



Ottawa, March 30, 2010

CUSTOMS NOTICE 10-005

Processing of Form B2 adjustment requests

1. The purpose of this customs notice is to advise that effective April 1, 2010, the processing of B2 adjustment requests, with certain exceptions, will be centralized at two locations for all of Canada. As of that time, the Quebec and Greater Toronto Area (GTA) regions will be responsible for processing all B2 adjustment requests from across Canada, with the following exceptions:

(a) B2 requests that result from a compliance verification (multi-program or single program) from another region. These claims should be directed to the Senior Officer Trade Compliance (SOTC) who conducted the verification;

(b) Blanket B2 claims;

(c) Section 60 B2 claims for recourse.

2. B2s currently being submitted to and processed in the Atlantic and Northern Ontario regions will be processed in the Quebec region and should be submitted directly to the following address:

CBSA
Trade Services Division
c/o B2 Processing
400 Youville Square, 5th floor
Montréal, QC H2Y 2C2

3. B2s currently being submitted to and processed in the Pacific region will be processed in the GTA region and should be submitted directly to the following address:

CBSA
CV & S, Client Services
c/o B2 Processing
55 Bay St. North, 6th floor
Hamilton, ON L8R 3P7

4. Prairie region B2s will continue to be processed in the GTA region and should be submitted directly to the GTA region at the following address:

CBSA
CV & S, Client Services
c/o B2 Processing
55 Town Centre Court, Suite 718
Scarborough, ON M1P 4X4

5. At implementation, you may continue to send your B2 adjustment requests to their local CBSA office; however, in order to expedite the process and reduce the turn around time, it is preferable to have them forwarded directly to the appropriate region for processing. For a detailed breakdown and location of regional offices, including the office number, please refer to the CBSA Web site located at www.cbsa.gc.ca.

6. For your information, and for tracking purposes, all processed B2s will be returned to the originating CBSA office for filing. We would recommend submitting all B2s with a duplicate copy which will be date stamped upon receipt in either GTA or Quebec region and returned to the broker/importer for their tracking purposes.

7. Please note that as stated in D11-6-6 paragraph 58, "A disclosure must also be initiated by the client and must be considered voluntary, that is, it was made without the knowledge of an audit, verification, investigation, or other enforcement action that has been initiated by the CBSA or a related administration such as other federal and provincial departments." Therefore, once a company has received notification of an impending verification, the verification file number must appear in the "Justification for Request" field to indicate the B2 is not eligible for the fast-track process.

Think Recycling!



Printed in Canada