



# PREFERRED SERVICE CUSTOMS BROKERS

115-5980 Miller Road  
Richmond, BC V7B1K2  
PH604-270-6607 Fax 604-270-8983

**PROTECTED**  
**PROTÉGÉ** **A** when completed  
une fois rempli

## 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:

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

<b>Records Street Address</b> (if different from Business Address)					
City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
<b>Records Mailing Address</b> (If different from above)					
City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile

Canada Revenue Agency Business No.*
<input type="text"/> <b>RM</b> <input type="text"/>

\*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

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](mailto:cm-go@cbsa-asfc.gc.ca)

\*\*\*\*This Agreement may not be revised unless required by the CBSA. Any unauthorized changes to the Agreement will result in automatic rejection.\*\*\*\*