

AGREEMENT TO MAINTAIN RECORDS OUTSIDE OF CANADA

The Canada Border Services Agency (CBSA) may authorize importers to maintain records relating to the goods outside of Canada, in respect of the imported goods, the purpose of this form is to record and set out the agreement made – between the importer and CBSA – concerning the availability of records, relating to the goods for verification purposes.

**This Agreement must be completed in full, and the ORIGINAL must be forwarded to the address indicated at the bottom of this form.
 An incomplete and/or incorrect application will be denied and returned for proper completion.
 A copy of this Agreement should be held for your records.**

I/We,

Legal Company Name

undertake that our records will be made available in Canada upon request, at a location to be determined by the Canada Border Services Agency (CBSA) and the importer should the records be requested, or that we will bear the full costs and expenses of one or more officers from the CBSA travelling to our facility located at the following address, where our records will be maintained:

Business Street Address

City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
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Business Mailing Address (If different from above)

City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
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Records Street Address (if different from Business Address)

City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
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Records Mailing Address (If different from above)

City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
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Canada Revenue Agency Business No.*

RM

*The BN must be provided and must be composed of the following: a 9-digit Business Number followed by a 4-digit RM extension.

If you do not have a BN or RM extension or need to update any of your business information please contact the Canada Revenue Agency at 1-800-959-5525.

If applicable, provide the name of the customs brokerage presenting this form and the agent's name and contact information.

Customs Brokerage Company Name

Agent's Name

Business Street Address

City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
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I/We have read, understood, and agree with the foregoing. (Two signatures are required. If there is only one signing officer, a corporate seal must be imprinted on this form.)

1. Signing Officer

Name (please print)

Signature (BLUE INK ONLY)

Title

Date (yy-mm-dd)

2. Signing Officer

Name (please print)

Signature (BLUE INK ONLY)

Title

Date (yy-mm-dd)

The ORIGINAL Agreement must be forwarded to the following address:

**Non-Resident Importer Program
 Trade Operations Division
 Canada Border Services Agency**

**COURIER/STREET ADDRESS
 1980 Matheson Blvd East
 Mississauga ON L4W 5R7**

**MAILING ADDRESS
 PO Box 7000 Stn A
 Mississauga ON L5A 3A4**

**Telephone: 905-803-5224
 Fax: 905-803-5353
 Email: cm-go@cbsa-asfc.gc.ca**