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## **NEW CUSTOMER INFORMATION SHEET**

Customer Number:

(OUR OFFICE USE ONLY)

Firm Name:

Address:

Phone:

Fax:

Contact Person:

E-mail:

Importer Number:

GST/HST Number:

Accounts Payable Contact:

Accounts Payable E-mail:

Comments: Please complete the above information as precisely as possible with the actual registered name of the company and corresponding GST number. Please return along with the complete Power of Attorney.

FOR INTERNAL USE:

Credit Requested?

☐

Credit Application Received?

☐

# CHECKLIST FOR COMPLETING FORM E639, AGENCY AGREEMENT

- ☐ Please carefully read section 2 and affix your initials beside **EACH** type of operation for which representation is being allowed.
- ☐ In section 3, please indicate the date that you are signing the form for continuous authorization and check the first box, **OR** check the second box and enter a date range to stipulate a specific time frame for which you are granting power of attorney to our company
- ☐ In section 4, complete your company's name, address, and business number. The first blank line should indicate the legal name that your business was registered under
  - Please include any other trade names in this field as well. i.e. *9999999 ONTARIO INC dba John's Pet Store*
- ☐ The duly authorized officer of principal must sign and date the form.
  - For a **corporation**, this is the principal executive office of at least the level of vice president of his/her duly authorized representative
  - For a **partnership or sole proprietorship**, a general partner or the proprietor must sign the agency agreement.
  - For a **municipal, province, or other public facility**, the agreement must be signed by either a principal or executive officer, ranking elected official, or other duly authorized employees.
- ☐ If you are signing this agreement as a Non Resident Importer, please attach your articles of incorporation
- ☐ ***Please note that the same guidelines as above apply for the "duly authorized officer" on the credit application.***

I have read and completed the above checklist.

Signed on  /  /  by:

Name:

Signature: \_\_\_\_\_



The purpose of this form is to authorize: – La raison d'être de ce formulaire est d'autoriser :

1. Agent identification – Identification du mandataire

Name – Nom

Address – Adresse

City/Province – Ville/Province

Postal code – Code postal

Business Number – Numéro d'entreprise

2. To transact business on my behalf with the Canada Border Services Agency. Such business may include the following. Check and initial beside each type of operation for which representation is allowed:

Afin de transiger à ma place avec l'Agence des services frontaliers du Canada. Ces transactions peuvent inclure. Cochez et apposez les initiales à côté de chaque type d'opération pour laquelle une représentation est autorisée :

- a) ☐ Accounting and payment of duties in respect of imported goods released under section 32 of the *Customs Act*.  
**Note: Only a licensed customs broker can be authorized to act as the agent of an importer to account and pay duties under section 32 of the *Customs Act*.**  
La déclaration en détail et le paiement des droits relativement aux marchandises dédouanées en vertu de l'article 32 de la *Loi sur les douanes*.  
**Nota : Seul un courtier en douane agréé est autorisé à agir à titre de mandataire d'un importateur pour la déclaration en détail et le paiement des droits en vertu de l'article 32 de la *Loi sur les douanes*.**

☐ At the customs office(s) located in \_\_\_\_\_, in Canada.  
Au(x) bureau(x) de douane situé(s) à \_\_\_\_\_, au Canada.

☐ This authorization allows for the appointment of sub-agents.  
La présente autorisation permet la nomination de sous-mandataires.

- b) ☐ Processing of refunds and other adjustments.  
Le traitement des remboursements et d'autres rajustements.

- c) ☐ Accessing Business Number import/export account(s) information.  
L'accès aux renseignements liés au(x) compte(s) des importations-exportations du numéro d'entreprise.

- d) ☐ Appealed enforcement actions  
Les mesures d'exécution qui font l'objet des appels

- e) ☐ Other (please specify) \_\_\_\_\_  
Autres (veuillez préciser) \_\_\_\_\_

- An agent is considered in law to represent the principal, in such a way as to be able to affect the principal's legal position. However, the principal remains liable for any transactions completed on its behalf by its agent.
- Un mandataire est considéré en droit de représenter le mandant, de manière à être capable d'influencer la situation juridique de ce dernier. Cependant, le mandant demeure responsable de toute transaction effectuée en son nom par son mandataire.

3. This agreement shall be valid – Cette entente sera en vigueur

☐ Continuously - Effective on the \_\_\_\_\_  
en tout temps - à compter du \_\_\_\_\_

☐ For a specified period - Commencing on the \_\_\_\_\_ and terminating on the \_\_\_\_\_  
pour une période déterminée, commençant le \_\_\_\_\_ et se terminant le \_\_\_\_\_

4. Principal identification (Importer/owner, or customs broker if this form is being used as a sub-agency agreement)

Identification du mandant (importateur/propriétaire ou courtier en douane, si ce formulaire est utilisé comme un accord relatif à la nomination d'un sous-mandataire)

Name – Nom

Address – Adresse

City/Province – Ville/Province

Postal code – Code postal

Business Number – Numéro d'entreprise

5. Duly authorized officer of the principal – Représentant dûment autorisé du mandant

Signature – Signature

Name – Nom

Title or position – Titre ou poste

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Fait le \_\_\_\_\_ jour de \_\_\_\_\_, 20\_\_\_\_\_.

# CANADA SOCIETY OF CUSTOMS BROKERS

## STANDARD TRADING CONDITIONS

These are the Standard Trading Conditions which govern the business practices of members of the Canadian Society of Customs Brokers. Both the Client and the Customs Broker agree to be bound by the Agency Agreement and Power of Attorney including the Standard Trading Conditions unless or until one of the parties advises the other in writing to the contrary subject to the provisions of paragraph 8 of the Standard Trading Conditions.

### 1. Definitions

"Canada Customs" means the Canada Border Services Agency, any other Department or Agency, and any other successor Department or Agency of the Government of Canada or any Province thereof having jurisdiction over imports and exports.

"Client" is any person, firm, association or corporation at whose request or on whose behalf, either directly or indirectly, the Customs Broker undertakes any business or provides advice, information or services.

"Customs Broker" is the person, firm or corporation licensed by the Canada Border Services Agency, or other authorized body, to engage in the business of a Customs Broker.

"Customs Duties" means any duties, taxes and levies on imported goods under the Customs Act, the Customs Tariff, the Excise Act, the Excise Tax Act, the Special Import Measures Act or any other law relating to customs, excluding any penalties, interest or fines imposed under any of the aforesaid acts or any other law relating to customs.

"Disbursements" means any payment made by the customs broker, on behalf of the client, for any product or service rendered in connection with the facilitation of the import and export of goods but not limited to Customs Duties, taxes, freight, storage, penalties, interest and fines and any other payments, including payments for goods on COD shipments made by the Customs Broker on behalf of the Client.

"Services" shall mean those customs broker services in Annex A which are agreed to by the Client and the Customs Broker.

### 2. Fees and Disbursements

(a) The fees for Services shall be in accordance with the fee schedule as agreed upon between the Client and the Customs Broker as amended from time to time.

(b) The Client shall pay to the Customs Broker all fees charged for the Services rendered by the Customs Broker to the Client.

(c) Disbursements incurred by the Customs Broker on behalf of the Client shall be reimbursed to the Customs Broker by the Client.

### 3. Invoicing and Payment

(a) The Customs Broker shall issue invoices to the Client for all fees and Disbursements pertaining to Services rendered to and on behalf of the Client.

(b) All such invoices shall be payable upon receipt, or as otherwise agreed, by the Client.

(c) Interest on all late payments shall be paid at the rate set by the Customs Broker, as amended from time to time, upon which interest shall be charged commencing 14 days after the invoice date or as otherwise agreed.

(d) In the event of default of payment by the Client, the Customs Broker, in addition to any other legal rights and remedies shall have the right to retain, in its possession, all goods of the Client which are currently in its possession and all goods of the Client which may, in the future, come into its possession. The right of possession shall include the right to sell the goods by public auction in the event that such default shall continue for a period of 45 days.

### 4. Advancement of Funds

(a) Upon request by the Customs Broker, the Client shall provide to the Customs Broker, prior to the release of a shipment of the goods imported by the client, sufficient funds to enable the Customs Broker to pay on behalf of the Client all Disbursements that are estimated by the Customs Broker to be payable on such shipment.

(b) If, at any time, the Customs Broker or Canada Customs determines that additional funds are required with respect to goods imported by the Client, the Client shall upon demand advance such additional funds to the Customs Broker.

(c) If after payment of Disbursements by the Customs Brokers concerning the goods imported by the Client any balance of funds remains outstanding to the credit of the Client, the Customs Broker shall return to the Client, unless instructed by the Client to the contrary, any remaining balance of funds.

(d) If the Client fails to advance funds to the Customs Broker upon request by the Customs Broker as aforesaid, the Customs Broker shall have no obligation with respect to rendering Services concerning the goods for which advance funds had been requested by the Customs Broker.

### 5. Duties and Responsibilities of the Client

(a) The Client shall:

i. provide to the Customs Broker all information necessary for the Customs Broker to provide the Services set out herein, including all information required to complete Canada Customs documentation and/or data requirements;

ii. promptly review all documentation and/or data and notify the Customs Broker of any inaccuracies, errors or omissions found therein and advise the Customs Broker promptly and within the time periods set out in paragraph 7 hereof;

iii. reimburse, indemnify and save harmless the Customs Broker with respect to any of the matters set out in subparagraph (c) hereof;

iv. indemnify and save harmless the Customs Broker against any and all actions, claims, suits or demands of any nature whatsoever arising from third party claims which result from inaccuracies, mistakes or omissions in the information and documentation provided to the Customs Broker by the Client or its agents and relied upon by the Customs Broker.

(b) The Client warrants that it is the importer, exporter, or owner of the goods for which it has retained the Customs Broker; that it has full power and authority to retain, appoint as attorney and instruct the Customs Broker; and that all information provided to the Customs Broker shall be complete, true and accurate and acknowledges that the Customs Broker shall be relying on such information to provide the services set out herein;

(c) The Client shall be solely liable for:

i. any and all Disbursements made by the Customs Broker on behalf of the Client;

ii. any Customs Duties, fines, penalties, interest or other levies imposed by Canada Customs or other Government Departments with respect to the goods imported or to be imported into Canada, or exported or to be exported from Canada, by the Client;

iii. any loss or damage incurred or sustained by the Customs Broker in relation to the provision of services to the Client herein.

### 6. Duties and Responsibilities of the Broker

(a) The Customs Broker shall at all times provide Services in a timely and professional manner in accordance with the generally accepted standards of the Canadian customs brokerage industry and in compliance with all applicable laws and regulations of Canada and any Province or Territory thereof.

(b) All information pertaining to the Client shall be kept confidential by the Customs Broker and his sub-agent, if applicable, and shall only be released to Canada Customs as required by law, subject to instructions from the Client to the Customs Broker to release the information to third parties.

(c) The Customs Broker shall take all reasonable steps to provide Services in accordance with the instructions from the Client, provided however, that should the Customs Broker reasonably consider that it is in the interest of the Client to depart from the Client's instructions, the Customs Broker shall have the authority to do so and shall be indemnified and saved harmless by the Client for so doing.

(d) The Customs Broker shall provide to the Client in respect of each transaction **or summary accounting** made on the Client's behalf a copy of the accounting documents and/or data pertaining thereto.

(e) The Customs Broker shall promptly account to the Client for funds received to the extent that these funds are:

i. for the credit of the Client from the Receiver General for Canada, or

ii. from the Client by way of advances provided in paragraph 4 hereof in excess of the Disbursements payable in respect to the Client's business with Canada Customs or other Government Departments.

(f) The Customs Broker 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 the Customs Broker or by an act of God or other act or cause beyond the reasonable control of the Customs Broker. The Customs Broker shall not be liable for any failure to provide the 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 Canada Customs.

### 7. Errors and Omissions

Any errors or omissions on Canada Customs documents and/or data transmissions must be reported in writing to the Customs Broker by the Client as soon possible but in any event within 10 days of receipt of the documents and/or data. The Customs Broker shall not be responsible for any errors or omissions unless the same are reported to the Customs Broker within the said 10-day period.

### 8. Termination

In the event that the Agency Agreement and Power of Attorney is terminated and there are any outstanding matters pertaining to the Client for which the Customs Broker has been engaged by the Client and for which the Customs Broker remains liable, the Agency Agreement and Power of Attorney shall continue in force with respect to such matters until such matters are concluded and payment by the Client to the Customs Broker of such funds as may be required to satisfy all outstanding payment liabilities of the Customs Brokers to Canada Customs and others (including all Fees and Disbursements) has been made by the Client.

### 9. Governing Law

These conditions shall be governed by the laws of the Province within Canada, or Territory, within which the Customs Broker has its principal place of business and the Client hereby irrevocably attorns to the Courts of such Province or Territory. The General Agency Agreement and these conditions shall ensure to the benefit of and be binding upon the parties and their respective executors, administrators, successors and assigns.

### 10. Severability

Each of the clauses of these Standard Trading Conditions is and shall be deemed to be separate and severable and if any provision or part of these conditions is held for any reason to be unenforceable, the remainder of these Standard Trading Conditions shall remain in full force and effect.