

IMPORTANT – PLEASE READ

Dear Customer,

Rocky Mountain Registered Importers wants to “Thank you” in advance for your business.

As a Registered Importer (RI), it is our job to efficiently process your order; provide the carrier entry paperwork to transport and clear US Customs; and for us to process conformity to meet United States USDOT (safety) and EPA compliance once the vehicle reaches our facility.

First Order, please complete the attached in the packet. Subsequent orders, please ensure these three items are completed and provided on all orders:

1. **Import Worksheet, complete all sections**
2. **Copy of Purchase Agreement**
3. **Picture of Manufacture VIN Label**



RECALLS: With the growing number of recalls in Canada and United States, we require due diligence of both the shipper and our office to check and re-check recalls. Recalls can pop up over-night so completing recalls in Canada before shipment to the United States is critical.

1. **We highly recommend checking recalls before purchase and re-checking after purchase:**

Canada: <http://www.tc.gc.ca/en/services/road/defects-recalls-vehicles-tires-child-car-seats/list-manufacturers.html>

United States: <https://vinrcl.safercar.gov/vin/>

2. **Please check again for recalls before scheduling and transporting to the United States.**

CANADIAN ONLY RECALLS can only be completed in Canada. If the vehicle is shipped to the U.S. before completing the vehicle will have to go back to Canada to complete. U.S. OPEN RECALLS, shipper can elect to get it repaired in Canada before shipment or get fixed in the U.S. before compliance certification. This will delay certification and release date. There is a \$50 USD charge to get the vehicle to the dealership and back if fixed in the U.S.

AUCTION VEHICLES: If a vehicle is at an auction and it is scheduled for a repair before shipment to the RI, please notify the Carrier that the vehicle is out for repair and provide a date of when it will be back to the auction.

With the volume of vehicles we process daily, we want to provide you the best service to minimize the 30-day hold time required by NHTSA (National Highway Traffic Safety Administration). The 30-day clock starts once the vehicle passes conformity. Your assistance on providing complete paperwork and due diligence on recalls will help ensure an efficient timeline.

Thank you,

Rocky Mountain Registered Importers.



Phone: 406-551-4334

Fax: 406-551-6363

Great Falls, MT 59404

www.rockymountainregisteredimporters.com

imports@rockymtnimporters.com

CANADA-EXPORTER/SELLER

Name: _____
Address: _____
City: _____ PROV. ____ PC: _____
Ph: _____
Email: _____

US CONSIGNEE/BUYER

Name: _____
Address: _____
City: _____ ST: ____ ZIP: _____
Ph: _____ Tax ID: _____
Email: _____

ORIGIN/PICKUP

Name: _____
Address: _____
City: _____ PROV. ____ PC: _____
Ph: _____

DELIVERY

Name: _____
Address: _____
City: _____ ST: ____ ZIP: _____
Ph: _____

CARRIER & BORDER CROSSING

CARRIER: _____
PAPS#: _____
US PORT: _____
DATE: _____

ADDITIONAL SERVICES

____ Speedometer Conversion
____ Titling

VEHICLE INFORMATION:

1 VIN#

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Manf Date: ____/____
Miles: _____ Value: _____ US/CAD Year: _____ Make: _____ Model: _____

2 VIN#

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Manf Date: ____/____
Miles: _____ Value: _____ US/CAD Year: _____ Make: _____ Model: _____

Total amount due upon completion of import paperwork. Import paperwork will not be released to port of entry until payment is received. Please provide payment information:

By signing, I authorize above customs fees to be charged to the listed credit card below for the vehicle being processed. Charges cannot be reversed for any reason after services provided.

Name: _____ Card#: _____
Address: _____ Exp/Yr. ____/____ CVC: _____
City/St/Pr. _____ Signature: _____

RECALL DISCLOSURE STATEMENT FOR REGISTERED IMPORTED VEHICLES

Due to the responsibility of the Registered Importer (RI), Rocky Mountain Registered Importer (RMRI) will check the recall status of all vehicles being imported into the US. We recommend that all importers check recall status and availability of parts before purchasing a vehicle in Canada.

Canadian Recalls: <https://www.tc.gc.ca/eng/motorvehiclesafety/safevehicles-defectinvestigations-1412.html>

US Recalls: <https://vinrcl.safercar.gov/vin/>

If there are open recalls, the guidelines that will be adhered to:

OPEN CANADIAN RECALLS: Any vehicle with an open Canadian recall will not be allowed into the United States until the recall is fixed in Canada. No Exceptions.

If a Canadian recall is announced by the manufacture within the 30-day hold period while at the RI yard in the US, it must go back to Canada at the importers expense to get the recall fixed.

OPEN US RECALLS: Any vehicle with an open US recall, needs to have the parts available in the US before allowing it to be imported. The recall repair must be completed within 120 days of arriving in the US. RMRI will schedule and arrange the recall repair as soon as possible once it arrives and the dealership has the parts. Additional fees will be charged for transport to and from dealership. Any vehicle not resolved within the 120 days, must go back to Canada at the expense of the importer.

Confirmation that this disclosure has been read and importer understands the statement:

_____	_____	____/____/____
Printed Name	Signature	Date

NHTSA - RECALL RESPONSIBILITIES OF REGISTERED IMPORTERS

RIs have the same Recall Responsibility as Vehicle Manufacturers: Because they import motor vehicles for resale, RIs are by definition “manufacturers” under the National Traffic and Motor Vehicle Safety Act of 1966, as amended (“the Act”), 49 U.S.C. § 30101 et seq. As such, they have the same recall responsibilities as motor vehicle manufacturers under the Act. RIs have the duty to ensure that there are no outstanding safety recalls on the vehicles they import before they sell or release custody of those vehicles. Reference 49 CFR 592.6(d)(5).

Substantiating Recall Status: In the statement of conformity that it submits to NHTSA for each Canadian-certified vehicle that it imports, an RI must certify and substantiate that the vehicle either is not subject to any safety recalls or that all noncompliances and defects that are the subject of those safety recalls have been remedied. An RI can accomplish the required substantiation by furnishing with the conformity package documentation verifying that the vehicle is not subject to any outstanding safety recalls as illustrated below.

Recall Remedy Parts Unavailability: Because some manufacturers are experiencing parts unavailability with respect to parts needed to remedy recalled vehicles (e.g., Takata air bags), NHTSA suggests that RIs check the VINs via the manufacturers’ websites or franchised dealerships to determine whether recall parts are available prior to importing the vehicles. If parts are unavailable in either Canada or in the United States and the RI imports the vehicle, by NHTSA’s regulations, the RI must, among other things, maintain custody of the vehicle at its US-based, NHTSA-approved facility. The RI may be unable to provide NHTSA with evidence of the recall remedy in its conformity package before the 120-day period for submitting conformity data expires. If not remedied within the 120 days, the vehicle must go back to Canada.

Conclusion: RIs should carefully review 49 CFR Part 592. Failure to properly follow the regulations not only places public safety at risk, but can lead to an RI’s registration being suspended or revoked, or the imposition of substantial civil penalties. Those penalties were recently increased in the FAST Act to \$21,000 per violation, up to a maximum civil penalty of \$105,000,000 for a related series of violations, with a separate penalty existing for each vehicle that is incorrectly certified by the RI as being free of outstanding recalls.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

POWER OF ATTORNEY

19 CFR 141.32

Check appropriate box: ☐ Individual ☐ Partnership ☐ Corporation ☐ Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS:

That _____
(Full Name of person, partnership, or corporation, or sole proprietorship; identify)

a corporation doing business under the laws of the State of _____ or a _____

doing business as _____ residing at _____

_____, hereby constitutes and appoints each of the following persons

(Give full name of each agent designated)

as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from the date and in CBP Port _____ and in no other name, to make endorse, sign declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, or other document required by law or regulation in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor; to perform any act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor;

To make endorsements on bills of lading conferring authority to make entry and collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statements, schedule, certificate, abstract declaration, or other affidavit or document is intended for filing in said port or in any other CBP port;

To sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry,

clearance, lading, unlading or navigation of any vessel or other means of voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise.

To sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

And generally to transact at the CBP houses in said port any and all CBP business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent or attorney, giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do virtue of these presents; the foregoing power of attorney to remain in full force and effect until the _____ day of 20____, or until notice of revocation in writing is duly given to and received by the Port Director of CBP of the port aforesaid. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its receipt in the office of the Port Director of CBP of the said port.

IN WITNESS WHEREOF, the said _____

Has caused these presents to be sealed and signed: (Signature) _____

(Capacity) _____ (Date) _____

WITNESS: _____

(Corporate Seal) * (Optional)

INDIVIDUAL OR PARTNERSHIP CERTIFICATION * (Optional)

CITY _____
COUNTY _____
STATE _____

} SS:

On this _____ day of _____, 20____, personally appeared before me
_____ residing at _____
_____, personally known or sufficiently identified to me, who certifies
that _____ (is)(are) the individual(s) who executed the
foregoing instrument and acknowledged it to be _____ free act and deed.
(Notary Public)

CORPORATE CERTIFICATION * (Optional)

(To be made by an officer other than the one who executes the power of attorney)

I, _____, certify that I am the
_____ of _____
organized under the laws of the State of _____ that _____, who
signed this power of attorney on behalf of the donor, is the _____ of said
corporation; and that said power of attorney was duly signed, sealed, and attested for and on behalf of said corporation by
authority of its governing body as the same appears in a resolution of the Board of Directors passed at a regular meeting
held on the _____ day of _____, now in my possession or custody. I further certify that the
resolution is in accordance with the articles of incorporation and bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of
_____ this _____ day of _____, 20____

(Signature) (Date)

If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive shall appear in the appropriate, designated place.

U.S. Customs and Border Protection powers of attorney of residents (including resident corporations) shall be without power of substitution except for the purpose of executing shipper's export declaration. However, a power of attorney executed in a favor of a licensed customhouse broker may specify that the power of attorney is granted to the customhouse broker to act through any of its licensed officers or any employee specifically authorized to act for such customhouse broker by power of attorney.

NOTE: The corporate seal may be omitted. CBP does not require completion of a certification. The grantor has the option of executing the certification or omitting it.

ROCKY MOUNTAIN REGISTERED IMPORTERS

PROCEDURE TO PROCESS US TITLES

Rocky Mountain Registered Importers (RMRI) has secured a process to acquire U.S. Titles for both US and Canadian Dealerships. Red stamped CBP7501s are required. If the 7501 processed by RMRI did not get stamped at the time the vehicle crossed the border, RMRI has a process with US Customs to get CBP7501s stamped after the fact.

With the enforcement of NHTSA's (National Highway Traffic Safety Administration), the process is to hold newly imported vehicles for 30 days or until the Bond Release letter is received before acquiring a title. At any time, RMRI can provide a date of release and titling timeline.

Pricing: \$180 per US title

What is required:

1. Signed Dealer Profile & Title Statement (signed one-time and kept on file).
2. Original Canadian Registrations (*need the whole registration, both halves*)
 - a. The back of the registration will need to be signed off by the seller
 - b. Buyer section, leave blank or enter your dealer name.
 - c. Address section, leave blank.
 - d. Odometer section, leave blank (we need to complete with US mileage)
 - i. If already completed in KM, it's ok on the initial Registrations.
3. Copy of Bill of Sale (Purchase Agreement)
 - a. If not previously sent, please send to sales@turbo-at.com.
4. Copy of Customs documents, which we will have if Turbo clears the vehicle at the border and the filing broker has provided these documents:
 - a. Red stamped FORM CBP-7501 (scanned copy will work)
 - b. FORM HS-7 (DECLARATION)
 - c. FORM 3520 (EPA)
 - d. FORM HS-474 (DOT BOND)

Original Canadian Registrations must be sent via Courier to:

**Rocky Mountain Registered Importers
Attn: Title Department
5001 49th St. SW. Suite 200
Great Falls, Montana 59404
Ph: 406-551-4334**

PROFILE & TITLE STATEMENT

DEALER PROFILE:

COMPANY: _____

DATE: ____/____/____

ADDRESS: _____

CITY: _____ ST/PR: _____ ZIP/PC: _____

US COMPANY: TAX ID EIN# _____ - _____

CANADIAN COMPANY: BN# _____ (Business Tax ID#)

TITLE STATEMENT

To Whom it may concern:

Having authority to sign on behalf of _____, I hereby give permission to Rocky Mountain Registered Importers to act as an agent for processing title work.

Pricing: \$180 per US title

Contact for any issues:

Email: _____

Phone: _____

Sincerely:

Signature

Print Name

Title/Company Position

Original Canadian Registrations must be sent via Courier to:

**Rocky Mountain Registered Importers
Attn: Title Department
5001 49th St. SW. Suite 200
Great Falls, Montana 59404
Ph: 406-551-4334**



Phone: 406-551-4334

Fax: 406-551-6363

www.rockymountainregisteredimporters.com

imports@rockymtnimporters.com

5001 49th St. SW, Suite 200

Great Falls, MT 59404



CORPORATE AMEX ACCEPTED

Import Fees Credit Card Authorization Form

Please complete all information and fax to 1-866-603-1132

Customer: _____

Date: _____

Address: _____

City/St/Zip: _____

Ph: _____

Fax: _____

Email: _____

Service Completed

Amount to be charged: \$ _____ . _____

3% will be automatically be added to the total
to help cover processing fees.

Card Holder Information:

Name on card: _____

Address: _____

City: _____

St/Prov.: _____

Zipcode: _____

Credit Card #: _____

Expiration: (ex. 03/09) ____/____

Security Code on card: _____

3-digits on back, Amex: 3 or 4 digits on front

Card Type: (MC, VISA, DISCOVER): _____

CORPORATE AMEX ACCEPTED

By signing below, I, on behalf of the above named customer, authorize Turbo Auto Transport, LLP to use the above stated credit card for import broker services listed on identified invoice. This transaction cannot be reversed for any reason.

Authorized signature

Print name

____/____/____
Date

Thank you for your business

Authorization Code (office use) _____