

Maintenance of Books & Records

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In the event of an audit request, your complete and up-to-date import records are on hand

Importers are required to maintain their import records at their place of business for six years plus the current year. However, Canada Border Services Agency (CBSA) and Canada Revenue Agency (CRA) may authorize importers to maintain records at other locations both within and outside of Canada provided they submit letters of undertaking. Cole International can assist in making this request to CBSA and CRA. This agreement records the terms between a business and the CBSA and/or CRA concerning the availability of customs records for audit purposes.



Cole International would then maintain your import records on your behalf, allowing us to readily respond to requests from CBSA or other agencies in the event of an audit. This will eliminate administrative holdups and significantly streamline the audit process for you.

Cole International also offers a records imaging service to our clients. Our documents imaging software provides online access to scanned images of broker invoices, customs entry recaps and Canada Customs Invoices (CCI). We also offer an enhanced document imaging service for non-broker documents (vendor invoices, packing slips, manifests, etc.). These images are scanned, combined with Cole International's internal document images and made available through Cole Portals.

Service Features

- Submits import records to appropriate agencies on your behalf
- Maintains import records in event of an audit request
- Scans document images

Benefits

- Complete and up-to-date record of import documents
- Access to document images through Cole Portals
- Submission of import records handled by Cole International

For more information please contact your Account Representative.

 **Cole**
International®