

ABC Importers, Inc.
1001 S. Lucky Lane, Beverly Hills, CA 90210
Tel: 310 000-0000 Fax: 310 111-1111
Email: ABC_Importers@mail.com

To: XYZ Consolidators
Re: Customs-Trade Partnership Against Terrorism (C-TPAT)

Dear Sir/Madam;

ABC Importers, Inc. is a certified participant of the C-TPAT program, a partnership between the trade community and U.S. Customs and Border Protection (CBP), designed to establish supply chain security processes to prevent terrorist devices and other contraband from entering the global supply chain.

As a member of the C-TPAT program, ABC Importers is required to engage with all of our business partners in order to ensure and aid you in developing and maintaining a security program within the guidelines of the C-TPAT program, with emphasis on ensuring the integrity of all U.S. bound shipments. Together we will work to prevent the introduction of unauthorized materials into any cargo, container, trailer or other shipping conveyance. The C-TPAT minimum security criteria are available on our website at [provide company website here], and are also attached to this email. After reviewing these criteria, you should implement any security and/or trade compliance improvements necessary to comply, and consider applying for C-TPAT membership, if eligible.

If you are a member of the C-TPAT program, please email your Status Verification Interface (SVI) number to ABC_Importers@mail.com. In concert with U.S. CBP and the World Customs Organization, several other countries have developed similar, equivalent programs. These include Canada's Partners in Protection program, and what many other countries have designated as an Authorized Economic Operator program. If you are a member of one of these programs, please forward us a certificate of membership from your customs agency. For more information on these programs, please contact us or your own country's customs service.

If you are not a member of the C-TPAT program, or an equivalent, we ask that you complete and return to us the attached questionnaire on your current security procedures. Completion of this questionnaire will aid us in determining what assistance we can give towards enhancing your security program. Full and complete responses to this questionnaire will also aid us in determining how frequently we may be required under the C-TPAT criteria to conduct site visits to verify security processes are in place.

It is also important that you educate all business partners you select on our behalf (suppliers, shippers, consolidators, trucking companies, and all other logistics partners) about the C-TPAT program. Particular emphasis on trailer and container inspections, seal processes, live-time tracking and monitoring of cargo en route, personnel and access

control security, and security awareness training is requested. Inspections of containers should be documented, and a copy of the completed inspection forwarded to ABC Importers along with the other documents associated with the shipments. Please remind your partners that all loaded U.S. bound containers/trailers must be secured with an ISO PAS 17712 high security seal. You must also have written procedures within your supply chain for recognizing and reporting compromised seals on your containers and trailers to CBP or appropriate foreign authorities, and for challenging unknown/unauthorized persons within your facilities. If you should need assistance with any of these issues, please contact us for further information and training.

In sum, we are asking all our business partners to have a documented cargo and supply chain security program. Please contact us at the above phone number or email us with questions regarding C-TPAT, developing your own security plan, or any other supply chain security matters, and return to us the completed security questionnaire by [insert due date].

Sincerely,

Max Jones
President
ABC Importers, Inc.

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