Canada Border Services Agency | Agence des services frontaliers du Canada

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Help

PROTECTED B when completed

The information you provide in this document is collected under the authority of the Customs Act-Sections 7.1, 8 and 8.1 and the Reporting of Imported Goods Regulations for the purpose of determining the admissibility of commercial goods, including conveyances and organizations, as well as U.S. Customs and Border Protection. The information may be used or disclosed for the following purposes: Enforcement, safety, security, compliance management, reporting, and business analytics within the Canada Border Services Agency. It is also used for client support. Personal information may be disclosed to the U.S. Customs and Border Protection pursuant to *Section 107.1 of the Customs Act*. Personal information may be shared with other government departments when and if required on a case-by-case basis. You have the right to access and to make corrections to your personal information under the Privacy Act, Section 12. The information collected is described under the eManifest Personal Information Bank PPU 048 which is detailed at www.infosource.gc.ca. Should you have concerns about the CBSA's handling of your personal information you have a right to file a complaint with the Privacy Commissioner of Canada.

ELECTRONIC DATA INTERCHANGE (EDI) APPLICATION FOR ADVANCE COMMERCIAL INFORMATION (ACI)

☐ New ☐ Update

Date (yyyy-mm-dd)

Section 1 – ACI EDI Application

Select one line of business that applies to this ACI EDI application.

☐ Highway Carrier ☐ Marine Carrier ☐ Freight Forwarder ☐ Account Security Holder

☐ Air Carrier ☐ Rail Carrier ☐ Warehouse Operator

Section 2 – Company Profile

Legal Company Name	Operating/Trade Name
CBSA Issued client identifier (Associated to the line of business selected.)	
Are you an approved Customs self-assessment (CSA) carrier or importer?	☐ Yes ☐ No
Are you an approved Partners in Protection (PIP) carrier and/or importer?	☐ Yes ☐ No
Will you be transmitting customs information for CSA goods?	☐ Yes ☐ No

Head Office Address

Street	City	Province/State Code	Country Code	Postal/Zip Code

Business Office Address

Street	City	Province/State Code	Country Code	Postal/Zip Code

Contact Information

Last Name	First Name
Title	Email
Telephone	Language Preference ☐ English ☐ French

Emergency After Hours Contact Information (the name of the person who can trouble shoot system issues)

Last Name	First Name
Title	Email
Telephone	Language Preference ☐ English ☐ French

Section 3 – Authorize an Agent

Complete this section if you have contracted the services of an Agent to act on your behalf. Please note that the obligation to provide information required by the Customs Act and any related regulation to the CBSA is the sole responsibility of the client regardless of whether an agent is used. It is your responsibility to advise the CBSA should/when you wish to cancel authorization for this agent.

Legal Company Name	Operating/Trade Name	CBSA identifier of the Agent (if applicable)

Contact Information

Last Name	First Name

Title	Email	Telephone

Do you authorize this agent to process customs information electronically for the CBSA on your behalf? ☐ Yes ☐ No

Do you authorize the CBSA to release to this agent, customs information transacted on your behalf by this agent?* ☐ Yes ☐ No

Language Preference ☐ English ☐ French

Section 4 – Authorize a Service Provider

Complete this section if you have contracted the services of a service provider to set up your EDI client profile and/or transmit customs information electronically to the CBSA. Please note that the obligation to provide information required by the Customs Act and any related regulation to the CBSA is the sole responsibility of the carrier regardless of whether a service provider is used. It is your responsibility to advise the CBSA should/when you wish to cancel authorization for this service provider. A service provider may be any party that you contract to transmit electronic documents and/or receive messages from the CBSA. A service provider is not an Agent in that they are simply providing a mechanism for which you may transact electronic commerce with the CBSA.
Note: It is your responsibility to ensure that your Section 12, Report of Goods is obtained for your own books and records.

Legal Company Name	Operating/Trade Name

Contact Information

Last Name	First Name

Title	Email	Telephone

Do you authorize this service provider to process customs information electronically for the CBSA on your behalf? ☐ Yes ☐ No

Do you authorize the CBSA to release to this service provider, customs information transmitted on your behalf by this service provider?* ☐ Yes ☐ No

Language Preference ☐ English ☐ French

*Customs information released to the Agent or Service Provider will include any information related to the EDI client profile, electronic information transmitted or processed by the Agent or Service Provider and pre-arrival information required by the CBSA during monitoring or audit.

Section 5 – Software

Will you be using your own software to create electronic customs information? ☐ Yes ☐ No

Name of Software Provider

Section 5a – Communications Protocol Method

Identify the communication protocol method that you intend to use or that the authorized agent and/or service provider is to use. You may select one or more communication protocol methods to transmit customs information to the CBSA. Complete the following for each communication method that will be utilized.

More information on the approved communication methods may be found at www.cbsa-asfc.gc.ca/eservices/comm-eng.html.

Section 5b – Customs Internet Gateway

Will you be using the Customs Internet Gateway? ☐ Yes ☐ No

Sender Identification (Client defined application sender ID as per the GS or UNG segment)	Certificate Number in Production	Certificate Number in Testing

Mailbox ID (Partner ID, the ISA or UNB segment)	EDI map version	EDIFACT ☐ Yes ☐ No	ANSI ☐ Yes ☐ No

Section 5c – Direct Connect or Value Added Network

Will you be using a Direct Connect or Value Added Network? ☐ Yes ☐ No

Name of Direct Connect or Value Added Network	Sender Identification (Client defined application sender ID as per the GS or UNG segment)

Mailbox ID (Partner ID, the ISA or UNB segment)	EDI map version	EDIFACT ☐ Yes ☐ No	ANSI ☐ Yes ☐ No

Section 6 – EDI Messages (must select one)

Please select form the list below, the EDI message(S) that you wish to add to your EDI client profile. You must select at least one of the message listed below.

Name of Message	Line of Business the Message Applies to
☐ Cargo and conveyance documents	☐ Carriers (marine, highway, rail, air)
☐ House bill document	☐ Freight Forwarders
☐ Supplementary documents	☐ Carriers (marine, air), Freight Forwarders
☐ Arrival document	☐ Carriers (marine, air, rail), Warehouse operators
☐ Bay plan document	☐ Carriers (marine)

Section 6a – Document Notices (Check all the notices you would like to receive. Please note an acknowledgment will be sent automatically once CBSA receives your inbound document). *See chart in instruction below to know which notices are available.*

Name of Notices	Primary Notify Party (PNP)	Automated Notify Party (ANP)	Secondary Notify Party (SNP)
All Notices (select this box if you wish to receive all notices available)			N/A
Completeness Notices Matched/Not Matched/Cargo Complete/Document Package Complete		N/A	N/A
Disposition Notices			N/A
Reported			N/A
Arrived			N/A
Deconsolidation			N/A
Document Not on File			N/A
Authorized to Deliver			N/A
Released			N/A
Held for CBSA (Basic)			N/A
FAST Lane Eligibility - (highway carrier only)		N/A	N/A
Manifest Forward Notice (This notice is received as a Secondary Notify Party and is currently only available on the House bill)	N/A		
Enhanced Deconsolidation			N/A
Request to Move		N/A	N/A

Section 6b – Profile: Please enter your Partner alias(es) as well as identify the document alias type for each.

Sender / Receiver ID (ISA/GS or UNB/UNG)	Format	
Return to Sender Mailbox ID	GOV13A	ANSI7010
Alternate Mailbox ID		
Alternate Mailbox ID		
Alternate Mailbox ID		

Section 7 – Remove a Company Contact

Last Name	First Name	Email

Section 8 – Remove an Agent

Complete this section if you wish to cancel authorization for this agent.

Legal Company Name	Operating/Trade Name	CBSA identifier of the Agent (if applicable)

Section 9 – Remove a Service Provider

Complete this section if you wish to cancel authorization for this service provider.

Legal Company Name	Operating/Trade Name

Section 10 – Certification

This form must be signed by an authorized person of the business such as an owner, a partner of a partnership, or a director of a corporation. By signing and dating this form, you authorize the CBSA to deal with the individual(s), or firm(s) listed in Sections 3 and/or 4 of this form.

Language	☐ English ☐ French
Email	Telephone
Authorized Person's Name	Title
Signature	Date (yyyy-mm-dd)

Completed forms can be sent to:
Program Business System Integration Division
Canada Border Services Agency
355 North River Road, 6th floor, Tower B
Ottawa, Ontario K1A 0L8
By eMail tccu-ustcc@cbsa-asfc.gc.ca

Electronic Data Interchange Privacy Notice Statement

The Canada Border Services Agency (CBSA) is committed to protecting the privacy rights of individuals, including safeguarding the confidentiality of information provided by individuals and Trade Chain Partners.

Electronic Data Interchange (EDI) is a standards-based computer-to-computer communication method that allows the CBSA's Trade Chain Partners to transmit trade data to the CBSA through one of four options: a value added network, a third party service provider, the Customs Internet Gateway (CIG), or by a direct connection to the CBSA.

Submission of any personal information as part of your EDI transmission constitutes your consent and acknowledgement that you, as a carrier, freight forwarder, or account security holder have secured the individual's consent to use their personal information, and that you have secured their consent to the collection, use, retention and disclosure of the information by the CBSA for any purpose regarding the goods.

Submission of the conveyance reference number (CRN) belonging to the carrier transporting the goods to Canada as part of your EDI transmission expressly acknowledges a contract of carriage for the goods with that carrier. Because the CRN is prescribed information for ACI necessary to link the goods to the conveyance, and it's provided to you by the carrier, its use as part of your EDI transmission constitutes the carrier's consent to its collection, use, retention and disclosure by the CBSA for any purpose regarding the goods. As well, such also constitutes your consent to the disclosure by the CBSA of any do-not-load notification regarding the goods to the carrier. As the carrier is legally obligated to report all goods upon arrival in Canada, it necessarily needs to know when a do-not-load notification has been issued by the CBSA regarding any goods destined to be transported by it.

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