

How to Prepare for an Import & Export Audit

Presented by Allocca Enterprises in cooperation with the North Alabama International Trade Association (NAITA)



Sponsored by Team Worldwide



Tuesday June 2nd 8:30 a.m. - 4:00 p.m.

**Location: Chamber of Commerce of Huntsville/Madison County
225 Church Street, downtown Huntsville, AL 35801**

Topics Include:

- Roles & responsibilities of importers and exporters during an audit
- Review the 9 most common importer errors found by Customs
- Understand the 10 export general prohibitions for exporters
- See the 10 Best practices of compliant companies
- Understanding the 5 rules of proper valuation (including first sale rule)
- Go through the three types of duty drawbacks & review manufacturing assists
- Discuss strategies to prepare & protect your company

Who should attend: anyone involved with imports/exports, sales, customer service, traffic manager, purchasing manager, regulatory officer

Cost is \$395 per person for all current members of NAITA & Alabama Automotive Manufacturers Association (AAMA). \$450 for all non-members if you pre-register by May 26th. \$495 for all to register after May 26th.

Includes all reference material, morning pastries/coffee & lunch

Seating is limited, reservations & check required to guarantee seat

Must RSVP via fax 518.732.2241 Attn: Mike Allocca. Checks must be received no later than June 1st. Please see website to pay via credit card

Registration Form – Preparing for an Import/Export Audit

Questions

Do you know what to do in the event CBP (Customs) or BIS (Bureau of Industry and Security) shows up at your door? Have you ever had a request for additional information via fax or phone with CBP or BIS? Has another division of your company been interviewed or audited? Do you have written procedures showing each employee what to do if audited? What strategies can you implement across your firm to help reduce or minimize the potential impact of an audit?

Program overview

This program will help prepare your company for an import and export audit. This program is a must for the experienced or first time importer/exporter to make sure you know what to do in the event of an audit. More importantly what you can do today, before an audit occurs. It will cover the roles and responsibilities that each importer/exporter must be aware of in order to avoid fines, delays and possible loss of import/export privileges. **You will have an import/export checklist to guide you on what to be prepared for during an audit.** We will provide all materials/ handouts, checklists and on-line resources.

Topics covered

- **Review best practices and common errors of importers and exporters.**
- **Review mitigating and aggravating factors before/during an audit.**
- **What strategies can be used to reduce the length of an audit and minimize penalties.**
- **Import/Export checklists to guide you to full compliance before an audit.**
- **Benefits of voluntary self disclosures.**
- **Self auditing, what steps can we take today to protect and prepare ourselves and our company.**

Who should attend

Traffic managers, purchasing managers, sales department, shipping/receiving personnel, compliance officer, financial officer, sales managers, customer service managers, ISO manager and anyone involved /concerned with imports/exports.

Detach from here and mail in with payment

Tuesday June 2nd, 2009 Huntsville, AL Import/Export Audit 8:30- 4:00 pm
\$395 for current NAITA & AAMA members that pre-register by May 26th / \$450 for non-members that pre-register by May 26th / \$495 for everyone to register after May 26th (there are no exceptions)

Company Name _____ Number of attendees _____

Attendee #1 _____ Attendee # 2 _____

Telephone # _____ 1st e-mail address _____

Fax # _____ 2nd e-mail address _____

Payment: (please mark) Check Credit Card (5% surcharge)

Payment: Payment via credit card (pay pal charges a 5% service charge) – Please visit my website for on-line payment

Mailing Check (please make payment to Allocca Enterprises, Inc & mail payment to 570 Knickerbocker Road, Schodack Landing, NY 12156 Cancellations must be received 72 hours (3 complete business days) in advance of the program in order to receive credit towards a future program.



Allocca
Enterprises, Inc.

Allocca Enterprises, Inc.
570 Knickerbocker Road, Schodack Landing, NY 12156
Tel:518.810.8575 Fax:518.732.2241
Email: mallocca@alloccaenterprises.com
www.alloccaenterprises.com