



June 1, 2021

Dear Exporter:

The purpose of this letter is to advise you of upcoming changes to the process of importing commercial goods through the Canada Border Services Agency (CBSA) Assessment and Revenue Management (CARM) project, as well as provide you with important instructions.

The CARM project is a multi-year initiative that will transform the importation process, including the assessment of goods and the collection of duty and taxes. New functionalities will be added to the CARM Client Portal for the assessment of anti-dumping and countervailing duties, currently scheduled for May 2022, referred to as Release 2.

All parties that wish to interact with CARM, including importers and exporters who would like to use specific normal values, export price deductions or amounts of subsidy for their imported goods must have a Business Number.

In this respect, we are requesting that all exporters/exporter groups who have been issued specific normal values or amounts of subsidy in relation to the CBSA's *Special Import Measures Act* (SIMA) measure(s) in force register for a Business Number and a **SIMA Program Account**.

Your company has been identified as an exporter of goods subject to one or more of the CBSA's anti-dumping and/or countervailing measures in force under SIMA. As such, **you are required to complete the RC1-19e form attached to this letter** thereby consenting to the submission of this information to the Canada Revenue Agency (CRA) for purposes of enrolling for a SIMA Program Account. The CRA currently administers the issuance of program accounts on the CBSA's behalf.

Once the attached RC1-19e form is completed, provided to the CBSA along with the information requested in steps 1 through 4 of the *Instructions* (below) and processed by the CRA, the SIMA Program Account number will be communicated to you. This will occur prior to CARM Release 2. In CARM, this SIMA Program Account number will be used to identify specific normal values, export price deductions, amounts of subsidy, etc. applicable to goods exported by your company, where relevant.

Following CARM Release 2, currently scheduled for May 2022, you will need to provide this SIMA Program Account number to companies that import your goods into Canada. Importers of goods subject to SIMA measures in force will be asked to input the SIMA Program Account number of the exporter from which they are importing subject goods.

.../2

If you do not obtain a SIMA Program Account number, importers will not be able to use the specific normal values, export price deductions or amounts of subsidy assigned to your company when declaring goods in the CARM Client Portal. In such a case, duty for subject goods exported by your company and imported into Canada may be assessed at the all others rate listed in the relevant CBSA [Measure in Force](#).

### Instructions

Further to the above, please:

- 1) complete **all** sections of the RC1-19e form marked in **yellow**. For example, Part F2 of the form requires you to: (i) check only the box for “Meeting, convention, and incentive travel” and (ii) enter the effective date (i.e. the date on which you completed the form).
- 2) submit the completed RC1-19e form to the CBSA **no later than June 22, 2021** using the following email address: [simaregistry-depotlmsi@cbsa-asfc.gc.ca](mailto:simaregistry-depotlmsi@cbsa-asfc.gc.ca).
- 3) provide a copy of the following supporting documentation (only those that apply to your type of legal entity will need to be provided):
  - a) copies of the articles or charter of incorporation and any name change amendments;  
or
  - b) LLC Agreements/ Certificate of Organization or Formation and any name change amendments; or
  - c) partnership agreements and any name change amendments
- 4) provide the name and contact email for the representative from your company who was responsible for completing the RC1-19e form

Note: Due to CBSA emails size restrictions, emails must not be larger than 10MB. If your response is larger than 10 MB, you may submit the RC1-19e form by way of secure file transfer link/electronic portal sent to: [simaregistry-depotlmsi@cbsa-asfc.gc.ca](mailto:simaregistry-depotlmsi@cbsa-asfc.gc.ca). If you submit by way of secure file transfer or electronic portal, please note that the CBSA does not accept any risk, responsibility or liability for the use of secure file transfer providers or e-platforms, nor do we recommend one provider over another as the CBSA cannot guarantee the confidentiality of documents uploaded to third party servers.

For more information on the CBSA's CARM project, including instructions for registering for CARM-related communications, please visit: [www.cbsa-asfc.gc.ca/prog/carm-gcra/menu-eng.html](http://www.cbsa-asfc.gc.ca/prog/carm-gcra/menu-eng.html). For questions concerning the SIMA Program Account registration you may also contact Laura Fast at 343-553-1726 or by e-mail at [Laura.Fast@cbsa-asfc.gc.ca](mailto:Laura.Fast@cbsa-asfc.gc.ca).

Sincerely,



Hugues Marcil  
Manager  
Anti-dumping and Countervailing Investigations Division  
Trade and Anti-dumping Programs Directorate

ATTACHMENT

1. **RC1-19e – Request for a Business Number for Certain Program Accounts**