



Dear Valued Client,

The Importer Security Filing (ISF) requires certain information to be transmitted electronically to United States Customs and Border Protection (CBP) at least **24 HOURS BEFORE GOODS ARE LOADED ONTO AN OCEAN VESSEL FOR SHIPMENT TO THE UNITED STATES**. Commencing January 26, 2010, importers could face a fine of \$5,000 for each late, inaccurate or incomplete submission, with a \$10,000 total liability per shipment. The failure to submit an ISF may result in more severe enforcement measures, including seizure, in addition to the liquidated damage penalties.

We are pleased to report to you that during the past 14 months we have reengineered our supply chains and measurably enhanced our ability to file timely, accurate and complete ISF messages when our clients and their vendors provide timely, accurate and complete information. Our new processes adhere in every respect to industry best practices.

Please note these important facts about the ISF process:

- Although linked by the Bill of Lading Number, the ISF is a completely new and different requirement than the existing Automated Manifest System (AMS) filing.
- There can be only one ISF filer per shipment. Your origin forwarder and your Customs Broker cannot each file a portion of the required ISF submission.
- The ISF Importer must possess a basic importation and entry bond. If you do not have one, we can arrange single entry bonds for both the ISF and the Entry. However, single entry bonds are expensive and may require cash collateral to be held for up to six (6) years. A Continuous (i.e. Annual) Bond is a more pragmatic and cost-effective alternative. If you do not have one, MIQ Logistics can help arrange one for you.
- To avoid origin delays, your purchase order should include the Harmonized Tariff Schedule (HTS) Classification Number for each item purchased. This will ensure your supplier has the correct HTS information when the shipment is booked for transit. MIQ Logistics can provide pre-shipment compliance services to assist you with classifying imported products.
- As the ISF importer, you must alert your suppliers that MIQ Logistics origin offices must have the information necessary to file the ISF by the document cut-off date (i.e. 72 hours in an advance of shipment).
- In order to protect our clients, MIQ Logistics will not authorize the origin to export your shipment until CBP acknowledges electronically that the ISF has been accepted.

In 2009, we asked if you wished MIQ Logistics to submit the ISF on your behalf during the flexible enforcement period. Now that the enforcement phase of the ISF Rule has commenced, we respectfully request that you confirm this authorization by signing the following acknowledgement and returning it to your assigned MIQ Logistics account contact by email, facsimile or post. MIQ Logistics will charge a nominal service fee of **USD25.00** for the ISF filing.

The undersigned acknowledges the ISF Processes outlined above and requests MIQ Logistics to submit the Importer Security Filing on its behalf.

Company Name

BY: _____ Date _____

Signature _____

Printed Name _____ Title: _____

For more information on the ISF, please visit our Web site at www.miq.com/cms/site/importer_security_filing or contact your assigned MIQ Logistics account manager or the MIQ Logistics Global Trade Management team:

- Paul Fitzpatrick (978) 741-4555, Paul.Fitzpatrick@miq.com
- Tina Jansen (773) 824-2264, Tina.Jansen@miq.com

Thank you for allowing us to serve your business!