

Area of Responsibility	GHY	Importer
Release		
Review of declaration information to ensure satisfactory for release purposes	X	
Timely response to request for clarification or missing information		X
National release coordination based on complete information provided by carrier, vendor, and/or client	X	
Entry Preparation		
Review of declaration information to ensure complete for reporting purposes	X	
Timely response to request for clarification or missing information		X
Transcription of declaration information into GHY system for submission to Customs	X	
Entry Reporting		
Report to Customs within legislated time limits based on information provided	X	
Entry Settlement		
Payment of duties & taxes within legislated time limits on behalf of Client	X	
Payment of duties & taxes within legislated time limits, where Importer has opted for Direct Payment		X
Tariff Classification		
HS classification for all products based on information provided on commercial invoices/documents	X	
Timely response to broker request for clarification or missing information		X
Verify HS classifications used by GHY are accurate reflection of product description		X
Report discrepancies to GHY for amending entry to Customs		X
Report discrepancies to Customs based on information provided from Client	X	
Request for binding rulings to be applied for		X
Pursuit of binding rulings per Client's instructions	X	
Logging and application of binding ruling to products/transactions affected	X	
Valuation		
Ensure suppliers knowledge and invoices inclusive of all assists at time of completion		X
Convert value for all products on invoice to correct funds based on information provided	X	
Timely response to broker request for clarification or missing information		X
Verify currency and converted value on invoice and entry are accurate		X
Verify value declared at time of Import inclusive all assists (i.e. molds, materials supplied free of charge, etc.)		X
Report discrepancies to GHY for corrective action with Customs		X
Report discrepancies to Customs based on information provided from Client	X	
Free Trade Agreement (FTA) Application (Transactional Reporting)		
Apply FTA, including USMCA/CUSMA benefits on the basis of Certificate of Origin on hand or advice from importer	X	
Timely response to broker request for clarification or missing information		X
Verify tariff treatment and origin on declaration and submitted to Customs is accurate		X
Free Trade Agreement (FTA) Application (Transactional Reporting) – con't		
Report discrepancies to GHY for amending entry to Customs		X
Report discrepancies to Customs based on information provided from client	X	
Free Trade Agreement (FTA) Administration (Database & Record Maintenance)		
Record FTA Certificate of Origin based on information provided from importer or vendor	X	
Provide updated and new Certificates of Origin to GHY for registration into vendor database		X
Retain FTA Certificates of Origin for 6 years		X
Statistical Integrity		
Transcribe information from declaration onto Customs Coding Form	X	
Timely response to broker request for clarification or missing information		X
Verify information on declaration and Customs form is accurate		X
Report discrepancies to GHY for appropriate corrective action		X
Take appropriate corrective action	X	
Database Maintenance		
Maintain database of information on vendors, product description, origin, classification	X	
Advise GHY of new vendors and product information		X
Log vendors and products into database for application on import shipments	X	
Other Regulatory Departments		
Apply regulations of other Participating Government Departments and Agencies (PGAs) based on information provided	X	
Timely response to broker request for clarification or missing information		X
Verify OGD information and Import Permit information is accurate		X
Report discrepancies to GHY for corrective action		X
Apply for and administer Import Permits based on information provided	X	
Take appropriate corrective action	X	
Records Maintenance		
Maintain declaration and supporting records for 6 years from date of importation	X	
Maintain declaration and supporting purchasing and receiving records 6 years from date of import		X
Systems Linkages		
Link import transactions from point of purchase, clearance, receipt, and reporting to Customs		X
Overages and Shortages		
Advise GHY of discrepancies between what was received and reported to Customs		X
Report overages and shortages to Customs based on information from client	X	