

## MAINTENANCE OF BOOKS AND RECORDS OUTSIDE OF CANADA – INSTRUCTIONS

Canada Customs and Revenue Agency 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 Customs and Revenue Agency, concerning the availability of Customs records for audit purposes.

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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:

Francois Laplante, Program Officer  
Compliance Management Division  
Trade Policy and Interpretation Directorate  
Canada Customs and Revenue Agency  
191 Laurier Avenue, 14<sup>th</sup> Floor  
Ottawa, Ontario K1A 0L5  
Phone: (613) 954-7192  
Fax: (613) 941-6610

Copy to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Canada Customs  
and Revenue Agency

Agence des douanes  
et du revenu du Canada

## 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 Customs and Revenue Agency (CCRA) traveling 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 Customs and Revenue 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: \_\_\_\_\_

Broker's Name & Phone Number: \_\_\_\_\_