

Free Trade Agreement (FTA) Compliance Checklist

Agreement Identification & Scope

Verifies the correct FTA is being applied and confirms the goods and parties involved are eligible.

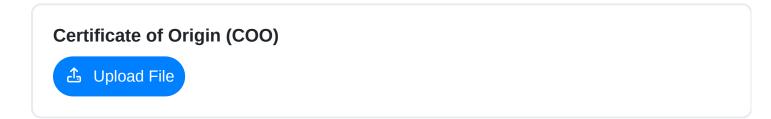
FTA Agreement Selected USMCA EU-Japan Korea-Chile Other (Specify in Long Text)
Specify FTA Agreement (if 'Other' selected) Write something
Agreement Entry into Force Date (YYYY) Enter a number
Agreement Review Date Enter date

Scope - Goods Covered
All Goods Covered by Agreement
Specific Goods (Specify in Long Text)
Specific Goods Covered (if 'Specific Goods' selected)
Write something
Scope – Parties Involved
Both Originating and Destination Countries
Specific Parties (Specify in Long Text)
Specific Parties Involved (if 'Specific Parties' selected) Write something
Origin Determination Details the processes for establishing the 'origin' of the goods, including required documentation and substantiation.
Origin Determination Method
Wholly Obtained
Substantial Transformation
Regional Value Addition

Supporting Documentation (e.g., Bills of Materials) ① Upload File	
Percentage of Value Added in Originating Country	
Enter a number	
Specific Rules Applied (e.g., Change in Tariff Classification, Specific Process Value Added Requirements	ocess)
Date of Origin Determination	
Enter date	

Documentation Requirements

Outlines all necessary certificates of origin, commercial invoices, and other documentation needed for FTA benefits.



Commercial Invoice ① Upload File
COO Expiry Date Status Valid Expired Expiring Soon
Invoice Date Enter date
COO Reference Number Enter a number
Description of Goods (as per COO) Write something
Currency Used on Invoice USD EUR GBP

Record Keeping & Verification

Date of Record Cr	eation		
Enter date			
	10		
Record Description	n/Summary		
Write something			
Cupporting Doour	contation (o.g., Inve	sian Contificate of	Ovinia)
	nentation (e.g., Invo	orce, Certificate of	Origin)
♣ Upload File			
Quantity of Coods	Boordod		
Quantity of Goods	Recorded		
Quantity of Goods Enter a number	Recorded		
	Recorded		
Enter a number			
Enter a number	Recorded	t currency)	
Enter a number		t currency)	
Enter a number Value of Goods Re		t currency)	
Value of Goods Re	ecorded (in relevan		
Value of Goods Re Enter a number Verification Status			
Value of Goods Re Enter a number Verification Status	ecorded (in relevan		
Value of Goods Re Enter a number Verification Status	ecorded (in relevan		

Specifies the record-keeping requirements and procedures for internal verification and

Write something	
Verifier Signature	
ules of Origin Specifics	
vers specific rules of origin (e.g., Wholly Obtained, Substantial Transformation, gional Value Addition) applicable to the goods.	
Origin Determination Method	
Wholly Obtained	
Substantial Transformation	
Regional Value Addition	
Detailed Description of Transformation Process (if applicable)	
Write something	
Percentage of Regional Content (if applicable)	
Enter a number	

Specific Origin Criterion (if applicable)
List of Non-Originating Goods
Processing Requirements
Directly Accessible Goods
Date of Originating Transaction
Enter date
Supplier Declarations
Ensures proper supplier declarations are obtained and maintained to support origin claims.
Declaration Method
Approved Supplier Declaration
Direct Supplier Declaration
Declaration Issue Date
Enter date
Supplier Statement of Origin
Write something
Supporting Documentation (e.g., Manufacturing Process)
♣ Upload File

Enter a number	
Declaration Status	
Active	
Expired	
Pending Review	
Supplier Contact Name	
Write something	
Supplier Contact Email	
Write comething	
Write something	
Sustoms Broke	r Compliance ng with customs brokers and confirming their understanding o
customs Broke etails procedures for worki	ng with customs brokers and confirming their understanding o
Customs Broke etails procedures for worki TA requirements.	ng with customs brokers and confirming their understanding o
etails procedures for working requirements. Broker License Verification	ng with customs brokers and confirming their understanding o
Eustoms Broke etails procedures for worki TA requirements. Broker License Verificat Verified and Active	ng with customs brokers and confirming their understanding o
Eustoms Broke etails procedures for worki TA requirements. Broker License Verificat Verified and Active Verification Pending	ng with customs brokers and confirming their understanding o

License Expiration Date
Enter date
Broker Service Agreement Details
Write something
Services Provided by Broker (e.g., Classification, Documentation, Compliance)
Customs Classification
Documentation Preparation
Compliance Consulting
Bond Management
Broker License Copy
♣ Upload File
larmonized System (HS) Code Verification
onfirms the accuracy of HS codes used for classification and FTA eligibility.
HS Code

Enter a number...

Write somethi	g	
Country of O	gin (as declared on invoice)	
Country 2 Country 3		
Binding Ruli Yes No	g (Yes/No)	
Supporting D	ocumentation (e.g., technical specifications)	
Quantity		
Enter a numb		

Periodic Review & Updates

Establishes a schedule for reviewing and updating FTA compliance procedures based on regulatory changes.

Last Review Date	
Enter date	

Summary of Changes Since Last Review	
Write something	
).
Review Triggered By:	
Regulatory Change	
Internal Audit	
System Update	
Other	
Description of Regulatory Change (if applicable)	
Write something	
Frequency of Review (in months)	
Enter a number	
Supporting Documentation (e.g., regulatory updates, audit reports)	
♣ Upload File	
Next Review Date	
Enter date	

Training and Awareness

Ensures relevant personnel receive training on FTA regulations and compliance procedures.	
Which ETA Modules have you completed?	
Which FTA Modules have you completed?	
Origin Determination	
Documentation Requirements	
Rules of Origin	
Customs Broker Interaction	
Date of Last Training Completion	
Enter date	
Primary Responsibility Regarding FTA Compliance?	
Procurement	
Logistics	
Finance	
Legal	
Briefly describe your understanding of 'Rules of Origin'	
Write something	
Estimated time spent reviewing FTA updates per month (in hours)	
Enter a number)

How do you typically receive FTA updates and guidance?
☐ Email
☐ Team Meetings
Online Portal
☐ Direct Supervisor