In the Matter of

UNITED STATES OF AMERICA
DEPARTMENT OF COMMERCE

CH Robinson Freight Services, Ltd

Case No. 17 - 01

ORDER

The Office of Antiboycott Compliance, Bureau of Industry and Security, United States Department of Commerce ("BIS"), has determined to initiate an administrative proceeding pursuant to Section 11(c) of the Export Administration Act of 1979, as amended (50 U.S.C. §§ 2401-2420 (2000)) (the "Act")\(^1\) and the Export Administration Regulations (currently codified at 15 C.F.R Parts 730-774 (2017) (the "Regulations")), against CH Robinson Freight Services, Ltd (formerly known as, Phoenix International Freight Services Ltd) ("CHR"), a domestic concern, organized under the laws of the United States and doing business in the State of Indiana, based on allegations set forth in the Proposed Charging Letter, dated 13 July 2017, that alleged that CHR committed seventeen violations of the Regulations.

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\(^1\) Since August 21, 2001, the Act has been in lapse and the President, through Executive Order 13222 of August 17, 2001 (3 C.F.R., 2001 Comp. 783 (2002)), which has been extended by successive Presidential Notices, the most recent of which was August 4, 2016 (81 Fed. Reg. 52587 (August 8, 2016)), has continued the Regulations in effect under the International Emergency Economic Powers Act (50 U.S.C. §§ 1701-1707 (2000)).
Specifically, the charges are:

1. *Ten Violations of 15 C.F.R. §760.2(d) - Furnishing Information about Business Relationships with Boycotted Countries or Blacklisted Persons*

During the period June 2012 through July 2015, CHR engaged in transactions involving the sale and/or transfer of goods or services (including information) from the United States to the United Arab Emirates, activities in the interstate or foreign commerce of the United States, as defined in Section 760.1(d) of the Regulations.

In connection with these activities, on ten occasions, CHR, with intent to comply with, further or support an unsanctioned foreign boycott, furnished information, concerning another person’s business relationships with other persons known or believed to be restricted from having any business relationship with or in a boycotting country, an activity prohibited by Section 760.2(d) of the Regulations, and not excepted.
2. Seven Violations of 15 C.F.R. §760.5 - Failing to Report the Receipt of a Request to Engage in a Restrictive Trade Practice or Foreign Boycott Against a Country Friendly to the United States

During the period June 2012 through September 2014, CHR engaged in transactions involving the sale and/or transfer of goods or services (including information) from the United States to the United Arab Emirates, activities in the interstate or foreign commerce of the United States, as defined in Section 760.1(d) of the Regulations.

In connection with these activities, CHR, on seven occasions, received a request to take an action which would have the effect of furthering or supporting a restrictive trade practice or unsanctioned foreign boycott. CHR failed to report its receipts of these requests to the Department of Commerce, as directed by Section 760.5 of the Regulations.

BIS and CHR have entered into a Settlement Agreement pursuant to Section 766.18(a) of the Regulations whereby the parties have agreed to settle this matter in accordance with the terms and conditions set forth therein and the terms of the Settlement Agreement have been approved by me.
IT IS THEREFORE ORDERED THAT:

FIRST, a civil penalty of $37,000 is assessed against CHR and shall be paid to the U.S. Department of Commerce within 30 days from the date of entry of this Order. Payment of this sum shall be made in the manner specified in the attached instructions.

SECOND, pursuant to the Debt Collections Act of 1982, as amended (31 U.S.C. §§ 3701-3720E (1983 and Supp. 2001)), the civil penalty owed under this Order accrues interest as more fully described in the attached Notice and, if payment is not made by the due date specified herein, CHR will be assessed, in addition to the full amount of the penalty and interest, a penalty charge and an administrative charge, as more fully described in the attached Notice.

THIRD, the timely payment of the sum of $37,000 is hereby made a condition to the granting, restoration or continuing validity of any export license, permission, or privilege granted, or to be granted, to CHR.

Accordingly, if CHR should fail to pay the civil penalty in a timely manner, the undersigned may enter an Order denying all of CHR’s export privileges for a period of one year from the date of the entry of this Order.
FOURTH, the Proposed Charging Letter, the Settlement Agreement and this Order shall be made available to the public, and a copy of this Order shall be served upon CHR.

This Order, which constitutes the final agency action in this matter, is effective immediately.

Richard R Majauskas
Acting Assistant Secretary of Commerce for Export Enforcement

Entered this 24th day of August, 2017

Attachments
INSTRUCTIONS FOR PAYMENT OF SETTLEMENT AMOUNT

1. The check should be made payable to:

U.S. DEPARTMENT OF COMMERCE

2. The check should be mailed to:

U.S. Department of Commerce
Bureau of Industry and Security
Room 6622
14th & Constitution Avenue, N.W.
Washington, D.C. 20230

Attention: Christine Wheeler
NOTICE

The Order to which this Notice is attached describes the reasons for the assessment of the civil monetary penalty. It also specifies the amount owed and the date by which payment of the civil penalty is due and payable.

Under the Debt Collection Act of 1982, as amended (31 U.S.C. §§ 3701-3720E (1983 and Supp. 2001)) and the Federal Claims Collection Standards (65 Fed. Reg. 70390-70406, November 22, 2000, to be codified at 31 C.F.R. Parts 900-904), interest accrues on any and all civil monetary penalties owed and unpaid under the Order, from the date of the Order until paid in full. The rate of interest assessed respondent is the rate of the current value of funds to the U.S. Treasury on the date that the Order was entered. However, interest is waived on any portion paid within 30 days of the date of the Order. See 31 U.S.C. §3717 and 31 C.F.R. §901.9.

The civil monetary penalty will be delinquent if not paid by the due date specified in the Order. If the penalty becomes delinquent, interest will continue to accrue on the balance remaining due and unpaid, and respondent will also be assessed both an administrative charge to cover the cost of processing and handling the delinquent claim and a penalty charge of six percent per year. However, although the penalty charge will be computed from the date that the civil penalty becomes delinquent, it will be assessed only on sums due and unpaid for over 90 days after that date. See 31 U.S.C. §3717 and 4 C.F.R. §901.9.

The foregoing constitutes the initial written notice and demand to respondent in accordance with Section 901.2 of the Federal Claims Collection Standards (31 C.F.R. §901.2(b)).
SETTLEMENT AGREEMENT

This agreement is made by and between C H Robinson Freight Services, Ltd (formerly known as, Phoenix International Freight Services Ltd) ("CHR"), a domestic concern, and the Office of Antiboycott Compliance, Bureau of Industry and Security, United States Department of Commerce ("BIS"), pursuant to Section 766.18(a) of the Export Administration Regulations (currently codified at 15 C.F.R. Parts 730-774 (2017)) (the "Regulations"), issued pursuant to the Export Administration Act of 1979, as amended (50 U.S.C. §§ 2401-2420 (2000)) (the "Act").

1 Since August 21, 2001, the Act has been in lapse and the President, through Executive Order 13222 of August 17, 2001 (3 C.F.R., 2001 Comp. 783 (2002)), which has been extended by successive Presidential Notices, the most recent of which was August 4, 2016 (81 Fed. Reg. 52587 (August 8, 2016)), has continued the Regulations in effect under the International Emergency Economic Powers Act (50 U.S.C. §§ 1701-1707 (2000)).
WHEREAS, CHR has voluntarily disclosed information concerning certain of its transactions to BIS; and

WHEREAS, BIS has notified CHR of its intention to initiate an administrative proceeding against CHR pursuant to the Act and the Regulations by issuing the Proposed Charging Letter dated 13 July 2017, a copy of which is attached hereto and incorporated herein by this reference; and

WHEREAS, CHR has reviewed the Proposed Charging Letter and is aware of the allegations against it and the administrative sanctions which could be imposed against it if the allegations are found to be true; CHR fully understands the terms of this Settlement Agreement, and enters into this Settlement Agreement voluntarily and with full knowledge of its rights; and CHR states that no promises or representations have been made to it other than the agreements and considerations herein expressed; and

WHEREAS, CHR neither admits nor denies the truth of the allegations, but wishes to settle and dispose of the allegations made in the Proposed Charging Letter by entering into this Settlement Agreement; and

WHEREAS, CHR agrees to be bound by the appropriate Order ("Order") when entered;
NOW, THEREFORE, CHR and BIS agree as follows:

1. Under the Act and the Regulations, BIS has jurisdiction over CHR with respect to the matters alleged in the Proposed Charging Letter.

2. BIS will impose a civil penalty in the amount of $37,000. CHR will pay to the U.S. Department of Commerce, within 30 days from the date of entry of the Order, and in accordance with the terms of the Order, when entered, the amount of $37,000 in complete settlement of all matters set forth in the Proposed Charging Letter.

3. The timely payment of the amount agreed to in paragraph 2 is hereby made a condition of the granting, restoration, or continuing validity of any export license, permission, or privilege granted, or to be granted, to CHR.

Failure to make payment of this amount shall result in the denial of all of CHR’s export privileges for a period of one year from the date of entry of the Order.
4. Subject to the approval of this Settlement Agreement, pursuant to paragraph 9 hereof, CHR hereby waives all rights to further procedural steps in this matter (except with respect to any alleged violation of this Settlement Agreement or the Order, when entered) including, without limitation, any right to:

A. An administrative hearing regarding the allegations in the Proposed Charging Letter;

B. Request a refund of the funds paid by CHR pursuant to this Settlement Agreement and the Order, when entered; or

C. Seek judicial review or otherwise contest the validity of this Settlement Agreement or the Order, when entered.

5. BIS, upon entry of the Order, will not initiate any administrative or judicial proceeding, or make a referral to the Department of Justice for criminal proceedings against CHR with respect to any violation of Section 8 of the Act or Part 760 of the Regulations arising out of the transactions set forth in the Proposed Charging Letter or any other transaction that was disclosed to or reviewed by BIS in the course of its investigation.
6. CHR understands that BIS will disclose publicly the Proposed Charging Letter, this Settlement Agreement, and the Order, when entered.

7. This Settlement Agreement is for settlement purposes only, and does not constitute an admission by CHR that it has violated the Regulations, or an admission of the truth of any allegation contained in the Proposed Charging Letter or referred to in this Settlement Agreement.

Therefore, if this Settlement Agreement is not accepted and the Order not entered by the Assistant Secretary for Export Enforcement, BIS may not use this Settlement Agreement against CHR in any administrative or judicial proceeding.

8. No agreement, understanding, representation or interpretation not contained in this Settlement Agreement may be used to vary or otherwise affect the terms of this Settlement Agreement or the Order, when entered, nor shall this Settlement Agreement bind, constrain or otherwise limit any action by any other agency or department of the United States Government with respect to the facts and circumstances herein addressed.
This paragraph shall not limit CHR’s right to challenge any action brought by any other agency based on a referral by BIS or any employee thereof, in contravention of paragraph 5 of this Settlement Agreement.

9. This Settlement Agreement will become binding on BIS only when approved by the Assistant Secretary for Export Enforcement by entering the Order.

C H ROBINSON FREIGHT SERVICES LTD

DATE: 08-21-17

U.S. DEPARTMENT OF COMMERCE

DATE: 08-22-17

Cathleen Ryan
Director
Office of Antiboycott Compliance

Attachment
13 July 2017

C.H. Robinson Freight Services, Ltd
2655 Fortune Circle West
Indianapolis, IN 46241

Attention: Heidi West, Esq
Director, U.S. Export Compliance

Case No. 17.01

Gentlemen/Ladies:

We, the Office of Antiboycott Compliance, Bureau of Industry and Security, United States Department of Commerce ("BIS"), have reason to believe that you, C.H. Robinson Freight Services, Ltd (formerly known as, Phoenix International Freight Services Ltd), on seventeen occasions, have violated the Export Administration Regulations (currently codified at 15 C.F.R. Parts 730-774 (2017)) (the "Regulations"), which are issued under the authority of the Export Administration Act of 1979, as amended (50 U.S.C. app. §§ 2401-2420 (2000)) (the "Act").

We charge that you committed ten violations of Section 760.2(d) of the Regulations, in that, on ten occasions, with intent to comply with, further or support an unsanctioned foreign boycott, you furnished information concerning another person’s business relationships with other persons known or believed to be restricted from having any business relationship with or in a boycotting country.

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1 The transactions and violations alleged occurred during the years 2012 through 2015. The Regulations governing the violations at issue are found in the 2012, 2013, 2014 and 2015 versions of the Code of Federal Regulations (15 C.F.R. Parts 730-774 (2012, 2013, 2014 and 2015)). The prior years' Regulations are substantially the same as the 2017 version of the Regulations which governs the procedural aspects of this matter.

2 Since August 21, 2001, the Act has been in lapse and the President, through Executive Order 13222 of August 17, 2001 (3 C.F.R., 2001 Comp. 783 (2002)), which has been extended by successive Presidential Notices, the most recent of which was August 4, 2016 (81 Fed. Reg. 52587 (August 8, 2016)), has continued the Regulations in effect under the International Emergency Economic Powers Act (50 U.S.C. §§ 1701-1707 (2006 & Supp IV 2010)).
We also charge that you committed seven violations of Section 760.5 of the Regulations, in that, on seven occasions, you failed to report to the Department of Commerce ("Department") your receipt of a request to engage in a restrictive trade practice or boycott, as required by the Regulations.

We allege that:

You, C.H. Robinson Freight Services, Ltd (formerly known as, Phoenix International Freight Services Ltd), are, and at all times relevant were, a domestic concern, organized under the laws of the United States and doing business in the State of Indiana; as such, you are a United States person, as defined in Section 760.1(b) of the Regulations.

During the period June 2012 through July 2015, you engaged in transactions involving the sale and/or transfer of goods or services (including information) from the United States to the United Arab Emirates, activities in the interstate or foreign commerce of the United States, as defined in Section 760.1(d) of the Regulations.

Charge 1 - 10 (15 C.F.R. § 760.2(d) - Furnishing Information about Business Relationships with Boycotted Countries or Blacklisted Persons)

In connection with the activities referred to above, during the period June 2012 through July 2015, on ten occasions, you furnished to Letter of Credit Advising Bank, information, as described in Table A, which is attached and incorporated herein by this reference, concerning another person’s business relationships with other persons known or believed to be restricted from having any business relationship with or in a boycotting country.

Providing the information described in Table A, with intent to comply with, further or support an unsanctioned foreign boycott, is an activity prohibited by Section 760.2(d) of the Regulations, and not excepted. We therefore charge you with ten violations of Section 760.2(d).

Charges 11 - 17 (15 C.F.R. § 760.5 - Failing to Report the Receipt of a Request to Engage in a Restrictive Trade Practice or Foreign Boycott Against a Country Friendly to the United States)

In connection with the activities referred to above, during the period June 2012 through September 2014, on seven occasions, you received a request, as described in Table B, which is attached and incorporated herein by this reference, to take an action which would have the effect of furthering or supporting a restrictive trade practice or unsanctioned foreign boycott.
Section 760.5 of the Regulations requires United States persons to report to the Department their receipts of such requests. You failed to report to the Department your receipts of these requests.

By failing to report your receipts of these requests, as directed by Section 760.5 of the Regulations, you are in violation of Section 760.5. We therefore charge you with seven violations of Section 760.5 of the Regulations.

Accordingly, administrative proceedings are instituted against you pursuant to Part 766 of the Regulations for the purpose of obtaining an Order imposing administrative sanctions.\(^3\)

You are entitled to a hearing on the record as provided in Section 766.6 of the Regulations. If you wish to have a hearing on the record, you must file a written demand for it with your answer. Under Sections 766.3(a) and 766.4 of the Regulations, you are entitled to be represented by counsel or other authorized representative who has power of attorney to represent you and, under Section 766.18 of the Regulations, to seek a settlement agreement without a hearing.

Under the Small Business Regulatory Enforcement Flexibility Act, you may be eligible for assistance from the Office of the National Ombudsman of the Small Business Administration in this matter.\(^4\)

If you fail to answer the allegations contained in this letter within thirty (30) days after service as provided in Section 766.6, such failure will be treated as a default under Section 766.7.

As provided in Section 766.3, I am referring this matter to the Administrative Law Judge. Pursuant to an Interagency Agreement between BIS and the U.S. Coast Guard, the U.S. Coast Guard is providing administrative law judge services, to the extent that such services are required under the Regulations, in connection with the matters set forth in this letter.

Therefore, in accordance with the instructions in Section 766.5(a) of the Regulations, your answer should be filed with:

\(^3\) Administrative sanctions may include any or all the following:

a. A maximum civil penalty of the greater of $289,238 per violation or twice the value of the transaction that is the basis of the violation (see 15 C.F.R. § 6.4(b)(4) and 81 Fed. Reg. 9532 (December 28, 2016)). The amount is subject to annual increases pursuant to the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015, Sec. 701 of Public Law 114-74, enacted on November 2, 2015. (See also International Emergency Economic Powers Enhancement Act of 2007, Pub. L. No.110-96, 121 Stat. 1011 (2007)).

b. Denial of export privileges (see § 764.3(a)(2) of the Regulations); and/or

c. Exclusion from practice before BIS (see § 764.3(a)(3) of the Regulations).

\(^4\) To determine eligibility and get more information, please see: [http://www.sba.gov/ombudsman](http://www.sba.gov/ombudsman).
Also, in accordance with the instructions in Section 766.5(b) of the Regulations, a copy of your answer should also be served on the Bureau of Industry and Security at:

Office of the Chief Counsel for Industry and Security  
Room H-3839  
Bureau of Industry and Security  
U.S. Department of Commerce  
14th Street & Constitution Avenue, N.W.  
Washington, D.C. 20230

Sincerely,

Cathleen Ryan  
Director  
Office of Antiboycott Compliance

Enclosures
### TABLE A

Schedule of Alleged Violations of Section 760 2(d)
Furnishing Prohibited Business Information

C H Robinson Freight Services Ltd
Case No. 17.01

<table>
<thead>
<tr>
<th>Item</th>
<th>CHR Reference/ Document Furnished</th>
<th>On or About</th>
<th>Boycotting Country</th>
<th>Information Furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01130312024955/ Certificate</td>
<td>07.10.12</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT THE CARRYING VESSEL IS ALLOWED TO ENTER ARAB PORTS</td>
</tr>
<tr>
<td>2</td>
<td>01130312025635/ Certificate</td>
<td>10.30.12</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT THE CARRYING VESSEL IS ALLOWED TO ENTER ANY ARAB PORTS</td>
</tr>
<tr>
<td>3</td>
<td>01130313026404/ Certificate</td>
<td>03.07.13</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT THE CARRYING VESSEL IS ALLOWED TO ENTER ARAB PORTS</td>
</tr>
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<td>4</td>
<td>01130313026923/ Certificate</td>
<td>05.31.13</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT THE CARRYING VESSEL IS ALLOWED TO ENTER ARAB PORTS.</td>
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<td>5</td>
<td>01130313027705/ Certificate</td>
<td>09.27.13</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT THE CARRYING VESSEL IS ALLOWED TO ENTER ANY ARAB PORTS</td>
</tr>
<tr>
<td>6</td>
<td>01130313028064/ Certificate</td>
<td>11.26.13</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT THE VESSEL IS PERMITTED TO ENTER ARABIAN PORTS.</td>
</tr>
</tbody>
</table>
# TABLE A

## Schedule of Alleged Violations of Section 760.2(d)
### Furnishing Prohibited Business Information

**C H Robinson Freight Services Ltd**  
*Case No. 17.01*

<table>
<thead>
<tr>
<th>Item</th>
<th>CHR Reference/ Document Furnished</th>
<th>On or About</th>
<th>Boycotting Country</th>
<th>Information Furnished</th>
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</thead>
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<tr>
<td>7</td>
<td>01130313028099/ Certificate</td>
<td>12.06.13</td>
<td>U.A.E.</td>
<td>WE HEREBY STATE THAT... THE CARRYING VESSEL IS ALLOWED TO ENTER ARAB PORTS</td>
</tr>
<tr>
<td>8</td>
<td>01130314029013/ Certificate</td>
<td>05.20.14</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT... THE CARRYING VESSEL IS PERMITTED TO ENTER ANY ARAB PORT</td>
</tr>
<tr>
<td>9</td>
<td>01130314030041/ Certificate</td>
<td>11.06.14</td>
<td>U.A.E.</td>
<td>WE HEREBY CERTIFY THAT... THE VESSEL IS PERMITTED TO ENTER ARABIAN PORTS</td>
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<tr>
<td>10</td>
<td>01130315030672/ Certificate</td>
<td>07.09.15</td>
<td>U.A.E.</td>
<td>WE HEREBY STATE THAT... THE CARRYING VESSEL IS ALLOWED TO ENTER ARAB PORTS.</td>
</tr>
</tbody>
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**TABLE B**

Schedule of Alleged Violations of Section 760.5
Failure to Report Receipts of Boycott Requests

C H Robinson Freight Services Ltd
Case No. 17.01

<table>
<thead>
<tr>
<th>Item</th>
<th>CHR Reference/ Letter of Credit Number</th>
<th>Date Request Received</th>
<th>Date Reporting Violation*</th>
<th>Boycotting Country</th>
<th>Boycott Request</th>
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<td>1</td>
<td>01130312024955/ DLC09-1204039</td>
<td>06.11.12</td>
<td>07.31.12</td>
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<td>A CERTIFICATE FROM THE SHIPPING COMPANY OR THEIR AGENT...</td>
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<tr>
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<td></td>
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<td>PERMITTED TO ENTER ARABIAN PORTS.</td>
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<td>02.13.13</td>
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<td>U.A.E.</td>
<td>A CERTIFICATE FROM THE SHIPPING COMPANY OR THEIR AGENT...</td>
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<td></td>
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<td></td>
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<td>PERMITTED TO ENTER ARABIAN PORTS.</td>
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<tr>
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<td>04.18.13</td>
<td>07.31.13</td>
<td>U.A.E.</td>
<td>A CERTIFICATE FROM THE SHIPPING COMPANY OR THEIR AGENT...</td>
</tr>
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<td></td>
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<td></td>
<td>PERMITTED TO ENTER ARABIAN PORTS.</td>
</tr>
<tr>
<td>4</td>
<td>01130313027705/ DLC1304109-09</td>
<td>08.15.13</td>
<td>10.31.13</td>
<td>U.A.E.</td>
<td>A CERTIFICATE FROM THE SHIPPING COMPANY OR THEIR AGENT...</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>PERMITTED TO ENTER ARABIAN PORTS.</td>
</tr>
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<td>5</td>
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<td>10.13.13</td>
<td>01.31.14</td>
<td>U.A.E.</td>
<td>A CERTIFICATE FROM THE CARRIER/MASTER OR THEIR AGENTS CERTIFYING THAT...</td>
</tr>
</tbody>
</table>

* Where the person receiving the request is a United States person located in the United States, each report of requests must be postmarked by the last day of the month following the calendar quarter in which the request was received (§ 760.5(b)(4)(i)).
### TABLE B

Schedule of Alleged Violations of Section 760.5
Failure to Report Receipts of Boycott Requests

**C H Robinson Freight Services Ltd**  
Case No. 17.01

<table>
<thead>
<tr>
<th>Item</th>
<th>CHR Reference/ Letter of Credit Number</th>
<th>Date Request Received</th>
<th>Date Reporting Violation*</th>
<th>Boycotting Country</th>
<th>Boycott Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>01130313028099/ DLC1305658-09</td>
<td>11.17.13</td>
<td>01.31.14</td>
<td>U.A.E.</td>
<td>A CERTIFICATE FROM THE SHIPPING COMPANY OR THEIR AGENT ... STATING THAT ... THE CARRYING VESSEL IS ALLOWED TO ENTER ARAB PORTS</td>
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<td>7</td>
<td>01130314030041/ 14ILC003837</td>
<td>09.17.14</td>
<td>10.31.14</td>
<td>U.A.E.</td>
<td>A CERTIFICATE FROM THE CARRIER/MASTER OR THEIR AGENTS CERTIFYING THAT ... THE VESSEL IS PERMITTED TO ENTER ARABIAN PORTS</td>
</tr>
</tbody>
</table>

* Where the person receiving the request is a United States person located in the United States, each report of requests must be postmarked by the last day of the month following the calendar quarter in which the request was received (§ 760.5(b)(4)(i)).