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Non-Compliance Government Documentation Fee

As you are aware, the submission of timely and complete documentation for Government registrations to the Financial Services team, has been a challenge over the last 2 years.

In an effort to improve this area, **effective April 1, 2025**, The Atlas Canada Board has approved the implementation of a **Non-Compliance Government Documentation Fee of \$150.00**.

This fee will be applied when **Document Management** issues a tracer for any **Mandatory Document** related to a Federal Government Shipment, and the required document(s) are not scanned within **48 hours**. Please note that the fee will be applied at the time of distribution, and **no notification** will be sent as the notification is the tracer itself.

Mandatory Document List:

- Electronic Survey
- Receipt for Pre-Move Booklet
- Pack Report
- Damage Loss Packed Item Report
- Bill of Lading (signed on delivery or into SIT/LTS)
- Inventories
- Scale tickets with all required information (for shipments estimated over 7000 lbs)
- Government Unpack Certificate
- Damage Loss Unpacked Item Report

If applicable:

- Shuttle Notification
- Shuttle Invoice
- ASPOD
- Copy of email for Authorizations – SIT/SIV/Wait Time

Please ensure you are regularly checking **Shipment Audit** in Atlas Net for documentation tracers. All documents must be scanned within **48 hours** of the tracer being issued to avoid the non-compliance fee.

Thank you for your attention to this important update and for your continued cooperation. If you have any questions please don't hesitate to reach out.

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