



AGENCY AGREEMENT – CUSTOMS CLEARANCE

The purpose of this Agreement is to appoint Bay City Brokers Ltd. licensed by the Canada Border Services Agency as my/our Customs Broker with the ability to appoint a sub-agent. Business number 827888421RM0001.

I authorize Bay City Brokers Ltd. to transact the following business on my behalf with Canada Border Service Agency: Such business includes the following:

a) Accounting and payment of duties & taxes in respect of imported goods released under section 32 of the Customs Act at all customs offices in Canada

* Only a licensed customs broker can be authorized to act as an agent of an importer to account and pay duties under section 32 of the Customs Act.

b) Processing of refunds and other adjustments

c) Accessing Business Number import/export account information

d) Appealing enforcement actions

e) Appointing sub-agents

* 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.

Full Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Tel: _____ Fax: _____
(leave blank if you do not have a fax #)

E-mail Address: _____
(so we can email you a copy of the invoice for your records)

Tracking # _____

****Please make sure you contact the courier (UPS/FedEx) with the tracking # for your package and let them know that Bay City Brokers Ltd will be handling the customs clearance for you. If this is not done, they will clear the package and bill you according to their own clearance fees. UPS Tel: 1-800-742-5877 ext 3. FedEx Tel: 1-800-463-3339****

The Agreement is valid continuously from the date it is signed.

Print Name: _____

Signature: _____

Signed this _____ day of _____, 20_____.
(day) (month) (year)

Bay City Brokers Ltd.
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