



**DEPARTMENT OF THE TREASURY  
U.S. CUSTOMS SERVICE**

# **PORT OF CHICAGO PIPELINE**

**NO. 96-16**

April 5, 1996

**TO : Warehouse Proprietors, Customhouse Brokers, Importers and Others  
Concerned**

**SUBJECT : Customs Bonded Warehouse Proprietor - Documentation Requirements**

Treasury Decision 82-204, effective December 1, 1982, transferred major areas of documentation control from the Customs Service to the Customs bonded warehouse proprietor. In relation to those changes and due to the responsibilities placed upon the proprietor, it has become necessary to ensure that all parties involved in bonded warehouse activities are provided with the necessary documentation in a timely manner.

A brief description of some of the warehouse proprietor's responsibilities is given below in order that the brokerage and importing community recognize the need for communication and cooperation between the Customs Service, the bonded warehouse proprietors and themselves.

19 CFR 19.12 requires that a warehouse proprietor comply with various record keeping requirements.

Bonded warehouse proprietors may only receive merchandise covered by an appropriate Customs permit. A proper permit is an annotated "Permit CF 7501" Warehouse or Rarehouse Entry, a CF 6043, Delivery Ticket or a CF 7512 Transportation Entry Manifest. Whenever direct delivery is not authorized, these documents must bear the Customs Officer's signature and date denoting transfer from the place of unloading or arrival. Also, the importer must designate the bonded warehouse in which he desires his merchandise deposited. All merchandise collected by a bonded warehouse proprietor or his agent for transport to his warehouse shall be receipted on these documents.

The proprietor is required to establish a separate permit file/folder for each entry upon the deposit of the merchandise into the bonded warehouse. Failure to do so will result in penalty action.

The proprietor shall file in the same folder, and record in accordance with Customs

Regulations, within 2 business days after the event occurs, all receipts, damages/shortage reports, manipulation requests, and specific removals.

Except as provided in 19.19(b), relating to the manufacturing engaged in smelting or refining, the warehouse proprietor shall file within 45 days from the end of his business year, a Warehouse Proprietor's Submission on Customs Form 300. This report shall be filed with the Field Director, Regulatory Audit, 610 S. Canal St., Chicago, IL 60607.

When final withdrawal of merchandise relating to a specific warehouse entry occurs, the proprietor shall forward that permit folder within 30 business days after final withdrawal to the appropriate Entry Specialist Team, U.S. Customs Service, 610 S. Canal Street, Chicago, IL 60607.

The permit file/folder shall be forwarded to Customs for any merchandise in an entry which also has not been withdrawn during the applicable 5 year warehousing period.

In order for the bonded warehouse system to operate successfully and have minimal adverse impact upon those concerned, it is essential that all parties involved in warehouse operations adhere to the regulatory requirements described.

This Pipeline supersedes Pipeline 83-26.

Richard Roster  
Port Director