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### EXPLANATION OF IMPORTER SECURITY FILING (ISF)

January 26, 2009 Importers were notified that they would be required to transmit additional information known as the Importer Security Filing (ISF). This is part of an initiative by U.S. Customs & Border Protection to increase security at Ports in the United States.

Effective January 26, 2010 failure to provide the necessary information in a timely manner will result in penalties issued by U.S. Customs & Border Protection to the Importer of Record. The monetary fine will be up to \$10,000.00

If you would like Griffin & Company Logistics to file ISF on your behalf, then we ask you to implement the following procedures immediately:

Please instruct your foreign Suppliers/Shippers in writing at the time of product ordering or purchase order issuance that it is expected of them to complete the attached Importer Security Filing Worksheet and send to [isf@wlgriffin.com](mailto:isf@wlgriffin.com).

We recommend that you complete any data elements you can before sending the worksheet to the Shipper. Your Shipper needs to work with the Freight Forwarder at the time of booking to get the necessary information to complete the ISF Worksheet. The Shipper should then send the completed ISF Worksheet to Griffin & Company Logistics at [isf@wlgriffin.com](mailto:isf@wlgriffin.com) at least 72 hours prior to loading on the vessel.

We will review the ISF Worksheet once we receive it from the Shipper. Any incomplete or incorrect data will be rejected and the ISF Worksheet will be sent back to the Shipper for correction. Once we receive a correct and completed ISF Worksheet from the Shipper we will file ISF on your behalf. Once the ISF Confirmation number is received we will forward this to you and your vendor.

If you have any questions, please contact [isf@wlgriffin.com](mailto:isf@wlgriffin.com).

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