

Annex A – Alternatives to Paper Processing

List of documents approved by Headquarters for electronic submission

<i>May be sent by email/fax</i>	<i>Excluded - May <u>not</u> be sent by email/fax</i>
<p>Cargo</p> <ul style="list-style-type: none"> • A8A(B) Cargo Control Document • Re-manifest • De-consolidation • A10 Abstract • A30 Diversion Notice • BSF673 • A6/A6A <p>Release</p> <ul style="list-style-type: none"> • Paper RMD/PARS (with EDI Exception lead sheet) • B3 Types: All, except where payment required prior to release • Regulated release requests, not otherwise excluded • Entered to Arrive (ETA) / Value Included (VI) • Aero-paper • A48 RMD Correctors • K32 – Drawback Claims • K36A – Ships Stores 	<ul style="list-style-type: none"> • Release requests that must be sent in by EDI, as per D17-1-4 • Regulated shipments requiring the following: <ul style="list-style-type: none"> ○ Kimberley Certificates ○ CITES Permits • C-Type B3s where payment required prior to release • K32 – Drawback Claims

Key points:

- Existing legislation continues to apply. Note, the *Customs Brokers Licensing Regulations* require release related documentation be submitted only by brokers with an office at the port;
- Existing policies and D-memos (i.e. D3 series, D17-1-4) continue to apply;
- All documents are still required, in the correct order;
- For release requests, an EDI exception lead sheet must be provided, per D17-1-4;
- In lieu of coloured wrappers, write the wrapper colour specified in the D-memo on the first page, to enable the triage of requests;
- Additional information and procedures will be provided by the port;
- Non-compliant requests will be rejected.

Key points for email:

- Separate email addresses will be provided by the port for cargo and release requests;
- The subject line must be: REQUEST TYPE - TRANSACTION NUMBER, i.e. RMD – 12345-1900123459; A48 - 12345-1900123459; BSF673 - 014-28442347324;
- The paper request must be transmitted by way of an attached PDF document;
- Only PDF attachments are permitted;
- The PDF file name must be TRANSACTION NUMBER.pdf i.e. 12345-1900123459.pdf. Note, the request type is not indicated in the file name, only in the subject.

Key points for fax:

- This is an interim process only, for the duration of the pandemic;
- Two copies are required for fax submissions, one for CBSA retention, and one to be stamped and returned to client;
- Indicate contact name, phone number and email address.

Electronic CBSA stamps:

Some CBSA offices will return electronically stamped documentation to clients by email. As the electronic versions of the stamps appear differently from the physical stamps, they are being shared here for awareness.



Current ports participating Electronic Longrooms:

Clients need to obtain confirmation from the local office prior to sending documents by email.

Port code	Region/location	Cargo/Release	Email
009	Halifax	Cargo	CBSA.Manifest-009-Manifeste.ASFC@cbsa-asfc.gc.ca
009	Halifax	Release	CBSA.Commercial-009.ASFC@cbsa-asfc.gc.ca
395	Montreal	Cargo	CBSA.Manifest-395-Manifeste.ASFC@cbsa-asfc.gc.ca
395	Montreal	Release	CBSA.Commercial-395.ASFC@cbsa-asfc.gc.ca
453	Windsor	Release	CBSA.Commercial-453.ASFC@cbsa-asfc.gc.ca
495	Toronto	Cargo	CBSA.Manifest-495-Manifeste.ASFC@cbsa-asfc.gc.ca
497	Toronto	Cargo	CBSA.Manifest-497-Manifeste.ASFC@cbsa-asfc.gc.ca
809	Vancouver	Release	CBSA.Commercial-809.ASFC@cbsa-asfc.gc.ca