

## 9.0 OTHER DOCUMENTS THAT MAY BE REQUIRED

### 9.1 *Returning Goods from the U.S. to Canada for Repairs, Alterations, Adjustment or Testing*

Occasionally goods exported to the United States are unacceptable to the customer and are returned for reprocessing, repair, adjustment or testing. Repaired goods are then re-exported. This section describes the documents required for this transaction.

### 9.2 *U.S. Customs Form 4455 "Certificate of Registration"*

U.S. Customs regulations state that before exporting articles from the United States for repairs, alterations or processing, the owner or exporter must file a declaration and application in duplicate on Customs Form 4455 (see Appendix I) with the District Director of U.S. Customs. File this application before the articles leave the United States so the articles can be examined. U.S. Customs retains one copy of Form 4455 and returns the other to the carrier. A copy of this form is attached to the invoice when the Canadian firm returns the articles to the U.S. company.

## 10.0 SUGGESTIONS FOR FASTER CUSTOMS CLEARANCE

1. Ensure that all shipping documents submitted to Customs include the U.S. government prime contract number of the end item in which the supplies will be incorporated, and include the notation in Appendix D—DoD FAR supplement, clause F 2)(iv).
2. Ask your U.S. customer to notify the designated CAO that defence supplies are being purchased from Canada, and to identify the Canadian supplies, the contract number and the scheduled delivery dates and value.
3. Ensure that the duty-free entry clause (DFARS 252.225-7008) is in the prime contract. If you do not know if this clause is in the prime contract, include a statement in your bid that the price quoted does not include customs duty and is based on duty-free entry.
4. Include all required information on your customs invoices. Prepare your invoices carefully and type them.
5. Mark and number each package so that it can be identified with the corresponding marks and numbers on your invoice.
6. Include a detailed description of each item in each package.
7. Follow instructions on invoicing, packaging, marking, labelling, etc., sent by your U.S. customer.
8. Direct inquiries on Canada Customs regulations to:
 

Director  
Entry, Postal and Appraisal Division  
Customs and Excise  
Ottawa, Ontario  
Canada K1A 0L5
9. Direct inquiries about United States Customs regulations to the District Director of Customs at the appropriate port of entry.