

AGREEMENT TO MAINTAIN RECORDS IN CANADA

The purpose of this form is to record and set out the agreement made – between the importer and Canada Border Services Agency – 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 the following address or at a location to be determined by the Canada Border Services Agency (CBSA) and the importer should the records be requested:

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

Records Street Address (if different from Business Address)					
Cole International Inc., 5955 Airport Road, Suite 223 The Airway Center					
City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
Mississauga	Ontario	L4V 1R9	Canada	9056726255	9056766144
Records Mailing Address (If different from above)					
City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile

Canada Revenue Agency Business No.*	RM
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*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 Cole International Inc.			Agent's Name Consulting Department		
Business Street Address 5955 Airport Road, Suite 223 The Airway Center					
City	State / Province	Postal / Zip Code	Country	Telephone	Facsimile
Mississauga	Ontario	L4V 1R9	Canada	9056726255	9056766144

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**