



**RENE ORTIZ VILLAFANE, INC.**

U.S. CUSTOM BROKERS

FOREIGN FREIGHT FORWARDERS - FMC #3842

P.O. BOX 9022562  
SAN JUAN, PUERTO RICO 00902-2562

CENTRO INTERNACIONAL DE MERCADEO  
CARR. 28 ESQ. AVE. LOS CAÑOS  
SUITE 206, BO. PUEBLO VIEJO  
GUAYNABO, P.R. 00965

TELS. (787) 793-7141/7278/7263/8933  
FAX. (787) 782-9542

## NEW CLIENT PROFILE – PART I

IMPORTER: \_\_\_\_\_ IRS NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

POWER OF ATTORNEY: \_\_\_\_\_ ON FILE \_\_\_\_\_ OBTAIN

SHIPPER: \_\_\_\_\_

PARTIES RELATED: \_\_\_\_\_ YES \_\_\_\_\_ NO

PRODUCT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

HTSUS: \_\_\_\_\_

SPECIAL PROGRAM CLAIM: \_\_\_\_\_ NAFTA \_\_\_\_\_ 9802

NAFTA C/O CERTIFICATE: \_\_\_\_\_ ON FILE \_\_\_\_\_ OBTAIN

C/O MARKING: \_\_\_\_\_

VALUATION: \_\_\_\_\_ TRANSACTION VALUE \_\_\_\_\_ OTHER \_\_\_\_\_

CUSTOMS BOND: \_\_\_\_\_ EXISTING \_\_\_\_\_ OBTAIN CONTINUOUS

\_\_\_\_\_ REC RIDER \_\_\_\_\_ SINGLE TRANSACTION BONDS

BILL TO: \_\_\_\_\_

\_\_\_\_\_

ABI AUTOMATIC NOTIFICATION: \_\_\_\_\_

\_\_\_\_\_

Set Up: \_\_\_\_\_ New Customer in ABI \_\_\_\_\_ Automatic Notifications \_\_\_\_\_ Automatic Charges

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# NEW CLIENT PROFILE – PART II

## SCREENING & APPROVAL

DID THIS CLIENT PROVIDE THE FOLLOWING INFORMATION?

IMPORTER NO  
(REGISTERED WITH CBP) YES NO \_\_\_\_\_

FORM W-9 or OTHER OFFICIAL DOC? YES NO \_\_\_\_\_

IS CLIENT A CORPORATION, LLC, OR LP? YES NO \_\_\_\_\_

DOES COMPANY HAVE A CURRENT WEBSITE? YES NO \_\_\_\_\_

THIS CLIENT WAS REFERRED TO US BY:

\_\_ANOTHER CLIENT \_\_A BROKER \_\_OUTPORT FORWARDER

NAME OF REFERENCE: \_\_\_\_\_

NUMBER OF TRANSACTIONS: \_\_ SINGLE TRANSACTION \_\_\_\_\_ PER YEAR

IS THIS CLIENT A C-TPAT PARTICIPANT? YES NO \_\_\_\_\_

IS THIS CLIENT A FIRST TIME IMPORTER? YES NO \_\_\_\_\_

DURING THE INTERVIEW WITH THIS CLIENT, DID THE CLIENT SHOW ANY SIGNS OR REASONS FOR ADDITIONAL SCRUTINY (SOMETHING DOES NOT QUITE FIT OR MAKE SENSE...)  
YES NO \_\_\_\_\_

REMARKS \_\_\_\_\_

CLIENT APPROVED: YES NO

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AUDITED BY \_\_\_\_\_ DATE \_\_\_\_\_