

MAINTENANCE OF BOOKS AND RECORDS OUTSIDE OF CANADA – INSTRUCTIONS

Canada Border Services Agency (CBSA) may authorize certain importers to maintain records outside Canada provided they submit this "letter of undertaking". The purpose of this document is to record and set out the agreement made between the company and Canada Border Services Agency, concerning the availability of Customs records for audit purposes.

This document must be completed **in full** with complete business address where the books are maintained (no post office box numbers) and if applicable, the corresponding mailing address of the company. The Business Number issued to your company must also be indicated. Incomplete forms will be returned for proper completion.

Please note that **two** officers of the company must sign this document. If only one officer is available, the corporate seal must be endorsed on the form.

A copy of this Agreement should be held for your company records and the **original** forwarded to the following address:

Nathalie Guitard, Executive Assistant
Compliance Management Division
Customs Trade, Anti-Dumping and Countervailing and Appeals
Canada Border Services Agency
150 Isabella Street, 5th Floor
Ottawa, Ontario K1A 0L5

Phone: (613) 954-7538
Email: Nathalie.Guitard@ccra-adrc.gc.ca

Copy to: PBB Global Logistics Inc.
33 Walnut Street
P.O. Box 40
Fort Erie, ON L2A 5M7



AGREEMENT TO MAINTAIN BOOKS AND RECORDS OUTSIDE OF CANADA

We, (company name in full) _____

undertake that our books and records will be made available in Canada upon request (at a location to be determined should the records be requested) or that we will bear the full cost and expenses of one or more officers from the Canada Border Services Agency (CBSA) travelling to: (complete company address & phone number where records will be maintained, along with zip codes & or postal codes).

Address: _____

Phone #: _____

Mailing Address (if different from above):

This Agreement may be revised provided modifications are accepted by the company and the Canada Border Services Agency. Such modifications shall be in writing.

CCRA Business Number of named company: _____

We have read, understood and agree with the foregoing.

Name & Title (Please Print):

_____ Title: _____

Signature: _____ Date: _____

Name & Title (Please Print):

_____ Title: _____

Signature: _____ Date: _____

If applicable, name of Customs Brokerage providing this application and agents name and telephone number.

Customs Brokerage Company: PBB Global Logistics Inc.

Broker's Name & Phone Number: (905) 871-6500

