

Registrar Corp will assist you in complying with the U.S. Food and Drug Administration's Prior Notice requirements. Simply follow these three steps:

**1. Complete the attached "Prior Notice" form.**

Note that there are different forms for shipments by:

- Land (Trucks delivering product from Canada or Mexico)
- Sea (Maersk Sealand, OOCL, etc.)
- Air (British Airways, Delta, etc.)
- Express Carriers (FedEx, DHL, UPS, etc.)
- Mail (Canada Post, Royal Mail, etc.)
- Baggage (Product carried into the U.S. via planes or cars)
- Transport & Export (shipments that pass through the U.S. on their way to other countries).

*Note: If you do not have the correct form, contact us and we will send you the appropriate form for your particular shipment method.*

**2. Complete the enclosed "Payment" form.**

You can pay for one shipment-at-a-time or you may purchase a block of Prior Notices that may be used for your future shipments as well. Prior Notices purchased in blocks never expire and allow for different payment options.

**3. Fax the completed forms to the U.S.: +1-757-224-0179.**

Upon receipt of the completed forms Registrar Corp will:

- File for your Prior Notice with the U.S. Food and Drug Administration (FDA) and U.S. Customs and Border Protection Service (CBP).
- Provide you with your Bar-Coded Prior Notice Confirmation within hours of your submission.

Simply photocopy your Bar-Coded Prior Notice Confirmation and send a copy along with the actual shipment.

We look forward to assisting you with Prior Notice or any of your U.S. regulatory needs.

Sincerely,



Russell Statman  
 Executive Director

**Include a Bar-Coded Prior Notice Confirmation along with other required documents whenever shipping food or beverages to the USA**



**PRIOR NOTICE SYSTEM INTERFACE**

**Web Entry Summary Confirmation**

Press this Web Entry Summary Confirmation and proceed to U.S. Customs and Border Protection (CBP) or the Food and Drug Administration (FDA) at the Port of Arrival. The Prior Notice Confirmation Number must accompany total carrier by air shipments accompanying an imported (I) entry.

WEB ENTRY	Entry Number	Entry Date	Port of Arrival	Mode of Transportation
	PKA000000000	11/18/2008 09:00	PHILADELPHIA, PA	AIR

Number of Imported Prior Notices: 1

Submitter	Receiver
National Treatment: Tropic Food Company 1 Production Avenue Rossmore, Ontario M9W 9L2 CANADA	Tropic Food Systems, Inc. 1 River Circle New Bedford, Massachusetts 02746 UNITED STATES

Carrier: FEDERAL EXPRESS  
 Carrier Code: 001/01/14

Flight Number: 0111  
 Arrival Date: 11/18/2008 09:00  
 Arrival City: Houston, TX 7700200000

PRIOR NOTICE	Arrive	Product	Quantity	Units	Submitted	Confirmation
001	11/18/2008 09:00	Chocolate Chip Cookies	1	900000	11/18/2008 09:00:07	9440-0010791

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 Prior Notice v1.0.0/November 05, 2004  
 November 15, 2004 09:00:07 EST



144 Research Drive, Hampton, Virginia, 23666, USA  
 P: +1-757-224-0177 F: +1-757-224-0179 E: pn@registrarcorp.com

**Prior Notice**  
**For Shipments By**  
**Express Carriers**

Complete one form for EACH different Recipient and fax the completed form(s) to the USA at: +1-757-224-0179.

**Sender Information**

Company Name: \_\_\_\_\_ FDA Registration # (11 digits): \_\_\_\_\_ (If Available)  
 Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Region/Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Recipient Information**

Company Name: \_\_\_\_\_ FDA Registration # (11 digits): \_\_\_\_\_ (If Available)  
 Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State (Province): \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Carrier Information**

Carrier Name: \_\_\_\_\_ Airbill / Bill of Lading Number: \_\_\_\_\_

**Product Information**

Product Description	No. of Cases	Net Wgt/Case	Manufacturer's Name, Address, Region & Country (Leave blank if same as Shipper)



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**Prior Notice Payment  
 For Shipments By  
 Express Carriers**

This document serves as your payment voucher for Prior Notice fees.

**Your Company Information:**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Select The Amount You Wish To Purchase:**

<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
<input type="checkbox"/> 1 Shipment <i>(Credit Card Payment Only)</i>	\$ 19.95 each	\$ 19.95 USD
<input type="checkbox"/> 10 Shipments <i>(Choose Any Payment Method Below)</i>	\$ 17.45 each	\$ 174.50 USD
<input type="checkbox"/> 25 Shipments <i>(Choose Any Payment Method Below)</i>	\$ 14.95 each	\$ 373.75 USD

**Choose From The Following Payment Options:**

**Credit Cards** For credit card payments, please complete the section below and **FAX** the completed documents and this invoice to the U.S.: +1-757-224-0179

Type of Card:       Visa                       MasterCard                       American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

**Wire Transfer** For payments by wire transfer, please **FAX** all completed documents to the U.S.: +1-757-224-0179 and wire the amount shown below using the following bank information:

<b>Bank Name:</b>	<b>SunTrust Bank</b>
<b>Address:</b>	<b>Richmond, Virginia. USA</b>
<b>Beneficiary:</b>	<b>Registrar Corp.</b>
<b>Swift Number:</b>	<b>SNTRUS3A</b>
<b>Routing Number (ABA Number):</b>	<b>061000104</b>
<b>Account Number:</b>	<b>1000013052369</b>

**Checks:** Payments by check must be denominated in U.S. Dollars and drawn on a U.S. bank payable to: "Registrar Corp." For payment made with a check, please return the documents and the check via Express Mail to the address shown above using Registrar Corp.'s **Federal Express account number: 2738-6100-9** or Registrar Corp.'s **DHL account number: 964659537**