

U.S. CUSTOMS SERVICE
REGULATORY AUDIT DIVISION AGENT QUESTIONNAIRE

1. How long have you been in business, and what is your company's form of organization, i.e., corporation, partnership, etc.? What is the nature of your company's business, i.e., products and quantities imported, and from which countries?
2. How long has your company been an agent for Importer? Does your company have an agency agreement with any other importers?
3. If you have been an agent for Importer for less than 5 years, is there documentation available showing where and how Importer evaluated your company as agent? Exactly what services does your company provide to Importer? What arrangements are made for the payment of the goods and the payment of the commission?
4. Provide a list by name, address, and manufacturer's identification number of all foreign suppliers and manufacturers with whom your company does business for its own account or as an agent for Importer.
5. Is your company or any of its owners related to any of the foreign suppliers or manufacturers with whom you do business as an agent for Importer? Does your company or any of its owners have a financial interest in any of the foreign suppliers or manufacturers with whom you do business as an agent for Importer? If the answer to either of these questions is yes, please explain and provide a list by name, address, and manufacturer's identification number of those foreign suppliers or manufacturers with whom any such relationship exists.
6. Is Importer related to, or does Importer have a financial interest in, your company?
7. Does your company import into the United States for its own account using its own importer identification number, as well as place orders for Importer? List all importer identification numbers used by your company for importing into the United States.
8. Identify those products which your company imports for its own account which are the same as those purchased of behalf of Importer. Are the same suppliers used for your company's own imports as for orders placed for Importer? If so, please explain and provide a list of the products and suppliers.
9. Has your company been the importer of record for any orders placed on behalf of Importer? If so, are correspondence files available from March 1, 1989 to the present which contains documents supporting order information and confirmation?
10. For the period August 1, 1992 through January 31, 1993, provide a list of your transactions with Importer by entry number (if available), including Importer's purchase order number, price of merchandise, and commission earned. Provide a copy of the merchandise invoice on which the commission was based.
11. Does your company import into the United States on a consignment basis?

12. Does your company maintain an inventory of products imported into the United States?
13. Do Importer's representatives travel with or without your company representatives to visit foreign suppliers or manufacturers? Is documentation available to support the visits which have taken place within the past five years, e.g., trip reports, travel vouchers, etc.?

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