

## ACI eMANIFEST SETUP PACKAGE – Into Canada

The Canada Border Services Agency (CBSA) announced that the implementation timeline for northbound eManifest has begun. The 18-month timeline for highway carriers to transmit cargo and conveyance data is as follows:

- **November 1, 2011, to November 1, 2012** – Highway carriers have 12 months to incorporate eManifest requirements into their business processes.
- **November 1, 2012, to May 1, 2013** – eManifest requirements are mandatory. Highway carriers deemed to be non-compliant will be denied entry to Canada and issued zero-rated penalties.
- **May 1, 2013** – The implementation timeline is complete. Highway carriers deemed to be non-compliant will be denied entry to Canada and issued monetary penalties.

Pacific Customs Brokers Ltd. (Canada) is proud to offer full and partial (self) eManifest filing services, suitable for your business needs. By completing the attached documentation, you are giving us a better understanding of your business, allowing us to offer you the best service and rates available.

Although you aren't required to file your eManifest until November 2012, we strongly suggest that you incorporate this process as soon as possible to ensure that all troubleshooting is complete before then. To help you transition this process into your business, we are happy to offer discounted promotional pricing now until November 2012!

By choosing Pacific Customs Brokers Ltd for your eManifest filing services, you will be able to utilize our live reception team, ALWAYS open operation and our designated Carrier Help Desk. In addition, our eManifest system features a record keeping functionality that will help keep you compliant with the record keeping requirements set by the CBSA for commercial carriers.

A full account setup packet is included and can be returned once completed via email to [carrierhelpdesk@pcb.ca](mailto:carrierhelpdesk@pcb.ca) faxed to 604.538.3984. You may also call us at 888-538-1566. Pacific Customs Brokers thanks you for your business. A member of our team will contact you shortly.

## ACCEPTABLE FORMS OF IDENTIFICATION

The following ID types are required by Canada Border Services Agency for entry into Canada.

- **Passport**
  
- **Trusted Traveler Card such as:**
  - NEXUS ID
  - FAST/EXPRES
  
- **Enhanced Driver's License**
  - Participating Provinces:
    - British Columbia
    - Manitoba
    - Ontario
    - Quebec
  
  - Participating States:
    - Washington
    - Michigan
    - New York
    - Vermont

\*\*For passengers under the age of 16 a birth certificate will be accepted if the above are not available.

## Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Carrier Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

After Hours Emergency Contact Name: \_\_\_\_\_

After Hours Emergency Contact Number: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Are you an approved CSA carrier?: \_\_\_\_\_

How many trucks per week will be crossing?: \_\_\_\_\_

If you would like to receive electronic updates to your email address or phone number,  
please list: \_\_\_\_\_

**Driver Information** (complete one sheet per driver if you wish to keep on file)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:        M        F

Citizenship: \_\_\_\_\_

Full Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Travel Document Information** (You are required to keep a minimum of one travel document on file, however, we have provided space for up to three different document types)

(a)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

(b)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

(c)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

**Crew Information**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:        M        F

Citizenship: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Travel Document Information** (You are required to keep a minimum of one travel document on file, however, we have provided space for up to 3 different document types)

(a)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

(b)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

(c)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

### Passenger Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:        M        F

Citizenship: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Travel Document Information** (You are required to keep a minimum of one travel document on file, however, we have provided space for up to three different document types)

(a)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

(b)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

(c)            Document Type: \_\_\_\_\_

Document Number: \_\_\_\_\_

**Conveyance Information** (Please fill out one per vehicle)

Full Vehicle ID Number (VIN#): \_\_\_\_\_

License Plate Number: \_\_\_\_\_

License Plate State/Province: \_\_\_\_\_

License Plate Country: \_\_\_\_\_

Conveyance Description/Type: \_\_\_\_\_

**Trailer Information** (Please fill out one per trailer)

Equipment Description (ie. Trailer Type ): \_\_\_\_\_

Equipment Number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

License Plate State/Province: \_\_\_\_\_

License Plate Country: \_\_\_\_\_

## eManifest Application Form

Please forward completed application form to:

Pacific Customs Brokers Ltd.  
101-17637 1<sup>st</sup> Avenue  
Surrey, BC  
V3S 9S1  
Email: carrierhelpdesk@pcb.ca  
Fax: 877.538.1166 or 604-538-3984

### SECTION I: APPLICANT IDENTIFICATION

Date of Application: \_\_\_\_\_ CBSA Carrier Code: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Head Office Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax/Telex: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Canadian Business Office (if different from Head Office): \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax/Telex: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

**SECTION II: BUSINESS INFORMATION**

Please Specify Mode

**MARINE:** \_\_\_\_\_ **AIR:** \_\_\_\_\_ **HIGHWAY:**   X   **RAIL:** \_\_\_\_\_

Projected Monthly Business Volume: \_\_\_\_\_ Conveyance: \_\_\_\_\_ Cargo: \_\_\_\_\_

Please circle the Communication Method you will be using:

Value Added Network (VAN)

Direct Connect

Customs Internet Gateway (CIG)

Third Party Service Provider

**Descartes Systems Group, Inc.**

Please provide the name of the Communication Method: Highway Compliance Solution

Sender / Receiver FCSACITRK

Qualifier: \_\_\_\_\_

In which official language do you wish to communicate verbally and in written form?

English: \_\_\_\_\_

French: \_\_\_\_\_

\_\_\_\_\_  
 Company official's name (printed)

\_\_\_\_\_  
 Company official's title (printed)

\_\_\_\_\_  
 Company official's signature

## Disclaimer and Waiver of Responsibility

Every effort has been made to ensure that the information provided through the eManifest is accurate. Use of Pacific Customs Brokers Ltd. services to prepare or submit an electronic manifest is entirely at the risk of the client. Pacific Customs Brokers Ltd. shall not be liable, directly or indirectly, to the customer or any other third party for any damage, penalties, fines, delays or refused entry resulting from the creation or use of the eManifest for any reason, including mistakes and clerical errors.

Pacific Customs Brokers Ltd. and its employees or agents assume no responsibility for and give no guarantees or warranties concerning the accuracy, completeness or up-to-date nature of the information entered into the eManifest or submitted on the customer's behalf.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ (to be signed by a corporate officer)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_