

MMTS 2014

PLACE BONAVENTURE
MONTREAL, QC
12 – 14 MAY 2014

Customs Clearance & Transportation Services

Customs:

TWI Group Inc. has been appointed by SME CANADA as the Official Customs Broker for all shipments originating outside of Canada. Using the official broker will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. We will assist all Exhibitors with their temporary imports, permanent entries & export of Exhibit Materials.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

TWI Group Inc. will provide the following services:

- Provide on-site service from the first move-in day to the last move-out day
- Post all securities and bonds with Canadian Border Services Agency
- Prepare the proper Customs entries to account for any sales you may make & remit the payments to Customs
- Prepare outbound export documents, bills of lading and provide US Customs Clearance when required as well as providing shipping labels

Shipping (US, International, Domestic & Local Cartage):

TWI Group Inc. has developed a competent and cost effective transportation offering, which is focused on time sensitive freight which is crucial in the Meetings, Conventions and Trade Show Industry. We have created an extremely reliable network of agents throughout the world to transport Exhibit materials via Land, Sea or Air.

TWI Group Inc. will provide the following services:

- On-Site representation
- Free Advanced Warehousing (when using our transportation services)
- Discounted & preferred time delivery freight services for all modes of transportation
- "Real-Time" tracking and tracing for all shipments
- Insurance availability

Freight Services:

By using TWI Group Inc. as your Customs Broker and Transportation provider you will have a more cost effective service that has been tailored just for you. These services not only include free advance warehousing for up to 30 days but will also provide one invoice for both your Customs and Transportation requirements.

Advance Warehousing:

TWI Group Inc. will utilize ABF as the Advance Warehouse. They are fully equipped to handle advance freight for the trade show. The shipping and labelling address is as follows:

Exhibitor Name/Booth Number MMTS 2014 c/o ABF –TWI Group Inc. 10325 Ryan AVE, Suite 200 Dorval, QC H9P 1A2 *NOTIFY: TWI FOR CUSTOMS CLEARANCE

*Please make sure all labels appear as above *

The warehouse will start accepting freight 30 days prior to the 1st move-in day of the Trade Show. The warehouse will stop accepting freight 1 week before the 1st move-in day, any freight received after this date maybe subject to additional charges.

For more information, please contact:

Pat D'Alessandro
Phone: 905.812.1124
Mobile: 416.726.7229
Email: PD'Alessandro@twigroup.com

Zaza Vili
Phone: 905.812.1124
Mobile: 416.998.9398
Email: ZVili@twigroup.com

Please read carefully before completing your documents inside.

1. TWI CUSTOMS & TRANSPORTATION ORDER FORM

Please complete the enclosed TWI Order Form, ensuring that all fields, including credit card information, are filled.
N.B. Goods cannot be returned to the U.S. after the show unless I.R.S/Tax I.D/E.I.N number is provided

2. CANADA CUSTOMS DOCUMENTATION (PHOTOCOPIES ARE ACCEPTABLE)

Enclosed is a Canada Customs Invoice. **AN EXAMPLE FOR COMPLETION PURPOSES IS ENCLOSED.**

How to complete the Canada Customs Invoice:

- Fill in a information required on the Canada Customs Invoice (Follow example enclosed)
- 3 completed Canada Customs Invoices must be attached to your Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading.
- The Bill of Lading or Air Waybill, all Customs documents & labels must be marked **"NOTIFY TWI Group Inc. FOR CUSTOMS CLEARANCE"**
- Fax copies of the Canada Customs Invoice, ORDER FORM, Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading (& a copy of the FCC Information Sheet if required)
- Retain a photocopy of all documents for your records & your on-site TWI REPRESENTATIVE.

3b. ITEMS THAT EMIT OR ARE CAPABLE OF EMITTING RADIATION

Goods of this type: High voltage vacuum tube or switch, industrial X-Ray systems, laser light show, microwave heating products, microwave ovens, CD Players, etc. Require an FDA Radiation Form when they are returned to the U.S. Please complete the enclosed FDA Radiation Form to ensure your goods are not delayed upon return. Send the FDA Radiation Form with your TWI Order Form.

3c. ITEMS THAT EMIT OR ARE CAPABLE OF EMITTING RADIO FREQUENCIES

Goods of this type: T.V's, communications equipment, monitors, microwaves, etc. Require a Federal Communications Commission Statement when they are returned to the U.S. Please complete the enclosed FCC Information Sheet to ensure your goods are not delayed upon return. Send the FCC Form with your TWI Order Form. Fax the FCC Form to TWI Group Inc. with a copy of the Order Form, Canada Customs Invoice & Bill of Lading or Air Waybill.

4. SHIPPING INSTRUCTIONS

Before shipping by Parcel Courier, i.e., UPS; call TWI Group Inc. for advice. We strongly suggest that all exhibitors DO NOT ship by parcel courier, or parcel post mail.

- Exhibition goods shipped by common surface carrier should be scheduled to arrive & be available for Customs processing 1 week prior to show opening.

Exceptions:

AIRFREIGHT – Schedule to arrive 3 days prior to show opening.

VAN LINE SHIPMENTS – May be sent direct to show site and should be scheduled to arrive on the appropriate move-in day.

- All shipments **MUST BE SENT PREPAID**
- For direct delivery shipments: all Truck Bill of Lading, Ocean Bill of Lading, Air Waybills & shipping labels should be addressed consigned to:

Exhibitor Name:

Booth Number:

Name of Event:

Location:

City/Province:

Postal Code:

Notify: TWI GROUP INC. FOR CUSTOMS CLEARANCE

5. AIRLINE HAND BAGGAGE

If you are bringing exhibit or commercial goods as airline baggage, in most cases "Formal" Customs clearance is required.

Contact our office at least 1 week in advance of your flight so arrangements can be made. Canada Customs Invoices (Certificate of Registration Form & FCC Information Form if applicable), must accompany the individual carrying the materials.

A facsimile copy will be required for all appropriate forms including the Order Form.

6. SHOW SITE PROCEDURES

The show site has been declared a bonded area for the entire event. Under no circumstances are any goods to be removed without prior consent of TWI GROUP INC.

TWI can provide the following services:

- Return of goods to your stated destination.
Export Documents, Bill of Lading and labels supplied by TWI.
- Arrange Customs clearance of those goods remaining in Canada. The applicable duties and taxes must be paid prior to removal from the show site.
- Arrange in-bond transfer of goods to be displayed at another Canada Customs recognized event.
- Coordinate under Customs supervision the destruction of non-returning items.
- Note: TWI GROUP INC. is not responsible for lost, stolen or damaged freight. All goods should be insured; prior to; during; and after the show.

Customs and Transportation Services Order Form

Please accept as your authority for Customs and/or Transportation Services

Services Required:

☐ Customs Clearance & Transportation

☐ Customs Clearance Only

☐ Transportation Only

Pick up Address	Company Name:		Delivery Address	Company Name:	
	IRS #:			Show Name:	
	Address:			Booth #:	
	City:			Address:	
	State/Prov:			City:	
	Zip/Post:			State/Prov:	
Bill To	Contact:		Return Freight	Zip/Post:	
	Phone:			On-Site Contact:	
	Fax:			Cell:	
	Email:			Email:	
	Company Name:			Company Name:	
	Address:			Address:	
City:		City:			
State/Prov:		State/Prov:			
Zip/Post:		Zip/Post:			
Contact:		Contact:			
Phone:		Phone:			
Fax:		Fax:			
Email:		Email:			

Terms of Payment and Security Deposit –MUST BE COMPLETED IN FULL

Charge to	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Card Holder Name:	Title:		
Credit Card Number:	Expiry Date:	Security Number:	
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.			
Card Holder Signature:	Date:		

Shipment Information

Carrier (If not using TWI Logistics):					
Pick up Date:		Time:		Delivery Date:	
Time:		Time:		Time:	
# of Pieces		Dimensions (Inches)			Weight (LBS)
Cartons/Boxes		L	W	H	
Crates/Fiber Case		L	W	H	
Skid/Pallet		L	W	H	
Carpet/Other		L	W	H	
TOTAL					TOTAL
Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Truck					
Additional Services Required: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery					

Cargo Insurance/Declared Value (Only to be completed when using TWI Logistics)

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss or damages stated below. Cargo insurance will not apply or cover any electric goods.	
Do you require additional insurance?	Declared Value:
<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Additional Fees for Cargo Insurance will apply)	

Terms and Conditions

This order is place with the specific understanding that we hereby release TWI Group Inc. and or agents from all liability for loss, damages and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties be handled. 1) TWI group Inc. shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) TWI Group Inc. will not be responsible for any loss, damages or delay due to fire, acts of god, strikes or lock outs of any kind beyond its control. 3) TWI Group Inc. liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) TWI Group Inc. shall not me liable to any extent whatsoever for the actual, potential or assumed losses of profits or revenues or for any collateral costs which may result from any loss or damage to an Exhibitors' materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with TWI Group Inc.

Print Name:

Signature/Authorization:

Date:

Please Fax completed order to 905-812-0133 and email to PD'Alessandro@twigroup.com or ZVili@twigroup.com as well as the Show Coordinator

Customs and Transportation Services Order Form

Please accept as your authority for Customs and/or Transportation Services

Services Required:

☒ Customs Clearance & Transportation

☐ Customs Clearance Only

☐ Transportation Only

Pick up Address	Company Name: ABC Company	Delivery Address	Company Name: ABC Company	Booth #: 123
	IRS #: 12-346578		Show Name: Show Name	
	Address: 123 Nowhere Street		Address: Venue	
	Suite 3		Venue Address	
	City: New York		City:	
	State/Prov: NY		State/Prov:	
	Zip/Post: 00000		Zip/Post:	
Bill To	Contact: John Smith	Return Freight	On-Site Contact: Mike Doe	Cell: 123-456-7892
	Phone: 123-456-7890		Fax: 123-456-7891	Email: mikedoe@abccompany.com
	Email: johnsmith@abccompany.com		Company Name: ABC Company	Address: 123 Nowhere Street
	Suite 3		Suite 3	
	City: New York		City: New York	
	State/Prov: NY		State/Prov: NY	
	Zip/Post: 00000		Zip/Post: 00000	
Contact: John Smith	Contact: John Smith			
Phone: 123-456-7890	Phone: 123-456-7890	Fax: 123-456-7891		
Email: johnsmith@abccompany.com	Email: johnsmith@abccompany.com			

Terms of Payment and Security Deposit -MUST BE COMPLETED IN FULL

Charge to	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input checked="" type="checkbox"/> American Express
Card Holder Name: John Smith	Title: CEO		
Credit Card Number: 1234 5648 9123 1253	Expiry Date: 01/12	Security Number: 1234	
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.			
Card Holder Signature: Signature required here	Date: dd/mm/yyyy		

Shipment Information

Carrier (If not using TWI Logistics): Name of Carrier			
Pick up Date: Date we can pick up	Time: 9am-5pm	Delivery Date: Deliver date to show	Time: 9am-3pm
# of Pieces	Dimensions (Inches)		Weight (LBS)
Cartons/Boxes 2	L 23	W 23 H 48	112
Crates/Fiber Case	L	W H	
Skid/Pallet 1	L 48	W 48 H 48	400
Carpet/Other	L	W H	
TOTAL 3			TOTAL 512
Requested Service Level:	<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input checked="" type="checkbox"/> Truck
Additional Services Required:	<input checked="" type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick Up/Delivery	

Cargo Insurance/Declared Value (Only to be completed when using TWI Logistics)

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss or damages stated below. Cargo insurance will not apply or cover any electric goods.		
Do you require additional insurance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(Additional Fees for Cargo Insurance will apply)		Declared Value: \$5,000.00

Terms and Conditions

This order is place with the specific understanding that we hereby release TWI Group Inc. and or agents from all liability for loss, damages and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties be handled. 1) TWI Group Inc. shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) TWI Group Inc. will not be responsible for any loss, damages or delay due to fire, acts of god, strikes or lock outs of any kind beyond its control. 3) TWI Group Inc. liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) TWI Group Inc. shall not me liable to any extent whatsoever for the actual, potential or assumed losses of profits or revenues or for any collateral costs which may result from any loss or damage to an Exhibitors' materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with TWI Group Inc.

Print Name:

John Smith

Signature/Authorization:

Signature required here

Date:

dd/mm/yyyy

Please Fax completed order to 905-812-0133 and email to PD'Alessandro@twigroup.com or ZVili@twigroup.com as well as the Show Coordinator

Checklist of Forms

- ☐ Customs and Transportation Services Order Form (**Mandatory**)
- ☐ Canada Customs Invoice (**Mandatory**)
- ☐ Statement Regarding the Importation of Radio Frequency Devices Capable of Causing Harmful Interference (FCC Form 740)
- ☐ Declaration for Products Subject to Radiation Control Standards (Form FDA 2877)
- ☐ US Customs POA

****Please note:** All forms must be completed and returned to TWI Group Inc. (via email or fax) at your earliest convenience.

Form Approved. OMB No. 1651-0010
Exp. 08-31-2012

NO.

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

VIA (Carrier)	B/L or INSURED NO.	DATE
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	ARTICLES EXPORTED FOR:	
	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> PROCESSING* <input type="checkbox"/> REPAIR* <input type="checkbox"/> OTHER, (specify) <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT	
<p>c/o TWI Group Inc. 2000 Argentia Road Plaza 4, Suite 450 Mississauga, ON, L5N 1W1 CANADA</p> <p>* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.</p>		

Number Packages	Kind of Packages	Description

SIGNATURE OF OWNER OR AGENT <i>(Print or Type <u>and</u> Sign)</i>	DATE
--	------

The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (Print or Type <u>and</u> Sign)	DATE
---	------

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

Form Approved. OMB No. 1651-0010
Exp. 08-31-2012

CERTIFICATE OF REGISTRATION

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

NO.

VIA (Carrier)	B/L or INSURED NO.	DATE 04/19/2013
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	ARTICLES EXPORTED FOR:	
ABC Company c/o TWI Group Inc. 2000 Argentia Road Mississauga, ON, L5N 1W1 CANADA	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> REPAIR* <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> PROCESSING* <input checked="" type="checkbox"/> OTHER, (specify) EXHIBITION	
* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.		

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
7 4	Crates Cartons	Please see attached Commercial Invoice

Be sure to mark the following in the body of your Air Waybill or Bill of Lading: "U.S. Certificate of Registration Form 4455 attached. Goods MUST be presented for examination by U.S. Customs prior to export from the U.S. and certified goods must be taken to TWI Group Inc. at show site.

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign) John Smith, Owner		DATE 04/19/2013	
Signature Required Here			
The Above-Described Articles Were:			
EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (Print or Type and Sign) John Smith, Owner		DATE 04/19/2013	
Signature Required Here			

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

**STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES
CAPABLE OF CAUSING HARMFUL INTERFERENCE**

(Read instructions on reverse before completing form. Please type or print clearly in ink)

PART 1 - All Blocks MUST be Completed

Date of Entry	Entry Number	Port of Entry 1	Harmonized Tariff Number 2	Quantity of Item (not container) 3
Model /Type Name or Model /Type Number		Trade Name	FCC ID Number	Description of Equipment
Manufacturer's Name and Address			Importer's Name and Address	
			Importer No.	
Consignee's Name and Address			Signature of Importer & Consignee	
			Date	
			Printed or Typed Name of Importer or Consignee	

WARNING: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. 1001.

PART II - With Regard to the importation of the Described Radio Frequency Devices(s), I DECLARE THAT:

(Place an "X" in only one box)

<input type="checkbox"/>	1. An equipment authorization has been issued by the FCC
<input type="checkbox"/>	2. An equipment authorization is not required but the quipment complies with FCC technical requirements
<input checked="" type="checkbox"/>	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed (See Instructions.)
<input type="checkbox"/>	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed (See Instructions.)
<input type="checkbox"/>	5. The described equipment is being imported soley for export. It will not be offered for sale or otherwise marketed in the U.S.
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government
<input type="checkbox"/>	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being Imported for an individual's personal use and are not intended for sale
<input type="checkbox"/>	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

1. Port of Entry Use Schedule D - Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics - a four digit code, I.e., New York City, NY 1001
2. Harmonized Tariff Number - Harmonized Tariff Schedule of the United States
3. This quantity must be total number of items, not number of containers

**STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES
CAPABLE OF CAUSING HARMFUL INTERFERENCE**

(Read instructions on reverse before completing form. Please type or print clearly in ink)

PART 1 - All Blocks MUST be Completed				
Date of Entry	Entry Number	Port of Entry 1	Harmonized Tariff Number 2	Quantity of Item (not container) 3
Model /Type Name or Model /Type Number		Trade Name	FCC ID Number	Description of Equipment
430 CD Model #PA1023OU		Toshiba	DZL211029	Computer
Manufacturer's Name and Address		Importer's Name and Address		
Toshiba International Toshiba Building, 3rd Floor 1-1 Shibaura 1-chome Minato-ku, Tokyo 105-8001 Japan		ABC Company booth 123. Show Name C/O Show Venue Street Address, City, Prov/State Postal Code Importer No.		
Consignee's Name and Address		Signature of Importer & Consignee		Date
ABC Company 123 Nowhere Street New York, NY, 00000		*Signature Required		
		Printed or Typed Name of Importer or Consignee		
		Joe Smith		
WARNING: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. 1001.				
PART II - With Regard to the importation of the Described Radio Frequency Devices(s), I DECLARE THAT: <i>(Place an "X" in only one box)</i>				
<input checked="" type="checkbox"/>	1. An equipment authorization has been issued by the FCC			
<input type="checkbox"/>	2. An equipment authorization is not required but the equipment complies with FCC technical requirements			
<input type="checkbox"/>	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed (See Instructions.)			
<input type="checkbox"/>	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed (See Instructions.)			
<input type="checkbox"/>	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.			
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government			
<input type="checkbox"/>	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being Imported for an individual's personal use and are not intended for sale			
<input type="checkbox"/>	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.			

1. Port of Entry Use Schedule D - Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics - a four digit code, i.e., New York City, NY 1001
2. Harmonized Tariff Number - Harmonized Tariff Schedule of the United States
3. This quantity must be total number of items, not number of containers

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOOD AND DRUG ADMINISTRATION

**DECLARATION FOR IMPORTED
ELECTRONIC PRODUCTS SUBJECT TO
RADIATION CONTROL STANDARDS**

Form Approved OMB No. 0910-0025
Expiration Date: October 31, 2013

INSTRUCTIONS

1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested.
2. If submitting paper entry documents, submit the following to FDA:
 - a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.)
 - b. 1 copy of FDA 2877
 - c. Commercial Invoice(s) in English.

U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (if not importer)	
PRODUCT DESCRIPTION	QUANTITY (Items/Containers)	MODEL NUMBER(S) & BRAND NAME(S)	

DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: (Mark X applicable statements, fill in blanks, & sign)

☐ **A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY:**

- ☐ 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____.
- ☐ 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance.
Specify reason for exclusion _____.
- ☐ 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type).
- ☐ 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing.
- ☐ 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts).
- ☐ 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.)
- ☐ 7. Are being reprocessed in accordance with P.L. 104-134 or other FDA guidance, are labeled "FOR EXPORT ONLY," and will not be sold, distributed, or transferred without FDA approval.

☐ **B. COMPLY WITH THE PERFORMANCE STANDARDS WHICH ARE APPLICABLE AT DATE OF MANUFACTURE AND THAT A CERTIFICATION LABEL OR TAG TO THIS EFFECT IS AFFIXED TO EACH PRODUCT. COMPLIANCE DOCUMENTED IN:**

- ☐ 1. Last annual report or Product/Initial report

 ACCESSION NUMBER of Report Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH)
- ☐ 2. Unknown manufacturer or report number; State reason: _____

☐ **C. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE:**

- ☐ 1. Research, Investigations/Studies, or Training (attach Form FDA 766)
- ☐ 2. Trade Show/Demonstration; List dates & use restrictions _____.

☐ **D. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE HELD AND WILL REMAIN UNDER BOND; AND WILL NOT BE INTRODUCED INTO COMMERCE UNTIL NOTIFICATION IS RECEIVED FROM FDA THAT PRODUCTS HAVE BEEN BROUGHT INTO COMPLIANCE IN ACCORDANCE WITH AN FDA APPROVED PETITION. (See Form FDA 766.)**

- ☐ 1. Approved Petition is attached. ☐ 2. Petition Request is attached. ☐ 3. Request will be submitted within 60 days.

WARNING: Any person who knowingly makes a false declaration may be fined not more than \$10,000 or imprisoned not more than 5 years or both, pursuant to Title 18 U.S.C. 1001. Any person importing a non-compliant electronic product may also be subject to civil penalties of \$1000 per violation, up to a maximum \$300,000 for related violations pursuant to Title 21 U.S.C. 360pp.

SIGNATURE OF IMPORTER OF RECORD

NAME AND TITLE OF RESPONSIBLE PERSON

Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Department of Health and Human Services
Food and Drug Administration
Office of Chief Information Officer
1350 Piccard Drive, Room 400
Rockville, MD 20850

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

INSTRUCTIONS TO IMPORTERS/BROKERS OF ELECTRONIC PRODUCTS

PURPOSE: The Form FDA 2877 must be completed for electronic products subject to Radiation Control Standards (21 CFR 1010 and 1020-1050) prior to entry into the United States. The local Food and Drug Administration (FDA) district office will review the declaration and notify the importer/agent if the products may be released into U.S. commerce or if they must be held under bond until exported, destroyed, or reconditioned. Until the shipment is released, it may be subject to redelivery for FDA examination.

PAPER OR ELECTRONIC SUBMISSION: Paper entries may be made by submitting the signed original FDA 2877 along with U.S. Customs forms to the local FDA district office; if electronic products are given a MAY PROCEED, a signed copy of CF 3461 will be returned, or if not given a MAY PROCEED, a FDA Notice of Action will be issued. For electronic entries, follow U.S. Customs Service ACS/ABI format and procedures, supported by a signed copy of this form or similar letter. Multiple entries of the same product and model families that are filed electronically may be supported by one form dated not more than 12 months previously.

DECLARATION: Select A, B, C, or D and then select the appropriate number; fill in requested information and sign. For electronic entries, AofC (affirmation of compliance) = RA#, RB#, RC#, or RD# (e.g., Radiation Declaration A5 = RA5). **Transmit model number using AofC code MDL and transmit brand name using FDA line level brand name field. If RA3 or RA6 is selected, you must transmit quantity (number of units) using the Quantity and Unit of Measure Pairs at the FDA line level.**

DECLARATION A: Importers should be prepared to demonstrate compliance to or non-applicability of FDA standards, regulations, or guidance. Components or sub-assemblies must be non-functioning. Products being reprocessed must be exported by the importer, without intermediate transfer of ownership. For RA3 the quantity limit is 3 and for RA6 the limit = 50 units TV products, microwave ovens, and Class 1 laser products limit = 200 units CD-ROM and DVD (digital versatile disc) laser products; see May 14, 1997, notice to industry issued by the Center for Devices and Radiological Health (CDRH).

DECLARATION B: If declaration RB1 is selected, provide the FDA Establishment Identifier (FEI) of the manufacturer who filed the radiation product/abbreviated report to FDA, CDRH, Rockville, Maryland. To transmit the accession number of that report use AofC code ACC. If the manufacturer cannot be determined or located, the importer must be able to provide evidence showing a certification (certifi.) label on each product and state reason: returned to orig exporter or certifi. label evidence. The new AofC codes (RB1, RB2) for this declaration will not be activated until a process is made available to determine the FEI of the responsible firm. Continue to use RAB in electronic transmission until the FEI query is available and industry is notified of its availability.

DECLARATION C: Noncompliant products may be imported only for research, investigations/studies, demonstration or training. They should be used only by trained personnel and under controlled conditions to avoid unnecessary radiation exposure. Product(s) will be detained by the local FDA district office. Since product(s) for which "C" Declarations are made will be under Temporary Import Bond (TIB) or equivalent, ultimate disposition is limited to export or destruction under U.S. Customs supervision when the purpose has been achieved or the length of time stated has expired. For purposes other than demonstration, the Form FDA 766, outlining protections, must be approved by FDA prior to use. The importer/broker must include with the FDA 766:

1. A full description of the subject electronic product(s).
2. The purpose for which the product(s) is being imported.
3. How the product(s) will be used.
4. Where the product(s) will be located.
5. The approximate length of time and dates the product(s) will be in this country.

For product(s) being used for trade shows/demonstrations, list the dates and use restrictions (Form FDA 766 is not required). A sign stating that the product does not comply with FDA performance standards must be displayed and viewable at all times during the use of product(s). All medical products, cabinet x-ray, or Class IIIb and IV lasers may NOT operate (turn on product(s)) at trade shows.

DECLARATION D: Noncompliant products must be brought into compliance with standards under FDA supervision and following a plan approved by FDA. The plan, documented on the Form FDA 766, must address technical requirements, labeling, and reporting. Some plans may need approval by both the CDRH and the local FDA district office. Use of this declaration is limited to occasional shipments; ongoing reconditioning is considered manufacturing that is handled through other means. Product(s) will be detained by the local FDA district office. An FDA 766 must be filed indicating the procedure intended to bring the product into compliance. This procedure will include a satisfactory corrective action plan and/or a product report. The FDA 766 must include all of the information requested under Declaration C. The approximate length of time will be for the amount of time needed to bring product(s) into compliance. Declaration D is also made for failure to provide reports, failure to certify, etc.

If an importer/broker intends to import equipment into the United States for purposes of research, investigation, studies, demonstrations, or training but also wishes to retain the option of bringing the product into compliance with the performance standard, check Declarations C and D on the FDA 2877 and insert the word "or" between the Affirmations. Note: The U.S. Customs Service will treat this entry as a "D" Declaration for purposes of duty. Such requests must be made on the FDA 766; include Items 1, 2, and 3 under Declaration C, a statement of the need to use the option "C" or "D" Declaration, a statement of how the product(s) will be brought into compliance and the approximate length of time necessary to evaluate or demonstrate the product(s) and the time necessary to bring the product(s) into compliance (both actions must be accomplished within the period of time granted by FDA). For electronic entries select Declaration RD3.

Ultimately, product(s) must be brought into compliance with the applicable standard in accordance with a corrective action plan which has been approved by the FDA. If the product(s) are not brought into compliance within the allotted time frame of the approved application and an extension is not requested of, or granted by, the FDA, the local FDA district office shall refuse entry on the shipment and require the product(s) to be either exported or destroyed under U.S. Customs supervision.

If additional guidance is needed, please contact your local FDA district office or consult the following FDA web pages: www.fda.gov/, www.fda.gov/ora/hier/ora_field_names.txt, and http://www.fda.gov/ora/compliance_ref/rpm/.



EXPLORE

CIF Total Value: \$ 5,398.00

Authorized Signature: _____

Date: _____

The shipper hereby authorizes TWI and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair-market value.



EXAMP

CIF Total Value:	\$	580.00
Authorized Signature:		
Date:		

The shipper hereby authorizes TWI and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair-market value.



COMMERCIAL INVOICE/PACKING LIST

CIF Total Value: _____ \$ _____

Authorized Signature: _____

Date: _____

The shipper hereby authorizes TWI and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair-market value.



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IN CANADA: 1 (905) 812-1124

Exhibitor Name:

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800 de la Gauchetiere W
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