



INTERNATIONAL  
BROKERAGE  
INC

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PO BOX 80343, Seattle, WA 98108 • T 206-324-8834 • F 206-324-8835 • [www.ibius.com](http://www.ibius.com)

Dear Business Partner:

International Brokerage Inc. (IBI) is a certified participant in the **Customs-Trade Partnership Against Terrorism** (CTPAT), a joint government-business initiative to build cooperative relationships that strengthen overall supply chain and border security. The CTPAT program recognizes that Customs can provide the highest level of security only through close cooperation with the ultimate owners of the supply chain, importers, carriers, brokers, warehouse operators and manufacturers. Through this initiative, Customs is asking businesses to ensure the integrity of their security practices and communicate their security guidelines to their business partners within the supply chain.

IBI strongly encourages you to participate in CTPAT. For more details about CTPAT see the CBP website at:

<https://www.cbp.gov/border-security/ports-entry/cargo-security/c-tpat-customs-trade-partnership-against-terrorism>

As part of this program we are required to assess the security level of our business partners. Please take a few moments to read the CTPAT terms and conditions and complete the attached Security Assessment Questionnaire.

Please feel free to contact me with any questions. Thank you for your cooperation.

Sincerely,

Marcio Fanti  
President



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## Customer Supply Chain Security - CTPAT Terms and Conditions

- (a) Customer acknowledges that the International Brokerage, Inc. is a certified CTPAT (Customs Trade Partnership Against Terrorism) member. Consistent with the Company's obligations and responsibilities under CTPAT, the Customer agrees to the following:
1. To maintain its own CTPAT certification status (if eligible)
  2. To immediately notify the Company in the event of a change in CTPAT status (if applicable)
  3. To immediately notify the Company in the event of any actual breach in security or suspected breach in security.
  4. To secure its facilities through the use of sufficient access controls, fencing, security guards, security cameras and lighting.
  5. To properly train its shipping staff on properly inspecting a container/trailer prior to loading according to the CTPAT Supply Chain Security Criteria.
  6. To properly secure all cargo loading and handling areas and all transportation equipment storage areas. To restrict access to authorized personnel only.
  7. To verify and ensure that ISO/PAS 17712 Certified high security seals are properly placed on all containers/trailers bound for the United States.
  8. To regularly evaluate and self assess its supply chain security procedures and internal controls
  9. To secure, protect and restrict access to all electronic data systems, documentation and other information relating to the Company's activities, which might be transmitted to the Company or other third parties to affect the international movement.
- (b) Customer further agrees to grant access to its facilities at any time so that the Company or authorized agents of the Company might conduct security assessments and evaluations.
- (c) Customer further agrees to accept and implement supply chain security recommendations received from the Company (consistent with U.S. Customs CTPAT Security Criteria).
- (d) Customer further agrees to provide, in writing, any new supply chain partners post-on boarding; this includes forwarders, transportation companies and warehouses. This list is not exhaustive.



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## **IBI Business Partner Security Assessment Questionnaire**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Website \_\_\_\_\_

Type of business: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_

Respondent's Phone Number: \_\_\_\_\_

Respondent's E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

### **C-TPAT Status:**

Have you applied for membership to C-TPAT Yes No

Are you a member of the C-TPAT Yes No

If yes, please provide your SVI number \_\_\_\_\_

Comments: \_\_\_\_\_

**If your company is a member of CTPAT, that is sufficient. If you answered No to this section, please complete the remainder of the form. Thank you very much for your response.**



## FOR NON-C-TPAT IMPORTERS QUESTIONNAIRE

### Procedural Security:

Are procedures in place for maintaining accuracy of information received? Yes No

Are procedures in place for reporting shortages and overages to Customs? Yes No

Are procedures in place for reporting suspicious or illegal activities to law enforcement agencies? Yes No

Are procedures in place for safeguarding computer access and information? Yes No

### Personnel Security:

Are procedures in place for the screening of prospective employees and verification of employment applications? Yes No

Are periodic background checks or other tests conducted? Yes No

### Education and Awareness:

Do you provide security awareness training to employees Yes No



**Procedural Security pertaining to Physical Handling of Freight:**

Are procedures in place for protection against introduction, exchange, or loss of any material?	Yes	No
Is there a designated security officer at each location to supervise introduction/removal of cargo?	Yes	No
Are procedures in place for controlling access to the shipping, loading dock and cargo areas?	Yes	No
Are procedures in place for security of land carrier conveyances (i.e. trucks and vans) including securing all internal/external compartments and panels and including physical search of all readily accessible areas?	Yes	No
Are procedures in place for reporting cases in which unmanifested materials, or signs of tampering, are discovered?	Yes	No

**Physical Security:**

Are all buildings constructed to protect against outside intrusion, with locking devices and adequate lighting inside and outside?	Yes	No
Are procedures in place for segregation and marking of international, domestic, high-value, and dangerous goods cargo?	Yes	No
Are communications systems in place for contacting internal security personnel or local law enforcement?	Yes	No



**Are you a participant in any of the following U.S. government programs?**

Customs-Trade Partnership Against Terrorism (CTPAT)	Yes	No
Free and Secure Trade Program (FAST)	Yes	No
Carrier Initiative Program (CIP)	Yes	No
Business Anti-Smuggling Coalition (BASC)	Yes	No

**Questions are based on guidelines obtained from US Customs and Border Protection. Thank you very much for your cooperation, your response is greatly appreciated.**