

Advance Cargo Information (ACI) for Canada Border Services Agency (CBSA)

Electronic reporting of cargo information is required for all inbound flights to Canada and these requirements must be complied with in their entirety. Air carriers or freight forwarders are accountable for all shipments at both the master (MAWB) and house air waybill (HAWB) levels. Complete disclosure of all shipments is required for all inbound flights.

HAWB data is required at goods acceptance. Forwarders and all shippers have three options

1. Electronic transfer of the FHL2 message information directly to Customs
2. Electronic transfer of the FHL2 message information via Cargo Portal Services (CPS)
3. Manual delivery of paper documentation to Air Canada Cargo for forwarding to Customs

Forwarders and shippers who opt to report directly will be permitted to do so, provided a Memorandum of Understanding (MOU) with Air Canada Cargo exists, transferring all liability for accuracy and completeness of data to the forwarder/shipper.

Should no HAWB exist in our system at time of goods acceptance, a manual charge fee will be assessed to the forwarder/shipper.

In addition to transferring details to Air Canada Cargo, forwarders and shippers will be expected to provide the following documents at time of shipment acceptance:

- Copy of the MAWB document
- In an additional envelope, a minimum of two copies of the detailed consolidation manifest, which shall include for each HAWB, the ultimate shipper and consignee, a complete detailed description of the goods being shipped and number of pieces and weight
- For unitized shipments, a complete and accurate detailed consolidation manifest that includes every HAWB, the number of pieces and weight associated with each HAWB within each unit tendered.

In accordance with Canada Border Services Agency’s ACI regulations, Air Canada Cargo must ensure the HAWB information sent electronically is timely, accurate and complete. This may require Air Canada Cargo to provide additional handling and electronic processing of shipments.

House Air Waybill data submission charges (per HAWB):

	CAD	USD	EUR	GBP
Direct electronic data transmission to Customs by Forwarder/Shipper	No charge	No charge	No charge	No charge
Electronic data transmission to Air Canada Cargo for forwarding to Customs	3.50	3.25	2.50	2.00
Manual presentation of documentation for Air Canada Cargo to enter and transmit to Customs	15.00	14.00	10.00	8.00