



Customs Trade Partnership Against Terrorism (CTPAT) Trade Compliance Portal 3.0 Manual



**Step by Step Instructions for Application and Annual
Notification Letter Processes
(Updated)**

September 2025

How to Apply to CTPAT Trade Compliance

1. Apply to the CTPAT Trade Compliance Program from the [CTPAT Security Portal](#).

Once the Company Officer, as identified in the CTPAT portal, CLICKS on the Actions button, a dropdown menu with Launch Trade Compliance will be visible and upon clicking on it, an Eligibility Questionnaire will appear. After completing the Eligibility Questionnaire, if the importer is determined to be eligible, the application will continue in the Trade Compliance portal.

Note: The importer must be able to answer yes to all the questions to proceed with the application process. If any of the answers are currently no, this is an area that needs to be improved within the organization to move forward. Questions may be directed to CTPATTradeCompliance@cbp.dhs.gov.

CLICK on the Actions button:

The screenshot displays the CTPAT Security Portal interface. The header includes 'U.S. Customs & Border Protection' and 'CTPAT'. The main content area shows details for account 'MM04092025CERTHANDBOOK1'. The 'Actions' button is highlighted with a red box. Below the account information, there are sections for Business Information and Addresses.

Type	Address Line 1	Address Line 2	City	State	Postal Code	Country	Mail Addr	Primary	Action
Headquarters	ADL1	ADL2	City	California	12345	United States	N	Y	

Dropdown menu; CLICK on Launch Trade Compliance:

Create

New Account

Home

Navigation Menu

Details: MM04092025CERTHANDBOOK1

Actions

Update Business Info

Launch Trade Compliance

Business Details

Business Entity Info

Security Profile

Validation Summary

Documents

SVI

CTPAT Account Information

CTPAT Account #

60540396

CTPAT Account Name

MM04092025CERTHANDBOOK1

Business Type

Importer

CTPAT Account Status

Validated

CTPAT Account Sub-Status

Exceeding

Security Profile Status

Approved

Certification Date

04/09/2025

Anniversary Date

04/09/2026

Applied Date

04/09/2025

Status Date

04/09/2025

Security Profile Last Submitted

04/09/2025

Profile Review Date

04/09/2025

Security Profile Last Approved

04/09/2025

Last Validation Date

04/09/2025

Validation Schedule

2026

Assigned CTPAT Office

Headquarters

Assigned CTPAT SCSS

Mulk, Mohammad

SCSS Email

mohammad.m.mulk@associates.cbp.dhs.gov

SCSS Phone

2224448888

Business Information

Company Name

MM04092025CERTHANDBOOK1

Telephone Number

123456789

Doing Business As

DBA

Fax Number

0123456789

Ownership Type

Corporation

Website

MM@Com

Business Start Date

04/01/2025

Number of Employees

5

Brief Company History

MM04092025CERTHANDBOOK1

Addresses

Add New Address

Complete the Eligibility Questionnaire and CLICK Submit:

Create

New Account

Home

Navigation Menu

Details: MM04092025CERTHANDBOOK1

Actions

Update Business Info

Launch Trade Compliance

Business Details

Business Entity Info

Security Profile

Validation Summary

Documents

SVI

CTPAT Account Information

CTPAT Account #

60540396

CTPAT Account Name

MM04092025CERTHANDBOOK1

Business Type

Importer

CTPAT Account Status

Validated

CTPAT Account Sub-Status

Exceeding

Security Profile Status

Approved

Certification Date

04/09/2025

Anniversary Date

04/09/2026

Applied Date

04/09/2025

Status Date

04/09/2025

Security Profile Last Submitted

04/09/2025

Profile Review Date

04/09/2025

Security Profile Last Approved

04/09/2025

Last Validation Date

04/09/2025

Validation Schedule

2026

Assigned CTPAT Office

Headquarters

Assigned CTPAT SCSS

Mulk, Mohammad

SCSS Email

mohammad.m.mulk@associates.cbp.dhs.gov

SCSS Phone

2224448888

Business Information

Company Name

MM04092025CERTHANDBOOK1

Telephone Number

123456789

Doing Business As

DBA

Fax Number

0123456789

Ownership Type

Corporation

Website

MM@Com

Business Start Date

04/01/2025

Number of Employees

5

Brief Company History

MM04092025CERTHANDBOOK1

Addresses

Add New Address

Eligibility Questionnaire

Do you have a general authority to do business without requiring the approval of another person outside the United States or Canada?

☐ Yes ☐ No

Are you an active United States importer or Non-Resident Canadian importer who meets the requirements set forth in 19 CFR Part 141, including in particular, sections 141.17 and 141.18?

☐ Yes ☐ No

Do you maintain separate books and records for your United States / Canada operations, prepare separate financial statements, maintain accounts for the imported goods, and are you responsible for payment of import duties and taxes?

☐ Yes ☐ No

Do you possess a valid continuous importation bond filed with CBP?

☐ Yes ☐ No

Are you willing to complete a Memorandum of Understanding (MOU) and Trade Compliance Questionnaire?

☐ Yes ☐ No

Do you maintain an internal control system that is designed to provide assurance of compliance with CBP laws and regulations?

☐ Yes ☐ No

Do you perform annual risk assessments to identify risks to compliance with CBP laws and regulations?

☐ Yes ☐ No

Do you maintain and make appropriate adjustments to the system of internal controls?

☐ Yes ☐ No

Have you designed an annual self-testing plan in response to identified risks? Do you implement corrective action in response to errors and internal control weaknesses disclosed by self-testing?

☐ Yes ☐ No

Do you maintain an audit trail from financial records to CBP declarations, or an alternate system that ensures accurate values are reported to CBP?

☐ Yes ☐ No

Do you make appropriate disclosures through a prior disclosure, reconciliation, post summary corrections, or a supplemental letter to CBP?

☐ Yes ☐ No

Are you willing to submit an Annual Notification Letter (ANL) certifying that you continue to meet CTPAT Trade Compliance requirements as listed in the Handbook?

☐ Yes ☐ No

Do you agree to notify CBP of all major organizational changes?

☐ Yes ☐ No

Cancel

Submit

Trade Compliance portal landing page:

U.S. Customs & Border Protection
U.S. Department of Homeland Security

CTPAT Trade Compliance

Public Documents

Search Results

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1 |< < > >|

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details Document Library Event History

Overview

Company Name MM04092025CERTHANDBOOK1
Ownership Type Corporation
Business Start Date 04/09/2025
ANL Anniversary Date

Application Date
Application Status Not Submitted
Trade Compliance Status
ANL Status

Assigned RA
Assigned NAM
Assigned NAM Supervisor
HQ Officer

Section Incomplete
1 2 3
IOR Selection
Select IORs for this application

Completed Section
Points of Contact
View Contacts

Section Incomplete
Required Attachments
Manage attachments and required documentation

Section Incomplete
Questionnaire
Provide answers for trade compliance questionnaire related to the IORs selected

Section Incomplete
Annual Notification Letter
Provide answers for Annual Notification Letter

Download latest documents below:
Download Questionnaire Summary
Download ANL Summary
Download MOU

[Review and Submit Questionnaire](#)

2. IOR Selection Tile

Once the applicant is in the Trade Compliance portal, the applicant **CLICKS** on the IOR Selection tile and the IOR Number Selection pop-up window will appear. The list is generated from the partner's CTPAT profile and will display all IOR numbers that have been granted Tier II or Tier III benefits. The applicant **CLICKS** the check box next to the IOR number(s) to be included in the application. The applicant can select as many or as few IOR numbers as it wants to participate in the program.

NOTE: Only the IOR numbers selected will be granted benefits of the Trade Compliance Program at the time of application approval.

The applicant also chooses whether to include Drawback and/or FTZ in its application at this time. When finished, the applicant **CLICKS** the Save button and the IOR Number Selection will be saved.

CLICK on the IOR Selection tile:

The screenshot shows the U.S. Customs & Border Protection CTPAT Trade Compliance portal. The 'Public Documents' tab is selected. The 'Search Results' section displays a table with columns: Account Name, Account Status, ANL Status, ANL Submitted Date, IOR(s), Assigned RA, Assigned NAM, and Assigned NAM SPVR. The first row shows 'MM04092025CERTHANDBOOK1'. Below the table, the 'Details' section for 'MM04092025CERTHANDBOOK1' is shown, including 'Account Status: Not Submitted' and 'ANL Status: Not Submitted'. The 'Overview' section contains several tiles: 'Section Incomplete IOR Selection' (highlighted with a red box), 'Completed Section Points of Contact', 'Section Incomplete Required Attachments', 'Section Incomplete Questionnaire', and 'Annual Notification Letter'. A 'Review and Submit Questionnaire' button is at the bottom right.

Check the box(es) for the applicable IOR(s) in IOR Number Selection pop-up window:

The screenshot shows the 'MM04092025CERTHANDBOOK1 - IOR Number Selection' pop-up window. It contains 'Notes for IOR Number Selection' and a 'Primary Address' field. Below, there is a table with columns: IOR, Drawback Activity, and FTZ Activity. The first row shows '555-99-8642' with a checked checkbox in the 'IOR' column. A red arrow points to this checkbox. The window has 'Cancel' and 'Save' buttons at the bottom.

Publication Number 5163-0925

CLICK on Drawback Activity and/or FTZ Activity, if applicable, and CLICK on the Save button:

MM04092025CERTHANDBOOK1 – IOR Number Selection

Notes for IOR Number Selection:

- If the IOR Number(s) in the Trade Compliance application is also used for Drawback and/or FTZ activities, those activities will be included in the Trade Compliance application review process unless you choose otherwise.
- If the Drawback of FTZ activity use a different IOR number, please specify those IOR numbers if you'd like them included in this Trade Compliance application.

Primary Address: ADL1, ADL2, City, California 12345, United States

IOR ↑	Drawback Activity	FTZ Activity
☒ 555-99-8642	☐	☐

Items per page: 10 1 - 1 of 1

Cancel Save

IOR Selection tile heading will change from “Section Incomplete” to “Completed Section”:

U.S. Customs & Border Protection CTPAT Trade Compliance

Public Documents

Search Results

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Overview

Company Name MM04092025CERTHANDBOOK1	Application Date Application Status Not Submitted	Assigned RA Assigned NAM Assigned NAM Supervisor HQ Officer
Ownership Type Corporation	Trade Compliance Status ANL Status	
Business Start Date 04/09/2025		
ANL Anniversary Date		

Section Incomplete **Completed Section** **Section Incomplete** **Section Incomplete** **ANL**

IOR Selection **Points of Contact** **Required Attachments** **Questionnaire** **Annual Notification Letter**

Select IORs for this application View Contacts Manage attachments and required documentation Provide answers for trade compliance questionnaire related to the IORs selected Provide answers for Annual Notification Letter

Download latest documents below:
Download Questionnaire Summary
Download ANL Summary
Download MOU

Review and Submit Questionnaire

Search Results

Account Name

Account Status

ANL Status

ANL Submitted Date

IOR(s)

Assigned RA

Assigned NAM

Assigned NAM SPVR

MM04092025CERTHANDBOOK1							
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Items per page: 10 1 - 1 of 1 < > |

Filter

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

Overview

Company Name

Ownership Type

Business Start Date

ANL Anniversary Date

MM04092025CERTHANDBOOK1

Corporation

04/09/2025

Application Date

Application Status

Trade Compliance Status

ANL Status

Not Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

1 2 3

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Section Incomplete

Required Attachments

Manage attachments and required documentation

Section Incomplete

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit Questionnaire

3. Points of Contact Tile

Points of Contact tile will automatically include data from the Security Portal. During the time of application creation in the portal, contact information will be automatically added and the applicant is able to include more contact information if desired by clicking on the Points of Contact tile. This tile will automatically show as a Completed Section as soon as the applicant makes the transition from the Security portal to the Trade Compliance portal.

CLICK on Points of Contact Tile to update, if necessary:

Search Results

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1 |< >|

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details Document Library Event History

Overview

Company Name

Ownership Type

Business Start Date

ANL Anniversary Date

MM04092025CERTHANDBOOK1

Corporation

04/09/2025

Application Date

Application Status

Trade Compliance Status

ANL Status

Not Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Section Incomplete

Required Attachments

Manage attachments and required documentation

Section Incomplete

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit Questionnaire

4. Required Attachments Tile

Once the applicant CLICKS on the Required Attachments tile, a Required Attachments pop-up window will appear to allow the applicant to upload documents for each required attachment. When all documents have been uploaded, the applicant CLICKS on the Close button.

CLICK on the Required Attachments tile:

Search Results

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details Document Library Event History

Overview

Company Name: MM04092025CERTHANDBOOK1
 Ownership Type: Corporation
 Business Start Date: 04/09/2025
 ANL Anniversary Date:

Application Date: Not Submitted
 Application Status: Not Submitted
 Trade Compliance Status:
 ANL Status:

Assigned RA:
 Assigned NAM:
 Assigned NAM Supervisor:
 HQ Officer:

Completed Section

1
2
3

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Section Incomplete

Required Attachments

Manage attachments and required documentation

Section Incomplete

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit Questionnaire

Required Attachments pop-up window; the applicant CLICKs on the Upload button and completes the file upload process for each requirement:

U.S. Customs & Border Protection
 U.S. Department of Homeland Security

CYPRAT Trade Compliance

Public Documents

Search Results

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1

Required Attachments

Upload Company Logo

File Name	File Size	Uploaded Date	Uploaded By	Delete
03-05-2024-5TestData_PDF Company Logo.pdf	533 kb	04/10/2025 09:45 AM		

Upload Company's internal control manual and all desktop procedures

File Name	File Size	Uploaded Date	Uploaded By	Delete
03-05-2024-6Capture Internal Control manual.PNG	40 kb	04/10/2025 09:36 AM		

Upload Company's organizational chart

File Name	File Size	Uploaded Date	Uploaded By	Delete
03-05-2024-2Test Organizational Chart.docx	12 kb	04/10/2025 09:38 AM		

Upload Evidence of the training program

File Name	File Size	Uploaded Date	Uploaded By	Delete
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Cancel Close

Publication Number 5163-0925

Search Results

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR								
Required Attachments Upload Company Logo Upload Company's internal control manual and all desktop procedures <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Uploaded Date</th> <th>Uploaded By</th> </tr> </thead> <tbody> <tr> <td>03-05-2024 6Capture Internal Control manual.PNG</td> <td>40 kb</td> <td>04/10/2025 09:36 AM</td> <td></td> </tr> </tbody> </table> Upload Company's organizational chart Required Upload Evidence of the training program Required Upload FA to Trade Compliance Invitation Letter Required Upload Self-testing plan Required Cancel Close								File Name	File Size	Uploaded Date	Uploaded By	03-05-2024 6Capture Internal Control manual.PNG	40 kb	04/10/2025 09:36 AM	
File Name	File Size	Uploaded Date	Uploaded By												
03-05-2024 6Capture Internal Control manual.PNG	40 kb	04/10/2025 09:36 AM													

After all documents have been uploaded, applicant CLICKS on the Close button:

Search Results

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR																								
Required Attachments Upload Company's organizational chart <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Uploaded Date</th> <th>Uploaded By</th> </tr> </thead> <tbody> <tr> <td>03-05-2024 2Test Organizational Chart.docx</td> <td>12 kb</td> <td>04/10/2025 09:38 AM</td> <td>Mohammad Mulk</td> </tr> </tbody> </table> Upload Evidence of the training program <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Uploaded Date</th> <th>Uploaded By</th> </tr> </thead> <tbody> <tr> <td>03-05-2024 3TestdataExcel Training Program.csv</td> <td>3 kb</td> <td>04/10/2025 09:38 AM</td> <td>Mohammad Mulk</td> </tr> </tbody> </table> Upload FA to Trade Compliance Invitation Letter <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Uploaded Date</th> <th>Uploaded By</th> </tr> </thead> <tbody> <tr> <td>03-05-2024 TestAutomation FA to TC Optional .docx</td> <td>17 kb</td> <td>04/10/2025 09:38 AM</td> <td>Mohammad Mulk</td> </tr> </tbody> </table> Upload Self-testing plan Cancel Close								File Name	File Size	Uploaded Date	Uploaded By	03-05-2024 2Test Organizational Chart.docx	12 kb	04/10/2025 09:38 AM	Mohammad Mulk	File Name	File Size	Uploaded Date	Uploaded By	03-05-2024 3TestdataExcel Training Program.csv	3 kb	04/10/2025 09:38 AM	Mohammad Mulk	File Name	File Size	Uploaded Date	Uploaded By	03-05-2024 TestAutomation FA to TC Optional .docx	17 kb	04/10/2025 09:38 AM	Mohammad Mulk
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File Name	File Size	Uploaded Date	Uploaded By																												
03-05-2024 3TestdataExcel Training Program.csv	3 kb	04/10/2025 09:38 AM	Mohammad Mulk																												
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03-05-2024 TestAutomation FA to TC Optional .docx	17 kb	04/10/2025 09:38 AM	Mohammad Mulk																												

Publication Number 5163-0925

Required Attachments tile will change from “Section Incomplete” to “Completed Section”:

Search Results

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1 |< < > >|

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details Document Library Event History

Overview

Company Name	MM04092025CERTHANDBOOK1	Application Date		Assigned RA	
Ownership Type	Corporation	Application Status	Not Submitted	Assigned NAM	
Business Start Date	04/09/2025	Trade Compliance Status		Assigned NAM Supervisor	
ANL Anniversary Date		ANL Status		HQ Officer	

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Section Incomplete

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit Questionnaire

5. Completing the Trade Compliance Questionnaire

Applicant CLICKS on the Questionnaire tile and a Questionnaire pop-up window will appear. The applicant responds to the questions. When finished, the applicant CLICKS on the Save button followed by the Complete button.

Upon completion of the Questionnaire, the applicant should CLICK on the Review and Submit Questionnaire button followed by the Save Application button.

CLICK on the Questionnaire tile:

Search Results

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 10 1 - 1 of 1

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details Document Library Event History

Overview

Company Name: MM04092025CERTHANDBOOK1
Ownership Type: Corporation
Business Start Date: 04/09/2025
ANL Anniversary Date:

Application Date:
Application Status: Not Submitted
Trade Compliance Status:
ANL Status:

Assigned RA:
Assigned NAM:
Assigned NAM Supervisor:
HQ Officer:

Completed Section IOR Selection
Select IORs for this application

Completed Section Points of Contact
View Contacts

Completed Section Required Attachments
Manage attachments and required documentation

Section Incomplete Questionnaire
Provide answers for trade compliance questionnaire related to the IORs selected

ANL Annual Notification Letter
Provide answers for Annual Notification Letter

Download latest documents below:
Download Questionnaire Summary
Download ANL Summary
Download MOU

Review and Submit Questionnaire

Respond to the questions in the Questionnaire pop-up window; CLICK on the Save button followed by the Complete button:

Questionnaire

Company Information

1. Please describe the overall organization/operating structure and provide organizational chart of the company.

MM04092025CERTHANDBOOK1

This question requires the following document:
✓ Company's organizational chart

2. Provide the names and addresses of any related foreign and/or domestic companies, such as the company's parent, sister, subsidiaries, or joint ventures, etc.

MM04092025CERTHANDBOOK1

3. Do all of your company's business units/subsidiaries operate under a centrally controlled customs compliance policy/system?
Yes: ☐ No: ☐

4. Does your company maintain an in-house customs department dedicated to maintaining and updating government regulations, laws, executive orders and procedures that will affect your CBP operations?
Yes: ☐ No: ☐

a. If so, please provide details on management and operational activities performed by this department.

MM04092025CERTHANDBOOK1

5. If not in house (per #4 above), do you have a contract with a CBP brokerage house or consulting service to provide this advisory assistance?
Not Applicable: ☒

6. Does the company have compliance training (external, internal, or both) that provides pertinent training for its internal compliance office and other departments that are involved with CBP related activities?
Yes: ☐ No: ☐

a. If so, evidence of the training program, such as a training log that describes the course taken and attendees, must be included in the application.

MM04092025CERTHANDBOOK1

Cancel Save Complete

Review and Submit Questionnaire

The Questionnaire tile will change from "Section Incomplete" to "Completed Section":

Publication Number 5163-0925

Search Results

Account Name

Account Status

ANL Status

ANL Submitted Date

IOR(s)

Assigned RA

Assigned NAM

Assigned NAM SPVR

MM04092025CERTHANDBOOK1

Filter

Items per page: 10

1 - 1 of 1

< > >|

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

Overview

Company Name

Ownership Type

Business Start Date

ANL Anniversary Date

MM04092025CERTHANDBOOK1

Corporation

04/09/2025

Application Date

Application Status

Trade Compliance Status

ANL Status

Not Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

Completed Section

Completed Section

Completed Section

Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

IOR Selection

Select IORs for this application

Points of Contact

View Contacts

Required Attachments

Manage attachments and required documentation

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Annual Notification Letter

Provide answers for Annual Notification Letter

Review and Submit Questionnaire

CLICK on Review and Submit Questionnaire:

Search Results

Account Name

Account Status

ANL Status

ANL Submitted Date

IOR(s)

Assigned RA

Assigned NAM

Assigned NAM SPVR

MM04092025CERTHANDBOOK1

Filter

Items per page: 10

1 - 1 of 1

< > >|

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

Overview

Company Name

Ownership Type

Business Start Date

ANL Anniversary Date

MM04092025CERTHANDBOOK1

Corporation

04/09/2025

Application Date

Application Status

Trade Compliance Status

ANL Status

Not Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

Completed Section

Completed Section

Completed Section

Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

IOR Selection

Select IORs for this application

Points of Contact

View Contacts

Required Attachments

Manage attachments and required documentation

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Annual Notification Letter

Provide answers for Annual Notification Letter

Review and Submit Questionnaire

Publication Number 5163-0925

13

CLICK on Save Application button:

Trade Compliance Application Summary for MM04092025CERTHANDBOOK1

Application Information:

Business Type: Importer

Company Information:

Company Name: MM04092025CERTHANDBOOK1

DBA: DBA

Address: ADL1 , City, California 12345 United States

Telephone #: 123456789

Number of Employees: 5

Ownership: Corporation

Business Start Date: 2025-04-09T04:00:00Z

Company Officer:

Company History: MM04092025CERTHANDBOOK1

Company Contacts:

Salutation	First Name	Last Name	Title	Type	Email	Telephone
Mr.			Title	Company Officer		123456789

IOR (Importer of Record) Numbers:

IOR	Drawback	FTZ Activities

Questionnaire:

Company Information:

1. Please describe the overall organization/operating structure and provide organizational chart of the company.
MM04092025CERTHANDBOOK1

2. Provide the names and addresses of any related foreign and/or domestic companies, such as the company's parent, sister, subsidiaries, or joint ventures, etc.

Cancel Save Application

6. Execute the Memorandum of Understanding

Applicant executes a Trade Compliance Memorandum of Understanding (MOU) to complete the application. Once signed, a copy of the MOU will be available in PDF format, in the document library.

Applicant CLICKs on the agree to the terms check box followed by the Submit button:

Memorandum of Understanding

U.S. Customs and Border Protection
Trade Compliance Program
Memorandum of Understanding

This Memorandum of Understanding (MOU) is the document that describes very broad concepts of mutual understanding, goals and plans shared by the parties. As such, MM04092025CERTHANDBOOK1 requests to participate in the trade Compliance Program (Program) (formerly the Importer Self-Assessment Program). This agreement is made between MM04092025CERTHANDBOOK1, hereinafter referred to as the Account and U.S. Customs and Border Protection, hereinafter referred to as CBP. We acknowledge that the primary objective of the Program is to maintain a high level of trade compliance through a cooperative CBP/Account partnership.

The Account and CBP recognize the need to jointly address trade issues in order to maintain an efficient and compliant import process. This MOU is designed to strengthen the Account's ability to maintain a high level of compliance with CBP requirements through effective internal controls of CBP activities and a cooperative interchange of ideas and information with CBP.

The Program represents an opportunity to establish a joint informed compliance effort, in a process built on knowledge, trust, and the desire to maintain an ongoing CBP/Account relationship. The Program provides CBP with the means to recognize and support the Account's efforts to achieve compliance and offers the Account the opportunity to demonstrate compliance and receive related benefits.

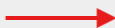
This MOU does not exempt the Account from statutory penalties or sanctions in the event of noncompliance. However, the extent to which the Account has shown compliance with the terms of this MOU will reflect favorably and may be a mitigating factor toward any CBP decision or recommendation on final case disposition.

The following are the Account and CBP's responsibilities under this MOU. More specific information detailing the roles and responsibilities of the Account and CBP are provided in the Trade Compliance Program Handbook.

ACCOUNT ROLES AND RESPONSIBILITIES

- Be a CTPAT member;
- Complete the Trade Compliance Memorandum of Understanding and Questionnaire;
- Agree to comply with all applicable CBP laws and regulations;
- Develop, update and maintain an internal control system that is designed to provide reasonable assurance of compliance with CBP laws and regulations;
- Conduct analysis and perform annual risk assessments to identify any risks related to compliance with CBP laws, regulations and related transactions;
- Design and execute a periodic self-testing plan in response to identified risks;
- Implement corrective action in response to errors and internal control weaknesses disclosed by self-testing;
 - Maintain results of testing for three years and make test information available to CBP upon request;
 - Make the necessary adjustments to internal controls in timely manner;
 - Maintain an audit trail of financial records related to CBP declarations or an alternate system that ensures values reported to CBP are accurate.
- Make accurate and complete disclosures;

Cancel



☐ agree to the terms

Submit

Memorandum of Understanding

OTHER PROVISIONS

Nothing in this agreement is intended to conflict with current laws or regulation or the directives of CBP and MM04092025CERTHANDBOOK1. If any term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall continue in full force and effect.

POINT OF CONTACT

U.S. Customs and Border Protection
Office of Field Operations/CCS
Trade Compliance Branch
1300 Pennsylvania Ave., N.W.
Washington, DC 20229-1015

The Account may use third parties to fulfill roles and responsibilities of this agreement. This agreement shall enter into force upon each party's signature and shall remain in effect until notification of termination or failure to perform as agreed.

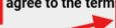
Customs and Border Protection enters into this Memorandum of Understanding pursuant to The Customs Modernization Act (19 U.S.C. Section 3431) and the Department of Homeland Security Management Directive 0450.1 dated January 24, 2003.

IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed this agreement.

US CUSTOMS AND BORDER PROTECTION	FOR THE ACCOUNT
(electronically signed by)	
Signature	Signature
(electronically signed by)	
Print Name	Print Name
Title	Title
	04/10/2025 09:48:50
Date	Date

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1 651-0077. The estimated average time to complete this application is 1 hour and 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW, Washington D.C. 20229.

Cancel



☒ agree to the terms

Submit

Publication Number 5163-0925

The Application Date will now be Populated, and the Application Status will be Submitted:

Search Results

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04092025CERTHANDBOOK1							

Items per page: 101 - 1 of 1<<<>>>

Details: MM04092025CERTHANDBOOK1 | Account Status: | Application Status: Submitted | ANL Status:

DetailsDocument LibraryEvent History

Overview

Company NameMM04092025CERTHANDBOOK1

Ownership TypeCorporation

Business Start Date04/09/2025

ANL Anniversary Date

Application Date04/10/2025

Application StatusSubmitted

Trade Compliance Status

ANL Status

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Completed Section

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

If the application is approved by Trade Regulatory Audit, the National Account Manager, Trade Compliance HQ, and the CTPAT Director, the Application Status will change to Approved, the Trade Compliance Status will be Active, the ANL Status will change to Not Submitted, and the Annual Notification Letter tile is activated:

Details: MM08122024TEST_Import | Account Status: Active | Application Status: Approved | ANL Status: Not Submitted

DetailsDocument LibraryEvent History

Overview

Company NameMM08122024TEST_Import

Ownership TypeCorporation

Business Start Date08/12/2024

ANL Anniversary Date08/13/2025

Application Date08/13/2024

Application StatusApproved

Trade Compliance StatusActive

ANL StatusNot Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Completed Section

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Section Incomplete

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

How to submit the Annual Notification Letter

1. Submitting the Annual Notification Letter (ANL)

To submit the ANL, the Company Officer of the Trade Compliance Partner, as identified in the CTPAT portal, should CLICK on the Annual Notification Letter tile. The ANL Cover Letter pop-up window will appear. The Trade Compliance Partner must complete in full all four cover letter paragraphs, which represent the first four parts of the ANL (see examples below with screen prints). The Trade Compliance Partner must also provide executive summaries of the details requested in the remaining fields, as well as upload attachments that support this information. Please refer to the ANL Reporting Requirements in the Trade Compliance Handbook for additional guidance. Once all information has been added to the ANL Cover Letter, the Trade Compliance Partner will CLICK on the Save button followed by the Complete button.

Upon completion of the ANL, the Trade Compliance Partner should CLICK on the Review and Submit ANL button. A Review and Submit ANL pop-up window will appear to show a copy of the ANL for the Trade Compliance Partner's review. The ANL is auto generated from the Trade Compliance Partner's responses. After the Trade Compliance Partner's review of the ANL is complete, the partner should CLICK on the Save Application button.

Trade Compliance Partners should submit the ANL before their ANL Anniversary Date. Note: The ANL Status will change to "Not Submitted" 30 days before the ANL Anniversary Date. When the status is "Not Submitted", Trade Compliance Partners can begin the ANL submission process.

Once the Trade Compliance Partner submits the ANL, no changes to the portal account can be completed until CBP approves the ANL.

CLICK on the ANL tile:

Details: MMS04042024TestCompany | Account Status: Active | Application Status: Approved | ANL Status: Not Submitted

Details Document Library Event History

Overview

Company Name	MMS04042024TestCompany	Application Date	04/07/2025	Assigned RA	
Ownership Type	Corporation	Application Status	Approved	Assigned NAM	
Business Start Date	04/04/2025	Trade Compliance Status	Active	Assigned NAM Supervisor	
ANL Anniversary Date	04/07/2026	ANL Status	Not Submitted	HQ Officer	

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Completed Section

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Section Incomplete

ANL

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit ANL

ANL Cover Letter pop-up window:

(New feature: Choose the year the ANL is being submitted for, using the drop down menu)

ANL Cover Letter

Annual Notification Letter Submitting for Year: *

Cover Letter Para 1

Example: During the past year, (Company Name) has complied with CBP laws and regulations, as well as CTPAT and Trade Compliance Program requirements. We have, and continue to maintain, a system of business records that demonstrates the accuracy of CBP transactions as required.

Cover Letter Para 2

Cover Letter Para 3

Cover Letter Para 4

Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.

Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.

Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.

Cancel Save Complete

(New feature: Hover over the black informational circle for each section to see an example of what to include for the first four paragraphs)

ANL Cover Letter

Annual Notification Letter Submitting for Year:

Cover Letter Para 1

MM07252025TEST_Import

Cover Letter Para 2

MM07252025TEST_Import

Cover Letter Para 3

MM07252025TEST_Import

Cover Letter Para 4

MM07252025TEST_Import

Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.

MM07252025TEST_Import

Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.

MM07252025TEST_Import

Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.

Cancel

Save

Complete

Example: In accordance with the requirements of participation in the Trade Compliance Program, (Company Name) is hereby submitting its annual notification letter. (Company Name) was formally approved for participation in the Trade Compliance Program on (date). (Note: For legacy ISA partners, the ISA program date should be used.)

ANL Cover Letter

Annual Notification Letter Submitting for Year:

Cover Letter Para 1

MM07252025TEST_Import

Cover Letter Para 2

MM07252025TEST_Import

Cover Letter Para 3

MM07252025TEST_Import

Cover Letter Para 4

MM07252025TEST_Import

Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.

MM07252025TEST_Import

Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.

MM07252025TEST_Import

Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.

Cancel

Save

Complete

Example: In compliance with the Trade Compliance Program requirements, (Company Name) has summarized, in the following question responses, the changes to its organization, personnel, and import activity along with the results of its transactional testing and subsequent internal control adjustments/changes. (Company Name) will continue to meet the requirements of the program. If you have any questions, our contact for the program is (Name, Title). You can contact him/her at (telephone number, e-mail address).

Paragraph 1 Example:

In accordance with the requirements of participation to the Trade Compliance Program, (Company Name) is hereby submitting its annual notification letter. (Company Name) was formally approved for participation in the Trade Compliance Program on (date). (Note: For legacy ISA participants, the ISA program date should be used.)

Paragraph 2 Example:

During the past year, (Company Name) has complied with the U.S. Customs and Border Protection (CBP) laws and regulations, as well as CTPAT and Trade Compliance Program requirements. We have, and continue to maintain, a system of business records that demonstrate the accuracy of CBP transactions as required.

Paragraph 3 Example:

(Company Name) has performed a review of its CBP internal control policies and procedures and made appropriate adjustments and/or changes to its internal control systems when necessary. (Company Name) has also performed periodic transactional testing based on its risk assessment and corrective action has been taken, where necessary, to ensure that internal control is implemented. Test results will be maintained for 3 years at (location) and are available for review upon request.

Paragraph 4 Example:

In compliance with the Trade Compliance Program requirements, (Company Name) has summarized in the following question responses the changes to its organization, personnel, and import activity along with the results of the internal control adjustments/changes and transactional testing. (Company Name) will continue to meet the requirements of the program. If you have any questions, our contact for the program is (Name, Title). You can contact him/her at (telephone number, e-mail address).

ANL Cover Letter pop-up window (continued):

(New feature: Hover over the black informational circle for each section to see guidance for the remaining prompts)

ANL Cover Letter

Cover Letter Para 3

MM07252025TEST_Import

Cover Letter Para 4

MM07252025TEST_Import

Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.

MM07252025TEST_Import

Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.

MM07252025TEST_Import

Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.

MM07252025TEST_Import

Please summarize the areas identified as potential risks as a result of the company's risk assessment, along with tests performed to review the potential areas of risk.

MM07252025TEST_Import

Please explain the methodology used for transactional/internal control testing. Summarize the test results and list them on a separate spreadsheet or a written summarization of the number of transactions tested, number of errors (identified by type), cause of error(s), and whether corrective action was taken.

MM07252025TEST_Import

Cancel
Save
Complete

Trade Compliance Partner completes ANL Cover Letter and CLICKS on Save button followed by Complete button:

ANL Cover Letter

Test Company

Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.

Test Company

Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.

Test Company

Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.

Test Company

Please summarize the areas identified as potential risks as a result of the company's risk assessment, along with tests performed to review the potential areas of risk.

Test Company

Please explain the methodology used for transactional/internal control testing. Summarize the test results and list them on a separate spreadsheet or a written summarization of the number of transactions tested, number of errors (identified by type), cause of error(s), and whether corrective action was taken.

Test Company

Please provide details on prior disclosures by including submission dates, summary of issue(s), monies tendered, and CBP acceptance date. If this element is not applicable for the reporting period, state "Not Applicable."

Test Company

Cancel
Save
Complete

Annual Notification Letter tile will change from “Section Incomplete” to “Completed Section”:

Details: MMS04042024TestCompany | Account Status: Active | Application Status: Approved | ANL Status: Not Submitted

Details

Document Library

Event History

Overview

Company Name

MMS04042024TestCompany

Ownership Type

Corporation

Business Start Date

04/04/2025

ANL Anniversary Date

04/07/2026

Application Date

04/07/2025

Application Status

Approved

Trade Compliance Status

Active

ANL Status

Not Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Completed Section

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Completed Section

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit ANL

CLICK on Review and Submit ANL button:

Details: MMS04042024TestCompany | Account Status: Active | Application Status: Approved | ANL Status: Not Submitted

Details

Document Library

Event History

Overview

Company Name

MMS04042024TestCompany

Ownership Type

Corporation

Business Start Date

04/04/2025

ANL Anniversary Date

04/07/2026

Application Date

04/07/2025

Application Status

Approved

Trade Compliance Status

Active

ANL Status

Not Submitted

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Completed Section

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Completed Section

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Completed Section

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Review and Submit ANL

Review and Submit ANL pop-up window; CLICK on Save Application button, which will auto generate the Trade Compliance Memorandum of Understanding:

Review and Submit ANL

April 15, 2025

{Name of Chief}
CTPAT Trade Compliance Branch
Customs and Border Protection
Ronald Reagan Federal Building
1300 Pennsylvania Ave N.W.
Washington, D.C. 20004-3002

Subject: Annual Notification letter 2025

Test Company

Test Company

Test Company

Test Company

Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.

Test Company

Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.

Test Company

Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.

Test Company

Please summarize the areas identified as potential risks as a result of the company's risk assessment, along with tests performed to review the potential areas of risk.

Test Company

Please explain the methodology used for transactional/internal control testing. Summarize the test results and list them on a separate spreadsheet or a written summarization of the number of transactions tested, number of errors (identified by type), cause of error(s), and whether corrective action was taken.

Test Company

Cancel

Save Application

2. Trade Compliance Partner executes a Trade Compliance Memorandum of Understanding to complete the ANL process.

Trade Compliance Partner CLICKs on the agree to the terms check box followed by the Submit button:

Memorandum of Understanding

U.S. Customs and Border Protection
Trade Compliance Program
Memorandum of Understanding

This Memorandum of Understanding (MOU) is the document that describes very broad concepts of mutual understanding, goals and plans shared by the parties. As such, MMS04042024TestCompany requests to participate in the trade Compliance Program (Program) (formerly the Importer Self-Assessment Program). This agreement is made between MMS04042024TestCompany, hereinafter referred to as the Account and U.S. Customs and Border Protection, hereinafter referred to as CBP. We acknowledge that the primary objective of the Program is to maintain a high level of trade compliance through a cooperative CBP/Account partnership.

The Account and CBP recognize the need to jointly address trade issues in order to maintain an efficient and compliant import process. This MOU is designed to strengthen the Account's ability to maintain a high level of compliance with CBP requirements through effective internal controls of CBP activities and a cooperative interchange of ideas and information with CBP.

The Program represents an opportunity to establish a joint informed compliance effort, in a process built on knowledge, trust, and the desire to maintain an ongoing CBP/Account relationship. The Program provides CBP with the means to recognize and support the Account's efforts to achieve compliance and offers the Account the opportunity to demonstrate compliance and receive related benefits.

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 - Maintain results of testing for three years and make test information available to CBP upon request;
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- Maintain an audit trail of financial records related to CBP declarations or an alternate system that ensures values reported to CBP are accurate.
- Make accurate and complete disclosures;

Cancel

☐ I agree to the terms

Submit

Memorandum of Understanding

U.S. Customs and Border Protection
Trade Compliance Program
Memorandum of Understanding

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- Design and execute a periodic self-testing plan in response to identified risks;
- Implement corrective action in response to errors and internal control weaknesses disclosed by self-testing;
 - Maintain results of testing for three years and make test information available to CBP upon request;
 - Make the necessary adjustments to internal controls in timely manner;
 - Maintain an audit trail of financial records related to CBP declarations or an alternate system that ensures values reported to CBP are accurate.
- Make accurate and complete disclosures;

Cancel

☒ I agree to the terms

Submit

ANL Status will be “Submitted”:

Details: MMS04042024TestCompany | Account Status: Active | Application Status: Approved | ANL Status: Submitted

Details

Document Library

Event History

Overview

Company Name	MMS04042024TestCompany	Application Date	04/07/2025	Assigned RA	
Ownership Type	Corporation	Application Status	Approved	Assigned NAM	
Business Start Date	04/04/2025	Trade Compliance Status	Active	Assigned NAM Supervisor	
ANL Anniversary Date	04/07/2026	ANL Status	Submitted	HQ Officer	

Completed Section

1

2

3

IOR Selection

Select IORs for this application

Completed Section

Points of Contact

View Contacts

Completed Section

Required Attachments

Manage attachments and required documentation

Completed Section

Questionnaire

Provide answers for trade compliance questionnaire related to the IORs selected

Completed Section

Annual Notification Letter

Provide answers for Annual Notification Letter

Download latest documents below:

Download Questionnaire Summary

Download ANL Summary

Download MOU

Publication Number 5163-0925

25

Additional Portal Functions

1. Document Library

The Document Library stores both importer and CBP files. The Trade Compliance Partner uploads supporting documents here, such as the organizational chart and the required forced labor documents. The Trade Compliance Partner will also find the CTPAT Trade Compliance Newsletter and Handbook located here.

CLICK on Document Library:

Details: MM04072025TESTHandBook4 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

▼ Overview

Company Name

MM04072025TESTHandBook4

Application Date

Ownership Type

Corporation

Application Status

Not Submitted

Assigned RA

Business Start Date

04/04/2025

Trade Compliance Status

ANL Anniversary Date

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Partner Document Exchange

☒ All Documents

☐ Trade Compliance Only

☐ CTPAT Account Only

Upload

Filter

File Name	Type	File Size	Uploaded By	Uploaded Date-time	Version
03-05-2024 7Portal and TC Text Self Testing Plan.txt	Self-testing plan	34 bytes		04/15/2025 09:02 AM	1
03-05-2024 TestAutomation FA to TC Optional .docx	FA to Trade Compliance Invitation Letter	17 kb		04/15/2025 09:01 AM	1
03-05-2024 3TestdataExcel Training Program.csv	Evidence of the training program	3 kb		04/15/2025 09:01 AM	1
03-05-2024 2Test Organizational Chart.docx	Company's organizational chart	12 kb		04/15/2025 09:01 AM	1
03-05-2024 6Capture Internal Control manual.PNG	Company's internal control manual and all desktop procedures	40 kb		04/15/2025 09:01 AM	1
101894_Certification_Letter.pdf	Certification letter	98 kb		04/07/2025 12:40 PM	1
CTPAT-PARTNER AGREEMENT TO VOLUNTARILY PARTICIPATE_ACCOUNT_ID_101894.pdf	Other	1 mb		04/07/2025 12:37 PM	1

CLICK on the Upload button:

Details: MM04072025TESTHandBook4 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

▼ Overview

Company Name

MM04072025TESTHandBook4

Application Date

Ownership Type

Corporation

Application Status

Not Submitted

Assigned RA

Business Start Date

04/04/2025

Trade Compliance Status

ANL Anniversary Date

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Partner Document Exchange

☒ All Documents

☐ Trade Compliance Only

☐ CTPAT Account Only

Upload

Filter

File Name	Type	File Size	Uploaded By	Uploaded Date-time	Version
03-05-2024 7Portal and TC Text Self Testing Plan.txt	Self-testing plan	34 bytes		04/15/2025 09:02 AM	1
03-05-2024 TestAutomation FA to TC Optional .docx	FA to Trade Compliance Invitation Letter	17 kb		04/15/2025 09:01 AM	1
03-05-2024 3TestdataExcel Training Program.csv	Evidence of the training program	3 kb		04/15/2025 09:01 AM	1
03-05-2024 2Test Organizational Chart.docx	Company's organizational chart	12 kb		04/15/2025 09:01 AM	1
03-05-2024 6Capture Internal Control manual.PNG	Company's internal control manual and all desktop procedures	40 kb		04/15/2025 09:01 AM	1
101894_Certification_Letter.pdf	Certification letter	98 kb		04/07/2025 12:40 PM	1
CTPAT-PARTNER AGREEMENT TO VOLUNTARILY PARTICIPATE_ACCOUNT_ID_101894.pdf	Other	1 mb		04/07/2025 12:37 PM	1

Items per page: 10 1 - 7 of 7 < > >|

Publication Number 5163-0925

Upload pop-up window will appear; CLICK on Browse to select the file to be uploaded, then select the appropriate Document Type from the dropdown menu and CLICK Save:

Details: MM04072025TESTHandBook4 | Account Status: Not Submitted | ANI Status:

Details

Document Library

Events

Overview

Company NameMM04072025TESTHandBook4

Ownership TypeCorporation

Business Start Date04/04/2025

ANL Anniversary Date

Partner Document Exchange

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Document Type *Company Logo

Document Library *Partner Internal

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Filter

File Name	Type	File Size	Uploaded By	Uploaded Date-time	Version
03-05-2024 7Portal and TC Text Self Testing Plan.txt	Self-testing plan	34 bytes		04/15/2025 09:02 AM	1
03-05-2024 TestAutomation FA to TC Optional .docx	FA to Trade Compliance Invitation Letter	17 kb		04/15/2025 09:01 AM	1
03-05-2024 3TestdataExcel Training Program.csv	Evidence of the training program	3 kb		04/15/2025 09:01 AM	1
03-05-2024 2Test Organizational Chart.docx	Company's organizational chart	12 kb		04/15/2025 09:01 AM	1
03-05-2024 6Capture Internal Control manual.PNG	Company's internal control manual and all desktop procedures	40 kb		04/15/2025 09:01 AM	1
101894_Certification_letter.pdf	Certification letter	98 kb		04/07/2025 12:40 PM	1
CTPAT-PARTNER AGREEMENT TO VOLUNTARILY PARTICIPATE_ACCOUNT_ID_101894.pdf	Other	1 mb		04/07/2025 12:37 PM	1

Items per page: 101 - 7 of 7<>>>

Details

Document Library

Events

Overview

Company NameMM04072025TESTHandBook4

Ownership TypeCorporation

Business Start Date04/04/2025

ANL Anniversary Date

Partner Document Exchange

Select File *

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Document Type *Company Logo

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Items per page: 101 - 7 of 7<>>>

Document has been uploaded:

Details: MM04072025TESTHandBook4 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

▼ Overview

Company Name

MM04072025TESTHandBook4

Ownership Type

Corporation

Business Start Date

04/04/2025

ANL Anniversary Date

Application Date

Application Status

Not Submitted

Trade Compliance Status

ANL Status

Assigned RA

Assigned NAM

Assigned NAM Supervisor

HQ Officer

Partner Document Exchange

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Upload

Filter

File Name	Type	File Size	Uploaded Date-time	Version
2Test_docx	Company Logo	446 kb	04/15/2025 10:14 AM	1
03-05-2024 7Portal and TC Text Self Testing Plan.txt	Self-testing plan	34 bytes	04/15/2025 09:02 AM	1
03-05-2024 TestAutomation FA to TC Optional.docx	FA to Trade Compliance Invitation Letter	17 kb	04/15/2025 09:01 AM	1
03-05-2024 3TestdataExcel Training Program.csv	Evidence of the training program	3 kb	04/15/2025 09:01 AM	1
03-05-2024 2Test Organizational Chart.docx	Company's organizational chart	12 kb	04/15/2025 09:01 AM	1
03-05-2024 6Capture Internal Control manual.PNG	Company's internal control manual and all desktop procedures	40 kb	04/15/2025 09:01 AM	1
101894_Certification_Letter.pdf	Certification letter	98 kb	04/07/2025 12:40 PM	1
CTPAT-PARTNER AGREEMENT TO VOLUNTARILY PARTICIPATE ACCOUNT_ID_101894.pdf	Other	1 mb	04/07/2025 12:37 PM	1

Items per page: 101 - 8 of 8< > >|

2. Event History

The Event History section displays key importer submissions and CBP acknowledgements.

CLICK on Event History:

Search Results

Switch to role:

Filter

Account Name	Account Status	ANL Status	ANL Submitted Date	IOR(s)	Assigned RA	Assigned NAM	Assigned NAM SPVR
MM04072025TESTHandBook4							

Items per page: 101 - 1 of 1< > >|

Details: MM04072025TESTHandBook4 | Account Status: | Application Status: Not Submitted | ANL Status:

Details

Document Library

Event History

Filter

Update Date	Changed By	Type	Old Value	New Value
04-07-2025		Application Started		Not Submitted

Items per page: 101 - 1 of 1< > >|

Troubleshooting

For issues or questions regarding the CTPAT Trade Compliance Portal please email the Trade Compliance mailbox @ ctpattrade@cbp.dhs.gov.

Note: Technical issues should be reported via telephone to the national Help Desk at 1-800-927-8729 or via email to ctpathelpdesk@cbp.dhs.gov.

