

of the request has not been previously, nor is at present, under consideration by the U.S. Customs Service.

- 2) A full and complete description of the article.
- 3) Indication of the article's chief use in the United States.
- 4) The commercial, common or technical designation of the article.
- 5) When the article is composed of two or more materials, the relative quantity (by weight and by volume) and the value of each.
- 6) Textile materials and articles should be identified as in (5) and should include the method of construction (such as knit or woven), the fibres present and, if wearing apparel, by whom it is designed to be worn (e.g. child, man or woman).
- 7) Chemical products should be identified by their specifications and chemical analysis, and a sample should be submitted for U.S. Customs use.
- 8) Generally, a sample and descriptive literature of the article in question should be submitted. Where a sample is not practicable, a photograph, drawing or other pictorial representation of the article should be submitted.

NOTE:

- a) Samples are not usually returned by U.S. Customs, since they properly form part of their file. If return of the sample is desired, it can be requested.
- b) Privileged or confidential information should be clearly marked as such, along with an explanation as to why it is considered confidential.

Assistance

With a Request for Internal Advice

U.S. Customs regulations provide that questions arising in connection with current or completed transactions should be resolved by means of the *Internal Advice Procedure* at the port where entry was made. A request for internal advice can be filed by either the importer or his customs broker. The U.S. Customs field office will review the request and notify the importer of any points with which they do not agree.

The Tariff Affairs Division can provide valuable assistance and suggestions regarding points of law and previously established customs practice that may support the importer's request for internal advice.