



## Hand-Carried Samples Instruction Form

Samples purchased both at the wholesale and retail levels, hand-carried as baggage, must be declared upon your arrival at Customs. Milgram can prepare for your customs clearance prior to your arrival, providing that all documents have been provided to Milgram during business hours, at least 6 hours prior to your arrival.

The declared value of hand-carried samples must include any sales tax or VAT paid to the foreign retailer. The sales taxes may be included in the retail price or indicated separately on the retail sales slip. Please include this tax in the "Amount/Currency" field on the following page.

The only exception to this rule applies when the Canadian importer has arranged or received a refund of the foreign sales tax before the goods are imported into Canada.

Sample shipments, for which customs formalities have not been prepared in advance, must be left behind for clearance:

- ▶ Automobile: accompanied baggage must be left at a U.S. warehouse facility. Please call Milgram for instructions.
- ▶ Airline: hand carried baggage must be left with Customs who will transfer it to the airline's cargo section. Customs will issue a receipt for the merchandise (Customs Cargo Control Document). This document is required by Milgram in order to arrange customs clearance, and must be faxed to Milgram along with the documents mentioned below.

To arrange customs clearance, please complete sections A and B on page 2 of this form and forward it to Milgram, along with copies of all relevant invoices, receipts and for air shipments, the Cargo Control Document.

### ----- Customs Designer Sample Remission Annex Code 9936

Annex Code 9936 applies to apparel samples (excluding samples of footwear, headwear, handwear, belts, ties, scarves, hosiery or other accessories, unless committed by design to form an integral part of the sample) imported for use in the development of sketches or patterns, or in determining the technical elements of manufacturing apparel, by a person in Canada in the business of designing apparel and selling apparel or apparel designs, on condition that

(a) the importer specifies the use of the apparel sample at the time of reporting the goods under the Customs Act;

(b) the importer develops the sketches or patterns, or determines the technical elements of manufacturing apparel; and

(c) the apparel sample shall not be exchanged, sold or traded in either the wholesale or retail markets in Canada.

Please advise us if the samples you are importing qualify for this tariff concession by completing section A on page 2 of this form. If we do not hear from you, we will assume your samples do not qualify. If you have any questions, please do not hesitate to call.

The following personnel are available to assist you. It would be advisable to make contact with them prior to your departure to Canada so that they may assist you in coordinating your return.

Head Office  
Tel: 514-288-2161  
Fax: 514-288-3110

Dorval Office  
514-695-3585  
514-695-7268

Pearson Intl.  
905-673-1568  
905-673-9463

This form should be kept with you for easy reference

Please be sure to complete page 2...

