



AGREEMENT TO MAINTAIN RECORDS ELSEWHERE THAN THE PLACE OF BUSINESS IN CANADA

The Canada Border Services Agency (CBSA) may authorize importers to maintain records, relating to the imported goods, in Canada, United States of America or Mexico. Keeping records at a place other than the place of a business is a privilege granted by the CBSA to an importer. In the event of non-compliance this will lead to its cancellation and may also result in the imposition of corrective/punitive measures.

The purpose of this form is to record and set out the agreement made between the importer and the CBSA concerning the availability of records relating to the imported goods for verification purposes.

- This Agreement must be completed in full and sent to cm-go@cbsa-asfc.gc.ca for review.
- Once the Agreement has been reviewed by the CBSA, please mail the original hand-signed Agreement to the address listed below:

Maintenance of Importer Records Program
Trade Operations Division
Canada Border Services Agency

1980 Matheson Blvd East
Mississauga ON L4W 5R7
Canada

- Alternatively, a signed electronic copy can be sent by email to cm-go@cbsa-asfc.gc.ca. In that case, the electronic document must be signed using an advanced electronic signature, which is uniquely linked with and correctly identifies the signatory.
- Due to the unprotected nature of the Internet, the CBSA cannot guarantee the security of the information via e-mail. Any documents received electronically will be regarded as an implicit recognition and acceptance of that fact. Encryption and password protection is strongly advised, but not obligatory.
- An incomplete and/or incorrect application will be denied and returned for proper completion.
- A copy of this Agreement must be held for your records.
- Please ensure your business information is updated with the Canada Revenue Agency (CRA) including business name, account name and addresses prior to completing this form. The CRA may be reached at 1-800-959-5525.
- If you do not have a business number (9 digit number followed by a 4 digit RM extension), please contact the CRA at 1-800-959-5525 to set one up.
- Please note that this agreement is for the maintenance of the importer's records. The importer and business number on this form cannot be that of the freight forwarder, logistics company, carrier, or third party service provider involved only in logistics and/or transportation of the shipment.

For more information regarding the maintenance of records, please refer to Memorandum D17-1-21 and the *Imported Goods Records Regulations* (SOR/86-1011) at:

- <https://www.cbsa-asfc.gc.ca/publications/dm-md/d17/d17-1-21-eng.html>
- <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-1011/page-1.html>

I/We, _____ <div style="text-align: center; font-size: small;">Legal Company Name / Operating as / Account Name</div>			
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, or that we will bear the full costs and expenses of one or more officers from the CBSA travelling to our facility if our records are kept outside of Canada.			
Corporate Street Address			
City		State / Province	
Postal / Zip Code	Country	Telephone	
Place of Business Street Address (if different from corporate address)			
City		State / Province	
Postal / Zip Code	Country	Telephone	
Business Mailing Address (If different from above)			
City		State / Province	
Postal / Zip Code	Country	Telephone	

Location where records will be maintained (records must be maintained in Canada, USA or Mexico)

Records - Company/Agent's name and Street Address (if different from Business Name and/or Address)			
City		State / Province	
Postal / Zip Code	Country	Telephone	
Record's keeper contact person		Record's keeper email address	
Records - Company/Agent's name and Mailing Address (if different from above)			
City		State / Province	
Postal / Zip Code	Country	Telephone	
Server - Address of the server's location* (if at a different location than the records' address)			
City		State / Province	
Postal / Zip Code	Country	Telephone	

* Add the company name hosting the server if the space is rented from a third party.

Check box if additional locations are listed in an attached document.

Canada Revenue Agency Business Number: RM

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	
Email address			
For Non-Resident Importers only, the following must also be provided:			
<input type="checkbox"/> A copy of corporate registry and proof of updated status for current year (paid annual registration fees, etc.)			
<input type="checkbox"/> Link to above corporate registry: _____			
<input type="checkbox"/> Corporate website address: _____			
<input type="checkbox"/> Corporate activity and main imports to Canada: _____			

I/We* have read, understood, and agree with the foregoing and will advise the CBSA of any changes to the information provided in this Agreement.

1. Authorized Officer (*Two signatures are required. If there is only one signing officer, a corporate seal must be imprinted on this form or please indicate "sole signing officer" under the signature)	
Full Name (please print)	Signature
Title	Date (yyyy-mm-dd)
Authorized Officer's E-mail Address	
2. Authorized Officer	
Full Name (please print)	Signature
Title	Date (yyyy-mm-dd)
Authorized Officer's E-mail Address	