Customs broker handover worksheet

Importing legal entity

Importer account(s) / country

Routes / countries / accounts moving

Brokerage / freight / both

Carriers / forwarders staying; agreed booking changes

1. Shipments and open files (copy this page for more rows)

Status: no filing / filing unknown / filed, awaiting release / released, work open

Country / shipment or entry reference	Customs filing status	Assigned broker and contact	Next task / deadline or missing item

2. First shipments moving

First shipment reference(s) / expected arrival

Shipments staying with the former broker (refs)

Instructions effective (date / time / zone)

New broker / contact

Document email / send-by (date, time, zone)

3. Before changing instructions

- ☐ The new broker confirmed the named shipments and has the required records.
- ☐ Canada, if applicable: agency signed, CARM access works; RPP checked if used.
- ☐ U.S., if applicable: direct POA in place; bond needs and existing coverage reviewed.
- ☐ Shipping and finance know who pays customs and checks the payments.
- ☐ The former broker's remaining files and authority/access changes are recorded.

Missing item / person supplying it / due date / receipt confirmed

4. Before the first load

- ☐ Suppliers/carriers acknowledged; the new broker received the first load's documents.

5. After release, accounting and billing

- ☐ Right broker and release checked; Canada CAD (old B3) / U.S. summary and invoice found.
- ☐ Goods details, brokerage fees and duty/tax payments have been checked.

Any issue / person fixing it / next reply date