



FAX: _____

Date: _____

To: _____

From: _____

Number of pages (including cover page): _____

FedEx Express air waybill number: _____

Attached is a General Agency Agreement (“Agreement”) which, once completed, will serve as legal authority for Federal Express Canada Corporation to act as your Canadian customs broker for the above-mentioned shipment. All information is kept strictly confidential.

Please be advised that we must be in receipt of the fully completed, signed Agreement **prior** to processing your shipment for clearance. The following information is also required.

Contact name: _____ Phone: _____

Email: _____

Payment: FedEx account number _____ **OR**
Call 1.800.GoFedEx 1.800.463.3339 to pay by credit card

For **commercial** shipments:

Name of Client: This is the name of the company.

Business Number (BN): This is the number that is registered with the Canada Revenue Agency (CRA). If you do not have an import-export account, please see the options below.

1. Visit the [CRA](#) website or contact them at 1.800.959.5525.
2. For CAD\$5.00, FedEx Express can submit the **completed** application (form attached) to the CRA on your behalf. Note: The CRA may take up to five days for processing.

Please refer to page 2 for the clearance location contact details for how and where to send the completed pages, and also important information about record maintenance.

For shipment status, please call 1.800.GoFedEx 1.800.463.3339

NOTICE: This communication is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are notified that any use, dissemination or distribution of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone, and return the original message to us at the above address.



Please either fax **or** scan and email the completed pages to the applicable clearance location below.

Port	Email Address	Fax Number
Vancouver	yvrimport@fedex.com	604.279.1524
Edmonton	yegimportreps@corp.ds.fedex.com	780.890.7753
Calgary	yyc-import@fedex.com	587.535.3178
Winnipeg	wygimportreps@corp.ds.fedex.com	204.772.0913
Windsor	windsorgts@corp.ds.fedex.com	519.944.1226
Toronto	yyzimport@corp.ds.fedex.com	289.247.6427
Ottawa	yowimports@corp.ds.fedex.com	613.736.1315
Montreal	ymximport@corp.ds.fedex.com	450.307.3097

IMPORTANT - Record Maintenance

The Canada Border Services Agency (CBSA) requires that you retain all records relating to your imports into Canada for six years following importation. Records must be kept in Canada, the US, or Mexico. For details, please visit the [CBSA website](#). Please note that monetary penalties may apply for non-compliance.

Non-resident importers who do not have a place of business in Canada can designate an authorized agent. A request for approval of the agent must be sent to the CBSA at cm-go@cbsa-asfc.gc.ca using form [BSF900](#).

Importers in Canada who want to keep their records at a place other than their place of business (it still must be in Canada, the US, or Mexico), must also send a request for approval to the CBSA at cm-go@cbsa-asfc.gc.ca using form [BSF900](#).

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**FEDERAL EXPRESS CANADA CORPORATION GENERAL AGENCY AGREEMENT AND POWER OF ATTORNEY
WITH POWER TO APPOINT A SUB-AGENT**

I/We _____ (Canada Revenue Agency Business Number)
Name of Client (Company, Partnership or Individual)

of (address)
do hereby constitute, appoint, and authorize Federal Express Canada Corporation ("FedEx") 121832950 (BN), a Customs Broker licensed under the *Customs Act*, of 5985 Explorer Drive Mississauga ON L4W5K6, as my true and lawful attorney and agent to transact business on my behalf, at all customs ports in Canada, with the Canada Border Services Agency ("CBSA") and other applicable governmental departments, ministries, bureaus, and agencies in all matters relating to the import and export of goods, including but not restricted to:

- (i) the release of and accounting for goods, document and data preparation, payment of, and refund of, all government duties, taxes and levies in respect of imported and exported goods released or to be released, and
- (ii) the transportation, warehousing and distribution of such goods

AND IN CONNECTION THEREWITH:

- (a) to obtain, execute, sign, seal, endorse and deliver for me and in my name all bonds, entries, permits, bills of lading, bills of exchange, warehouse receipts, declarations, claims of any nature, or other means of payment or collateral security which comes into FedEx's possession and to use same, including drawbacks and claims of any nature, for reimbursement of duties, taxes, levies and the like, and generally to use our name with full binding effect whenever and wherever it may be deemed appropriate or expedient for the purpose of any such business as set out above; and
- (b) to receive all such payments and sums of money as are now due or may hereafter become due and payable to me relative to the foregoing; and to endorse on my behalf and as my agent and to deposit to and for FedEx's own account all such payments.

I acknowledge that any duties, charges or other amounts paid on my behalf or to my account by my agent or sub-agent shall be a debt due by me to my agent or sub-agent, and any refund, rebate, drawback, or remission of such duties, charges or other amounts shall be the property of my agent or sub-agent, and I direct and authorize any governmental department, ministry, bureau, or agency or other party collecting same to deliver such rebate, refund, drawback, or remission to my agent or sub-agent.

I hereby certify that, to the best of my knowledge, all documents and/or information that will be provided to my agent by myself or on my behalf, in connection with this mandate, will be true, accurate and complete.

I further grant my attorney full power and authority to appoint any other person to whom a license to transact business as a Customs Broker has been issued under the Customs Act as a sub-agent to transact the aforesaid business on my behalf and to revoke any such appointment and to appoint any other person who holds such a license as a sub-agent in the place of any sub-agent whose appointment has been revoked, as my attorney shall from time to time think fit.

I agree and covenant for myself and my executors, administrators, successors and assigns to ratify and confirm all that my agent shall lawfully do on my behalf by virtue of these presents. I acknowledge that I remain liable for any transactions completed on my behalf by my agent.

All of our information pertaining hereto shall be kept confidential by FedEx and its sub-agents, if applicable, and shall only be released to CBSA as required by law, subject to instructions provided by an authorized representative to FedEx to release the information to third parties; notwithstanding the foregoing, FedEx may provide any of such information to any direct or indirect subsidiary of FedEx Corporation.

The parties hereto have requested and agreed that this General Agency Agreement be drawn up in the English language. Les parties aux présentes ont demandé et convenu que la présente entente soit rédigé en anglais.

If you wish to grant the above authorization to FedEx in respect of one (1) shipment only, please indicate the air waybill # of such shipment: #. If you leave the air waybill # blank, this General Agency Agreement shall be valid continuously, effective on the date below written, until due notice of its revocation shall have been given to my agent in writing by registered mail.

This General Agency Agreement is subject to, and incorporates by reference, the terms and conditions of the FedEx Service Guide in effect at the time of shipment of the applicable goods. Without limiting the generality of the foregoing, in respect of the above services: (a) FedEx shall not be liable for any error in judgment or for anything which it may do or refrain from doing or for any resulting or consequential damage or loss caused by the negligence of FedEx or by an act of God or other act or cause beyond the reasonable control of FedEx; FedEx shall not be liable for any failure to provide the above services which is a result of the operation of the applicable laws of Canada or any other country or a change in the policies of the CBSA or other applicable government department, ministry, bureau or agency; and (b) any errors or omissions on CBSA or other documents and/or data transmissions must be reported in writing to FedEx by the Client as soon as possible but in any event within 10 days of receipt of the documents and/or data; FedEx shall not be responsible for any errors or omissions unless the same are reported to FedEx within the said 10-day period.

Name of Client

By: _____
(Please Print Name & Title of Authorized Representative)

Signature of Authorized Representative

I hereby certify that I have authority to bind the Client.

Date: _____



Business Number – Import-Export Program Account Information

Fill in this form if you have a business number (BN) and you need to open an import-export program account for commercial purposes. (You do not need to register for an import-export program account for personal importations). Fill in a separate form for each branch or division of your business that requires an import-export program account for commercial purposes. Once filled in, send this form to your tax centre. The tax centres are listed at www.cra.gc.ca/taxcentre and in Booklet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*. For more information, go to www.cra.gc.ca/bn or call 1-800-959-5525.

1 Business information (for a corporation, enter the name and address of the head office)			
Business name (Legal name)		Business number	Language of correspondence <input type="checkbox"/> English <input type="checkbox"/> French
Operating, trade, or partnership name (if different from name above). If you have more than one business or if your business operates under more than one name, enter the names here. If you need more space, include the information on a separate piece of paper.			
If you want to use a separate name for your import-export program account, enter that name here.			
Physical business location		City	
Province, territory, or state		Country	Postal or ZIP Code
Mailing address (if different from physical business location) for import-export purposes. c/o		City	
Province, territory, or state		Country	Postal or ZIP Code
Contact person – Please provide the name of a contact for registration purposes only (the contact name provided will not be considered an authorized representative). A contact person does not have authority unless they are also an authorized representative or a delegated authority. If a contact person does not have authority on the business number program account, they cannot change information and we cannot share information. If you wish to authorize a representative to deal with the Canada Revenue Agency (CRA) about your BN program accounts, fill in Form RC59, <i>Business Consent</i> or Form RC321, <i>Delegation of Authority</i> . For more information, see Booklet RC2, <i>The Business Number and Your Canada Revenue Agency Program Accounts</i> .			
Title	First name		Last name
Work telephone number	Ext.	Work fax number	Mobile telephone number
2 Import-export information			
Type of account: <input type="checkbox"/> Importer <input type="checkbox"/> Exporter <input type="checkbox"/> Both Importer-exporter <input type="checkbox"/> Meeting, convention, and incentive travel			
If you are applying for an exporter account, you must enter all of the following information:			
Enter the type of goods you are or will be exporting: _____			
Enter the estimated annual value of goods you are or will be exporting: _____			
3 Major business activity			
Describe your major business activity with as much detail as possible. Use at least a noun, a verb, and an adjective to describe your activity. Example: Construction – Installing residential hardwood flooring. _____			
Specify up to three main products or services that you provide and the estimated percentage of revenue they each represent.			
_____			%
_____			%
_____			%
4 Certification			
All businesses must fill in and sign this part in order for the form to be processed. After you register your CRA program account we may contact you to confirm the information you provided. At that time we may ask you to provide more information. We can serve you better when you have complete and valid information on file for your business.			
The individual signing this form is:			
<input type="checkbox"/> an owner		<input type="checkbox"/> a corporate director	
<input type="checkbox"/> a partner of a partnership		<input type="checkbox"/> a trustee of an estate	
		<input type="checkbox"/> an officer of a non-profit organization	
		<input type="checkbox"/> a third party requestor	
First name: _____		Last name: _____	
Title: _____		Telephone number: _____	
I certify that the information given on this form is correct and complete.			
Signature: ► _____			Date (YYYY-MM-DD): _____

Personal information is collected under the *Income Tax Act* and *Customs Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of these Acts such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source www.cra-arc.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, personal information bank CRA PPU 223.