

BUYING AGENT QUESTIONNAIRE

***** COVER LETTER *****

To:

The following Buying Agent Questionnaire has been prepared by The Company's CBP attorneys to assist in determining the transaction value of import merchandise as they relate to the payment of an agent's buying commission.

The completed questionnaire will be reviewed with council to determine whether or not these commissions will be treated as non-dutiable or subject to duty.

Treatment of commission as non- dutiable will require a written Buying Agency Agreement that will outline in detail the responsibilities of the Company, the Buying Agent and the commission to be paid to the agent.

This agreement will then be filed with US Customs and Border Protection (CBP) and the Company will declare the payment of an Agents Commission at the time of entry.

Please return the completed questionnaire by e-mail attachment or express courier to:

The Company
Attn: [Contact Name]
Address
City, State, Zip Code
Telephone Number
e-mail Address

Kindly review and advise if you have any questions.

Best regards



BUYING AGENT QUESTIONNAIRE

1. Please provide the full name, address, phone number, fax number, email address and contact person for your company.
2. How long has your company been in business?
3. Please state the company's form of organization; *i.e.*, corporation, partnership, *etc.*
4. Please indicate the nature of your company's business, including the product area and source countries.
5. Does your company have an agency agreement with any other importers?
6. What type of services do you provide as a buying agent?
7. What arrangements are made for the payment of the goods; *i.e.*, letters of credit, wire transfers, *etc.*
8. What arrangements are made for the payment of the commission and is it separate from payment for the goods?
9. Please list by name, address, and manufacturer's identification number all foreign vendors and manufacturers with whom your company does business as a buying agent.
10. Please list by name, address, and manufacturer's identification number all foreign vendors and manufacturers with whom your company does business for its own account.



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11. Is your company or any of its owners related, either by a financial or familial relationship, to any of the foreign vendors or manufacturers with whom you do business as a buying agent? If yes, please explain and provide a list by name, address, and manufacturer's identification number of all relevant companies.

12. Does your company or any of its owners have a financial interest in any of the foreign vendors or manufacturers with whom you do business as an agent? If yes, please explain and provide a list by name, address, and manufacturer's identification number of all relevant companies.

13. Does your company import into the United States for its own account, using its own importer identification number? If yes, list all importer identification numbers used by your company for importing into the United States.

14. For those products that your company imports for its own account, please advise whether they are ever the same products ordered and same suppliers used for orders placed on behalf of other importers.

15. Does your company import into the United States on a consignment basis?

16. When acting as a buying agent for importers, do importers' representatives travel with your company representatives to visit foreign vendors or manufacturers?

17. Are importers obligated to purchase through your company for prospective purchases, or may they buy directly from these factories and otherwise establish the terms of sale for future purchases?

18. Does your company maintain an inventory of merchandise in the United States or abroad? If yes, please explain.



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Submitted by:

Date: ____/____/____

Type Name

Agent name:

Address:

Address:

City:

State:

Country:

