



Ottawa, March 22, 2010

# MEMORANDUM D2-3-5

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## In Brief

### SHORE LEAVE FOR CANADIAN CREW MEMBERS ON CANADIAN FLAG SHIPS

1. This memorandum has been revised to update terminology and contact information at the Canada Border Services Agency (CBSA) offices.
2. Contact information for the Beauharnois/St. Lambert system has been removed as the CBSA is no longer providing services at this location.



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Ottawa, March 22, 2010

# MEMORANDUM D2-3-5

## SHORE LEAVE FOR CANADIAN CREW MEMBERS ON CANADIAN FLAG SHIPS

This memorandum outlines and explains the Canada Border Services Agency's (CBSA) clearance procedures to allow shore leave for crew members, who are citizens or permanent residents of Canada, on Canadian flag ships that are passing through the Welland Canal and the Beauharnois/St. Lambert System, or one of the specified ports east of Montréal, before the ships are cleared by the CBSA. Crew members who are not citizens or permanent residents of Canada are not permitted to take shore leave under the provisions of this memorandum.

### GUIDELINES AND GENERAL INFORMATION

1. Captains of Canadian flag ships travelling from the Great Lakes and passing through the Welland Canal with crew members wishing to take shore leave in the Welland Canal or the Beauharnois/St. Lambert System or at one of the CBSA ports east of Montréal listed in paragraph 10, must notify the CBSA by telephone at least eight hours before the ship arrives at the Welland Canal.
2. Service is not provided by the CBSA in the locks. Canadian flag ships with crew members wishing to take shore leave in the Welland Canal or the Beauharnois/St. Lambert System, must notify the CBSA's Hamilton office within the timeframe specified in paragraph 1. The captain must be prepared to stop for examination if required.
3. In cases where ships wish to conduct crew activities at one of the CBSA ports east of Montréal listed in paragraph 10, the captain must notify the specific port of entry in advance as per the timeframe specified in paragraph 1 and prepare to stop for examination if required.
4. The captain must provide the CBSA with the following information:
  - (a) the name of the ship and estimated time of arrival at canal entrance;
  - (b) the port of departure and port of destination;
  - (c) the total number of crew members;
  - (d) the number of crew leaving the ship;
  - (e) the number of crew leaving the ship for temporary shore leave; and
  - (f) the number of declarations.

5. The CBSA will give the captain an alphanumeric authorization code to be indicated, along with the time and date, on each copy of Form BSF552, *Crew's Effects Declaration* (see Appendix). The captain will then be permitted to allow shore leave for the identified members.
6. If the CBSA decides to attend the ship, the captain must submit a completed Form BSF552, in duplicate, to account for all crew members. The CBSA will date-stamp both copies of the form, record the time, keep one copy, and return the other to the ship's captain. In addition, the captain must be prepared to present a completed Form IMM200, *Crew List*, if requested by the CBSA.
7. All goods purchased or acquired abroad must be reported, including returning persons exemptions declarations. If any goods are over the allowed exemptions, the CBSA must be provided with faxed copies of receipts, so that a casual entry can be completed. Any applicable duties and taxes will be collected at that time. Therefore, persons declaring goods over the allowed exemptions must provide the CBSA with their Visa or MasterCard number and card expiry date.
8. Clearance granted under this process remains valid even though the ship may subsequently transit international waters in proceeding through the Eisenhower and Snell Locks. However, should the ship be diverted to the United States for any reason, or take on goods or people in these locks, the clearance is considered revoked. Before disembarking in Canada, the crew must be again cleared by the CBSA as they did at the time of first arrival. For more information, please refer to the Memorandum D3-5-1, *Commercial Vessels in International Service*. It is the captain's responsibility to advise the CBSA of such an eventuality.
9. The CBSA's ports of entry, hours of service, and contact telephone and facsimile numbers are as follows:

#### **Hamilton International Airport**

(for clearance at Port Colbourne)

Hours of service: 24 hrs/7-days-a-week

Telephone: 905-679-6202 or

**1-800-265-6233** (toll-free)

Fax: 905-679-9006

#### **Trois-Rivières, QC**

Hours of service: 08:30 – 16:30 Monday to Friday

Telephone: 819-374-8924

Fax: 819-374-0626

**Québec City, QC**

Hours of service: 08:00 – 16:00 Monday to Friday

Telephone: 418-648-3881

Fax: 418-649-6259

**Québec City, QC (after 16:00 Monday to Friday)**

Hours of service: 16:00 – 24:00 Monday to Friday

Telephone: 418-640-3351

Fax: 418-640-3378

**Baie Comeau, QC**

Hours of service: 08:00 – 16:30 Monday to Friday

Telephone: 418-294-2121 or 418-294-2126

Fax: 418-294-2128

**Port Cartier, QC**

Hours of service: 08:00 – 16:30 Monday to Friday

Telephone: 418-766-6866

Fax: 418-766-6931

**Sept-Îles, QC**

Hours of service: 08:00 – 16:30 Monday to Friday

Telephone: 418-962-2632

Fax: 418-962-0344

### APPENDIX



Canada Border Services Agency  
Agence des services frontaliers du Canada

#### CREW'S EFFECTS DECLARATION

#### DÉCLARATION DES EFFETS DE L'ÉQUIPAGE

1. Name of ship - Nom du navire				2. Effects which are dutiable or subject to prohibitions or restrictions Effets qui sont imposables ou frappés d'interdictions ou de restrictions					6.		
3. Nationality of ship - Nationalité du navire				Cigarettes No. - N°	Cigars Cigares No. - N°	Tobacco Tabac kg	Spirits and wines Spiritueux et vins litres	Beer and ale Bière et ale litres	Currency Espèces	Other articles Autres articles	Signature
4. No. N°	5. Family name, given names Nom de famille, prénoms										

Articles removed from the vessel must be reported to the proper border services officer. Serious penalties are provided for violation of the *Customs Act*. Please read the notice on the reverse side of this form.

Les articles qui sont retirés du navire doivent être déclarés à l'agent des services frontaliers intéressé. Des amendes considérables sont prévues dans les cas d'infraction à la *Loi sur les douanes*. Veuillez lire l'avis au verso de ce formulaire.

BSF552



### Notice to masters and crews of vessels

All articles and goods subject to CBSA control in your possession or custody must be reported.

These include goods held or intended for someone else and goods not to be landed in Canada.

For alcoholic beverages, crew members can include as part of their personal exemption duty and tax-free, as long as they meet the minimum age as prescribed by the provincial or territorial authority where they arrive, up to one of the following:

- 1.5 litres of wine (53 imperial ounces);
- 1.14 litres (40 ounces) of alcohol;
- total of 1.14 litres (40 ounces) of wine and liquor; or
- 24 x 355 ml (12 ounces) cans or bottles (maximum of 8.5 litres) of beer or ale.

For tobacco products, crew members who are 18 years of age or older can include, as part of their personal exemption free of duty, up to: 200 cigarettes, 50 cigars, 200 grams (7 ounces) of manufactured tobacco, and 200 tobacco sticks.

Should a person wish to bring additional tobacco in excess of their personal exemption, there is a limit on the quantity of tobacco products that can be brought in (or owned) for personal use, if the products are not marked "CANADA DUTY PAID • DROIT ACQUITTÉ" (as per the Excise Act, 2001). In this case, an individual can only bring in five units of tobacco products. One unit of tobacco products consists of one of the following: 200 cigarettes; 50 cigars; 200 grams (7 ounces) of manufactured tobacco; 200 tobacco sticks.

In cases of residents of Canada, if they include cigarettes, tobacco or manufactured tobacco in their personal allowance, a partial exemption may apply. Residents of Canada are required to pay a special duty rate on these products unless they are marked "CANADA DUTY PAID • DROIT ACQUITTÉ".

Any quantities exceeding the allowance shall be secured.

Prohibited goods include controlled and restricted drugs, hand guns, offensive weapons, and books, paintings, prints, photographs or representations of any kind of a treasonable or seditious, or of an immoral or indecent character.

All individual crew members with currency or monetary instruments exceeding a value of CAN\$10,000 must report to the CBSA and complete the required documentation.

All goods found in the ship and not reported will be liable to seizure, penalty and/or forfeiture, and the owner or person in possession of such goods to prosecution.

If in doubt about any article, declare it.

### Avis aux capitaines et aux équipages de navires

Tous les articles et marchandises assujettis au contrôle de l'ASFC qui se trouvent en votre possession ou dont vous avez la garde doivent être déclarés.

Ceci comprend les marchandises gardées ou destinées à d'autres personnes et les marchandises qui ne seront pas débarquées au Canada.

Pour les boissons alcoolisées, les membres de l'équipage peuvent inclure les marchandises énumérées ci-dessous comme des exemptions personnelles, en franchise de droits et de taxes, en autant qu'ils soient conformes aux exigences relatives à l'âge légal prescrites par la juridiction provinciale ou territoriale du point d'arrivée :

- 1,5 litre de vin (53 onces impériales) ;
- 1,14 litre (40 onces) d'alcool ;
- total de 1,14 litre (40 onces) de vin et de spiritueux ; ou
- 24 bouteilles ou canettes de 355 ml (12 onces) de bière ou d'ale (maximum de 8,5 litres).

En ce qui a trait aux produits du tabac, les membres de l'équipage qui ont 18 ans ou plus peuvent inclure, dans leur exemption personnelle, en franchise de droits et de taxes, tous les produits suivants : 200 cigarettes, 50 cigares ou cigarillos, 200 grammes (7 onces) de tabac fabriqué et 200 bâtonnets de tabac.

Si une personne souhaitait importer du tabac supplémentaire, quantité supérieure à leur exemption personnelle, il y a une limite sur la quantité de produits du tabac qui peut être importé (ou possédé) à des fins d'utilisation personnelle, si les produits ne sont pas marqués « CANADA DUTY PAID • DROIT ACQUITTÉ » (en vertu de la Loi sur l'Accise, 2001). Dans ce cas, un individu peut seulement emmener cinq unités de produits du tabac. Une unité de produits du tabac consiste en l'un des items suivants : 200 cigarettes ; 50 cigares ou cigarillos ; 200 grammes (7 onces) de tabac fabriqué ; 200 bâtonnets de tabac.

Pour les résidents du Canada, si vous incluez des cigarettes, des bâtonnets de tabac ou du tabac fabriqué dans votre exemption personnelle, vous aurez droit à une partie de l'exemption. Vous devrez payer un droit spécial sur ces produits, sauf s'ils portent la mention « CANADA DUTY PAID • DROIT ACQUITTÉ ».

Les quantités dépassant la quantité permise seront placées en lieu sûr.

Les marchandises prohibées comprennent les drogues contrôlées et d'usage restreint, les pistolets, les armes offensives, et les livres, peintures, imprimés, photographies ou reproductions de tout genre, de nature à fomenter la trahison ou la sédition, ou ayant un caractère immoral ou obscène.

Tout membre d'équipage dont les espèces ou les instruments monétaires excèdent 10 000\$CAN doivent se rapporter à l'ASFC et remplir les documents requis.

Toutes les marchandises trouvées sur le navire et non déclarées seront passibles d'une saisie, d'une pénalité et/ou d'une confiscation et le propriétaire ou la personne les ayant en sa possession pourra faire l'objet de poursuites.

Si vous avez des doutes au sujet d'un article, déclarez-le.

**REFERENCES**

<p><b>ISSUING OFFICE –</b> Air and Marine Division People Programs Directorate Admissibility Branch</p>	<p><b>HEADQUARTERS FILE –</b> n/a</p>
<p><b>LEGISLATIVE REFERENCES –</b> n/a</p>	<p><b>OTHER REFERENCES –</b> D3-5-1, D3-5-2</p>
<p><b>SUPERSEDED MEMORANDA “D” –</b> D2-3-5, January 31, 2006</p>	

Services provided by the Canada Border Services Agency are available in both official languages.

