Privately printed forms must remain in the same format as CBSA printings (same dimensions and layout). The CBSA recognizes that laser printers may be used to prepare forms and print the data. In particular, the CBSA accepts Form B3, *Canada Customs Coding Form*, and Form B2, *Canada Customs – Adjustment Request*, in black ink on white paper.
3. The format of Form B13A, *Export Declaration*, is based on the layout key of the Economic Commission for Europe (ECE), enabling it to be produced with other ECE-aligned forms in a one-run printing operation.
4. Import accounting Form B3 printed in multi-part sets may show copy designations if the importer/broker chooses.
5. Adjustment request Form B2 printed in multi-part sets may show copy designations if the importer/broker chooses.
6. In certain instances, copies of documents used for billing contain a statement or request for reimbursement of duties and taxes paid to the CBSA on behalf of a client. The CBSA has no objection to the use of statements or requests that are similar to “Duties and/or taxes have been paid to the CBSA on your behalf; please remit promptly.”
7. Information relating to a company’s imports or exports may be preprinted on privately printed forms.
8. A company may overprint information such as the firm’s name and other constant factors on the import, adjustment, and export forms supplied without charge by the CBSA.

### Procedures Relating to Approval of Privately Printed CBSA Forms

9. Requests for approval for the private printing of import, adjustment, or export forms, along with proofs in duplicate, should be submitted to:

Forms Management Unit  
Publishing Services Group  
Canada Border Services Agency  
410 Laurier Avenue, West, Ground Floor  
Ottawa ON K1A 0L8

10. Forms Management Unit staff will contact the CBSA program area responsible for the form to make sure the requests meet the required information standards.
11. Approved forms are assigned an approval number. The CBSA will keep one proof and return the other to the originator.
12. The approval number, for example, CBSA-2001-21, must appear in the lower-right corner of the printed form. If there is not enough space in the lower-right corner, the number may be printed in the bottom center of the form.
13. Requests for private printing that are not approved are returned to the originator with suitable explanations.
14. As noted in paragraph 9 of Memorandum D1-4-1, *CBSA Invoice Requirements*, the CBSA does not review or approve commercial invoices or privately printed customs invoices.
15. The CBSA authorizes requests for the private printing of Form E29B, *Temporary Admission Permit*.

### Printing

16. Any import, adjustment, or export forms that are approved and given an approval number may be printed or reprinted without further consultation with the CBSA. Any change in format, relocation of information on a form, or a first printing for a client, requires a request for approval of private printing following the normal procedures.
17. There is no time limit on the duration of approval; however, the CBSA continually assesses forms and procedures to update and improve them. Accordingly, the CBSA recommends that reprintings related to a specific approval be resubmitted for approval at least every two years.

18. The CBSA's practice is to limit the quantity of its forms to a 12-month supply. If, as a result of legislation or other reasons, the CBSA finds it necessary to stop using an existing form, the CBSA will not accept responsibility for surplus stocks.

19. The CBSA has established a paper standard for the private printing of forms.

#### **Private Printing of Cargo Control Documents**

20. Approval is not required from the CBSA for the private printing of cargo control documents, internal carrier documents (accepted by the CBSA for use as cargo control documents), as well as advice notes and diversion notices. However, the CBSA will assist carriers in ensuring that their privately printed documents meet CBSA requirements. Barcoding may also be required, depending on the service option used. For assistance or more information, please contact:

Carrier and Cargo Programs  
Commercial Border Policy Division  
Canada Border Services Agency  
150 Isabella St., 4th floor  
Ottawa ON K1A 0L8

#### **Private Printing of Transaction Number Labels**

21. Transaction number labels that are privately printed must be approved in advance by the Admissibility Branch of the CBSA. Requests for approval must be submitted with sample bar-coded and human-readable transaction numbers. Printing specifications are found in Appendix I to Memorandum D17-1-10, *Coding of Customs Accounting Documents*. These requests should be submitted to:

CCS Maintenance Unit  
Commercial Systems Production Support Division  
Major Projects and Systems Commercial Directorate  
Canada Border Services Agency  
250 Tremblay St., 6th floor  
Ottawa ON K1A 0L8

22. Bar codes are reviewed for print contrast ratio and readability and tested using CBSA terminal wands. In addition, CBSA verifies the size of the labels and the human-readable transaction numbers.

23. A letter of approval is returned to the originator when labels are approved. Transaction number labels not approved are returned to the originator with a suitable explanation.

24. Any label that has been approved may be printed or reprinted without further consultation with the CBSA provided there are no changes intended.

**REFERENCES**

<b>ISSUING OFFICE –</b> Entry, Accounting and Adjustment Policy Licensing Export and Accounting Policy Division	<b>HEADQUARTERS FILE –</b> 7580-7
<b>LEGISLATIVE REFERENCES –</b> N/A	<b>OTHER REFERENCES –</b> D1-4-1, D17-1-10
<b>SUPERSEDED MEMORANDA “D” –</b> D17-1-11, December 7, 2001	

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

