

General Agency Agreement

Appointing a Customs Broker Power of Attorney with Power to Appoint a Sub-Agent



The General Agency Agreement (GAA) is a legal requirement of the Canada Border Services Agency. Léveillé et Fils cannot act as your customs broker without an original signed copy of this document. Please have an Officer of your company sign the GAA and return it to your Léveillé et Fils account manager.

I / We **(name of company)** _____

(business number) _____ (we will advise the Customs Broker of any change in our business number)

of **(address)** _____

do hereby constitute and appoint Léveillé et Fils of 250 rue St-Urbain Granby, QC J2G 8M8; business number 887919538RM0001, a Customs Broker licensed under the Customs Act, and its successors and assigns, my true and lawful attorney to transact business on my behalf in all matters relating to the import and export of goods, **including but not limited to:**

- The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
- The transportation, warehousing, and distribution of such goods.

And I do hereby engage the Customs Broker to perform such services. And in connection therewith:

- To obtain, sign, seal, endorse and deliver for me all bonds, entries, permits, bills of lading, bills of exchange, declarations, claims of any nature, or other means of payment or collateral security which comes into his possession and to use same, including draw-backs and claims of any nature for reimbursement of duties, taxes, levies and the like;
- To receive all such payments and sums of money as are now due or may hereafter become due and payable to me in respect of the foregoing; and to endorse on my behalf and as my attorney and to deposit to and for his own account, all such payments.

To facilitate the carrying out of such services on my behalf, I hereby authorize the Customs Broker to obtain from Canada Revenue Agency my Business Number import/export account(s) information, or to apply for a Business Number on my behalf when so required.

I acknowledge that any duties, charges or other amounts paid on my behalf or to my account by my attorney or its sub-agent shall be a debt that is forthwith owing and payable by me to my attorney or its sub-agent, as the case may be. I further acknowledge that this debt is in no way conditional on my attorney or its sub-agent making any application or request for, or obtaining, any refund, rebate or remission of such duties, charges or other amounts from any governmental agencies, and that Léveillé et Fils or its sub-agent is not bound to make any such application or request whatsoever. In the event, however, that the parties hereto agree that my attorney will apply for or request any refund, rebate or remission of such duties, charges or other amounts from any governmental agencies, any refund, rebate or remission so received by my attorney or its sub-agent shall be the sole property of my attorney or its sub-agent, and I direct and authorize any governmental agencies collecting same to deliver such rebate, refund or remission to my attorney or its sub-agent. I hereby certify that all documents and/or information that will be provided to my attorney or its sub-agent by myself or on my behalf, in connection with this mandate, will be true, accurate and complete.

I further grant my attorney full power and authority to appoint any other person to whom a license to transact business as a Customs Broker has been issued under the Customs Act as a sub-agent to transact the aforesaid business on my behalf and to revoke any such appointment and to appoint any other person who holds such a license as a sub-agent in the place of any sub-agent whose appointment has been revoked, as he, my attorney, shall from time to time think fit.

I hereby agree that this General Agency Agreement and Power of Attorney and all transactions hereunder shall be governed by the attached Service Terms and Conditions which have been received, read and understood by the undersigned. I hereby ratify and confirm and agree to ratify and confirm all that my said attorney or its sub-agent may do by virtue hereof. This General Agency Agreement and Power of Attorney shall be and remain in full force and effect, until due notice of its revocation shall have been given by me to my aforesaid attorney, in writing and subject to paragraph 8 of the Service Terms and Conditions. All invoices rendered by my attorney or its sub-agent shall be due upon receipt, or as otherwise agreed between the Client and the Customs Broker in writing. Interest on overdue accounts is calculated at the rate of one and a half percent (1.5%) per month, upon which interest shall be charged 30 days following the invoice due date.

This General Agency Agreement and Power of Attorney and the Service Terms and Conditions will be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. The parties hereby irrevocably and unconditionally attorn to the courts of the Province of Ontario and all courts competent to hear appeals there from. If any of the provisions contained in this General Agency Agreement and Power of Attorney and the Service Terms and Conditions are determined to be invalid or unenforceable, the remaining provisions shall remain in effect and be binding on the parties to the fullest extent permitted by law. The attached Service Terms and Conditions form an integral part of this Agreement.

In witness whereof **(company name)** _____ has caused these presents to be sealed
 with corporate seal, attested to by the signature of its duly authorized officials at **(municipality)** _____
 in **(province / state and country)** _____
 this **(date)** _____ day of **(month)** _____, 20 _____

Officer of the Company

Signature: _____
Name: _____
Title: _____

I have the authority to bind the Corporation

Accepted by Léveillé et Fils

Signature: _____
Name: _____
Title: _____

I have the authority to bind the Corporation

Service Terms and Conditions

Canadian Brokerage



Both the Client and the Customs Broker agree to be bound by the General Agency Agreement and Power of Attorney including the Service Terms and Conditions until one of the parties advises the other in writing that the General Agency Agreement and the Power of Attorney are terminated, subject to the provisions of paragraph 8 of the Service Terms and Conditions. These conditions shall ensure to the benefit of and be binding upon the parties and their respective successors and assigns.

1. Definitions

- **“Canada Customs”** means the Canada Border Services Agency, any other Agency or Department, and any other success or Agency or Department of the Government of Canada or any Province thereof having jurisdiction over imports and exports;
- **“Client”** is any person, firm, association, or corporation, or any other entity at whose request or on whose behalf, either directly or indirectly, the Customs Broker undertakes any business or provides advice, information or services;
- **“Customs Broker”** is the person, firm or corporation licensed by Canada Customs, or other authorized body, to engage in the business of a Customs Broker;
- **“Customs Duties”** means any duties, taxes and levies on imported goods under the Customs Act, the Customs Tariff Act, the Excise Act, the Excise Tax Act, the Special Import Measures Act or any other law relating to customs, excluding any penalties, interest or fines imposed under any of the aforesaid acts or any other law relating to customs;
- **“Disbursements”** means any payment made by the Customs Broker, on behalf of the Client, for any product or service rendered in connection with the facilitation of the import and export of goods including but not limited to Customs Duties, taxes, freight, storage, penalties, interest and fines and any other payments, including payments for goods on COD shipments made by the Customs Broker on behalf of the Client;
- **“Services”** shall mean those Customs Broker services contained in the Client Service Agreement which are agreed to by the Client and the Customs Broker.

2. Fees and Disbursements

- a. The fees for Services shall be in accordance with the fee schedule as agreed upon between the Client and the Customs Broker as amended from time to time;
- b. The Client shall pay to the Customs Broker all fees charged for the Services rendered by the Customs Broker to the Client;
- c. Disbursements incurred by the Customs Broker on behalf of the Client shall be reimbursed to the Customs Broker by the Client.

3. Invoicing and Payment

- a. The Customs Broker shall issue invoices to the Client for all fees and Disbursements pertaining to Services rendered to and on behalf of the Client;
- b. All such invoices shall be payable upon receipt, or as otherwise agreed between the Client and the Customs Broker in writing;
- c. Interest on all late payments shall be paid at the rate of one and a half percent (1.5%) per month, upon which interest shall be charged commencing 30 days after the invoice due date;
- d. In the event of default of payment by the Client, the Customs Broker, in addition to any other legal rights and remedies shall have the right to retain, in its possession, all goods of the Client which are in its possession and all goods of the Client which may, in the future, come into its possession. The right of possession shall include the right to sell the goods by public auction in the event that such default shall continue for a period of 45 days.
- e. The Client shall pay Customs Broker for all costs and expenses incurred by Customs Broker in connection with the recovery of all payments due under this agreement including, but not limited to, costs of collection, reasonable legal fees, court costs and reasonable compensation for all time expended by Customs Broker as result of such collection action.

4. Advancement of Funds

- a. Upon request by the Customs Broker, the Client shall provide to the Customs Broker, prior to the release of a shipment of the goods imported by the Client, sufficient funds to enable the Customs Broker to pay on behalf of the Client all Disbursements that are estimated by the Customs Broker to be payable on such shipment;
- b. If, at any time, the Customs Broker or Canada Customs determines that additional funds are required with respect to goods imported by the Client, the Client shall upon demand advance such additional funds to the Customs Broker;
- c. If after payment of Disbursements by the Customs Brokers concerning the goods imported by the Client any balance of funds remains outstanding to the credit of the Client, the Customs Broker shall return to the Client, unless instructed by the Client to the contrary, any remaining balance of funds;
- d. If the Client fails to advance funds to the Customs Broker upon request by the Customs Broker as aforesaid, the Customs Broker shall have no obligation with respect to rendering Services concerning the goods for which advance funds had been requested by the Customs Broker.

5. Duties and Responsibilities of the Client

- a. **The Client shall:**
 - i. provide to the Customs Broker on a timely basis all information necessary for the Customs Broker to provide the Services set out herein, including all information required to complete Canada Customs documentation and/or data requirements;
 - ii. Promptly review all documentation and/or data and notify the Customs Broker of any inaccuracies, errors or omissions found therein and advise the Customs Broker promptly and within the time periods set out in paragraph 7 hereof. The Client acknowledges that the Customs Broker provides a cursory review of the information it receives from the Client, the carrier, the shipper or any other third party based upon its interpretation of such information;
 - iii. reimburse, indemnify and save harmless the Customs Broker with respect to any of the matters set out in subparagraph (c) of this paragraph 5; and
 - iv. indemnify and save harmless the Customs Broker against any and all actions, causes of action, claims, suits or demands of any nature whatsoever arising from third party claims which result from inaccuracies, mistakes or omissions in the information and documentation provided to the Customs Broker by the Client or its agents and relied upon by the Customs Broker.
 - v. not solicit or hire, directly or indirectly any employee of the customs broker during the term of this agreement or after the termination thereof.
- b. **The Client represents and warrants** that it is the importer, exporter, or owner of the goods for which it has retained the Customs Broker; that it has full power and authority to retain, appoint as attorney and instruct the Customs Broker; and that all information provided to the Customs Broker shall be complete, true, accurate and timely and acknowledges that the Customs Broker shall be relying on such information to provide the services set out herein;
- c. **The Client shall be solely liable for**
 - i. any and all Disbursements made by the Customs Broker on behalf of the Client;
 - ii. any Customs Duties, fines, penalties, interest or other levies imposed by Canada Customs or other Government Agencies or Departments and any loss or damage, with respect to the goods imported or to be imported into Canada, or exported or to be exported from Canada, by the Client; and
 - iii. any loss or damage incurred or sustained by the Customs Broker in relation to the provision of Services to the Client herein.

6. Duties and Responsibilities of the Customs Broker

- a. **The Customs Broker shall at all times provide Services in a timely and professional manner** in accordance with the generally accepted standards of the Canadian customs brokerage industry and in compliance with all applicable laws and regulations of Canada and any Province or Territory thereof;
- b. **All information pertaining to the Client shall be kept confidential** by the Customs Broker and his sub-agent, if applicable, and shall only be released as required by law, subject to instructions from the Client to the Customs Broker to release the information to third parties;
- c. **The Customs Broker shall take all reasonable steps to provide Services in accordance with the instructions from the Client**, provided however, that should the Customs Broker reasonably consider that it is in the interest of the Client to depart from the Client's instructions, the Customs Broker shall have the authority to do so and shall be indemnified and saved harmless by the Client for so doing;

- d. **The Customs Broker shall provide to the Client in respect of each transaction made on the Client's behalf** a copy of the accounting documents and/or data pertaining thereto;
- e. **The Customs Broker shall promptly account to the Client for funds received** to the extent that these funds are:
 - i. for the credit of the Client from the Receiver General for Canada; or
 - ii. from the Client by way of advances provided in paragraph 4 hereof in excess of the Disbursements payable in respect to the Client's business with Canada Customs or other Government Agencies or Departments.
- f. **The Customs Broker shall not be liable for any error in judgment** or for anything which it may do or refrain from doing or for any resulting direct, indirect, consequential, punitive or exemplary damage or loss caused by the negligence of the Customs Broker or by an act of God or other act or cause beyond the reasonable control of the Customs Broker even if the Customs Broker has been advised of the possibility of such damage or loss. The Customs Broker shall not be liable for any failure to provide the Services which is a result of the operation of the applicable laws of Canada or any other country or a change in the policies of Canada Customs.

7. Errors and Omissions

Any errors or omissions on Canada Customs documents and/or data transmissions must be reported in writing to the Customs Broker by the Client as soon as possible but in any event within 20 days from the date of the Customs Broker's invoice relating to the services. Subject to the provisions of this paragraph and these Service Terms and Conditions, including without limitation the provisions of paragraph 6(f), the Customs Broker shall not be responsible for any errors or omissions unless the same are reported to the Customs Broker within the said 20 day period.

8. Termination

In the event that the General Agency Agreement and Power of Attorney is terminated and there are any outstanding matters pertaining to the Client for which the Customs Broker has been engaged by the Client and which will be handled by the Customs Broker, the General Agency Agreement and Power of Attorney shall continue in force with respect to such matters until such matters are concluded and payment by the Client to the Customs Broker of such funds as may be required to satisfy all outstanding payment liabilities of the Customs Broker to Canada Customs and others (including all fees and Disbursements) has been made by the Client.

9. Governing Law

The General Agency Agreement, the Power of Attorney and the Service Terms and Conditions will be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. The parties hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.

10. Severability

Each of the clauses of these Service Terms and Conditions is and shall be deemed to be separate and severable and if any provision or part of these conditions is held for any reason to be unenforceable, the remainder of these Service Terms and Conditions shall remain in full force and effect.

11. Language

The parties declare that they require that this Agreement and all documents relating thereto be drawn up in the English language. Les parties aux présentes déclarent qu'elles ont exigé que cette entente et tous les documents y afférant soient en la langue anglaise.