



Hartwick O'Shea & Cartwright Limited

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**CONTINUOUS GENERAL AGENCY AGREEMENT & POWER OF ATTORNEY
WITH POWER TO APPOINT A SUB-AGENT**

KNOW ALL MEN BY THESE PRESENTS that:

I/We **(Name of Client & Business Number)** _____ of **(Address)** _____ do hereby constitute and appoint **Hartwick O'Shea & Cartwright Ltd.**, a Customs Broker licensed under the Customs Act of 3245 American Drive, Mississauga, Ont. Canada. L4V 1B8 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 restricted to:

- i) 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
- ii) the transportation, warehousing and distribution of such goods

I do hereby engage the customs broker to perform such services.

AND IN CONNECTION THEREWITH:

- (a) 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 drawbacks and claims of any nature for reimbursement of duties, taxes, levies and the like;
- (b) to receive all such payments and sums of money as are now due or may hereafter become due and payable to me relative to 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 our behalf, I hereby authorize the customs broker to obtain and review from the Canada Border Services Agency our Canada Border Service Agency importer profile.

I confirm that this Agency Agreement and Power of Attorney shall be deemed to constitute all notices and authorizations required by the Foreign Affairs and the Export and Imports Controls Bureau in the Department of Foreign Affairs and International Trade with respect to all matters relating but not limited to softwood lumber export issues and apparel tariff preference issues. Further I also confirm that this Agency Agreement and Power of Attorney is intended to apply and does apply to allow the customs broker to act on our behalf with respect to documentary compliance with all Federal Government programs involving the import or export of goods.

I acknowledge that any duties, charges or other amounts paid on my behalf or to my account by my attorney or sub-agent shall be a debt due by me to my attorney or sub-agent and any refund, rebate or remission of such duties, charges or other amounts shall be the property of my attorney or sub-agent and I direct and authorize any governmental agencies collecting same to deliver such rebate, refund or remission to my attorney or sub-agent.

I hereby certify that to the best of my knowledge, all documents and/or information that will be provided to my aforesaid attorney 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 ratify and confirm and agree to ratify and confirm all that my said attorney may do by virtue hereof.

This 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 to my aforesaid attorney, in writing and subject to article 8 of the Standard Trading Conditions.

In witness where of **(Corporate Name)** _____ has caused these presents to be sealed with it's corporate seal, attested to by the signature of its duly authorized officials at

(Name of Municipality) _____ **In (Name of Province, Country)** _____ this day of _____,

(Corporate Name)

Hartwick O'Shea & Cartwright Ltd.,

By: _____
(Name - Office - Position Held)

Accepted By: _____
(Name - Office - Position Held)

By: _____
(Name - Office Held) WITNESS

Date: _____

Initials: _____ **(Client) &** _____ **(Broker)**

GUIDELINES FOR THE COMPLETION OF THE GENERAL AGENCY AGREEMENT AND STANDARD TRADING CONDITIONS

Incorporated Companies:

- 1) Who can sign the **GAA/STC** (*General Agency Agreement / Standard Trading Conditions*) on behalf of the client when the client is an *incorporated* company ?

Two signatures from individuals authorized to sign on behalf of an incorporated company. Their titles should also be indicated. When possible, the corporate seal affixed. In instances, where the signatory is not an officer of the corporation, but has the authority to sign, attach a copy of the corporate resolution granting this authority.

Not an Incorporated Company:

- 2) Who can sign the **GAA/STC** on behalf of the client that is NOT an incorporated company ?

Un-Incorporated companies, associations, partnerships or sole proprietorships require the signature of at least one and preferable two duly authorized signing officers, partners or owners. Title or position must be clearly stated. These signatures must be witnessed by another individual of "lawful" age.

Documents:

- 3) Photocopy or Originals Required?

Signed originals are preferred – but HOC can accept a fax or email copy for immediate action with the original being forwarded at later date.

CUSTOMS BROKER SERVICES

The Customs Broker will provide to the Client import and export related services when requested by the Client and accepted by the Customs Broker. These may include:

- i) Assisting the Client in the preparation of information required by Canada Customs with respect to the importation of goods into Canada by the Client or the exportation of goods from Canada by the Client;
- ii) Presenting information, by any acceptable means, on behalf of the client to Canada Customs required to release and or account for the Clients goods including information as may be required for in-bond transportation within Canada.
- iii) Paying requisite Customs Duties and disbursements by or on behalf of the Client and obtaining release of the goods from Canada Customs;
- iv) Making arrangements for delivery of the goods;
- v) Assisting the Client in preparing and presenting information required by domestic and foreign jurisdictions with respect to goods exported from Canada by the Client;
- vi) Providing information and advice concerning the relevant laws and regulations pertaining to the import into Canada and the export from Canada of the client's goods;
- vii) Providing advice on tariff classification, value for duty, and any other relevant federal or provincial customs requirements;
- viii) Providing advice on federal and provincial tax implications, payment options and any other tax requirements concerning the Client's imported goods;
- ix) Providing advice concerning Customs Duties refunds, drawbacks and remissions, as well as appeals of tariff classification or value for duty decisions of Canada Customs;
- x) Preparing and filing customs duties refunds, appeals, drawbacks and remission applications; all the foregoing at the instructions of an on behalf of the Client;
- xi) Providing advice and assistance to the client on matters pertaining to the seizure, detention, and forfeiture of goods;
- xii) Providing advice and assistance on all matters necessary and incidental to the foregoing services.

These are the Standard Trading Conditions, which govern the business practices of members of the Canadian Society of Customs Brokers. Both the Client and the Customs Broker agree to be bound by the Agency Agreement and Power of Attorney including the Standard Trading Conditions unless or until one of the parties advises the other in writing to the contrary subject to the provisions of paragraph 8 of the Standard Trading Conditions

1. DEFINITIONS:

"Canada Customs" means the Canada Border Services Agency, any other Department or Agency, and any other successor Department or Agency of the Government of Canada or any Province thereof having jurisdiction over imports and exports. "Client" is any person, firm, association incorporation 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 the Canada Border Services Agency, or other authorized body, to engage in the business of a Customs Broker. "Customs Duties" means any duties or taxes land levies on imported goods under the CUSTOMS ACT, the CUSTOMS TARIFF, 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 laws 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 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 custom brokers services in Annex A 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 and as amended from time to time;
(b) The Client shall pay to the Customs Broker the 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 by the Client;
(c) Interest on all late payments shall be paid at the rate set by the Customs Broker, as amended from time to time, which interest shall be charged commencing 14 days after the invoice date; In the event of default of payment, 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 currently 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.

4. ADVANCEMENT OF FUNDS:

Upon request by the Customs Broker, the Client shall provide to the Customs Broker prior to the release of a shipment of the Client's goods, sufficient funds to enable a Customs Broker to pay on behalf of the Client all Disbursements that are estimated by the Customs Broker to be payable on such shipment. 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. If after payment by the Customs Broker of Disbursements concerning the shipment, any balance of funds remains outstanding to the credit of the Client, the Customs Broker shall return to the Client any remaining balance of funds, subject to the instructions of the Client. 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 shipment 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 all information necessary for the Customs Broker to preside the Services set out herein, including all information required to complete Canada Customs documentation and or data requirements.
(ii) review all documentation promptly 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;
(iii) reimburse, indemnify and save harmless the Customs Broker with respect to any of the matters set out in subparagraph (c) hereof;
(iv) indemnify and save harmless the Customs Broker against any and all actions, 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 and relied upon by the Customs Broker.
(b) The Client 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 and accurate 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 or interest or other levies imposed by Canada Customs or other Government Departments with respect to goods imported or to be imported into Canada, or exported or to be exported from Canada, by the Client.
(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 BROKER:

(a) The Customs Broker shall at all times provide the 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 thereof;
(b) All information and documentation pertaining to the Client shall be kept confidential by the Customs Broker and his sub-agent, if applicable, and shall only be released to Canada Customs as required by law, subject to instructions from the Client to the Customs Broker to release the information and documentation to third parties;
(c) The Customs Broker shall take all reasonable steps to provide the 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 or summary accounting made on the Client's behalf, a copy of the relevant 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 Departments.
(f) The Customs Broker shall not be liable for any error in judgement or for anything which it may do or refrain from doing or for any resulting or consequential 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. 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 10 days of receipt of the documents and or data. The Customs Broker shall not be responsible for any errors or omissions unless the same are reported to the Customs Broker within the said 10 day period.

8. TERMINATION:

In the event that the 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 for which the Customs Broker remains liable, the General Agency Agreement and Power of Attorney shall continue in force with respect to such matters until such matters are concluded or payment by the Client to the Customs Broker of such funds as may be required to satisfy all outstanding payment liabilities of the Customs Brokers to Canada Customs and all Fees and Disbursements have been made by the Client.

9. GOVERNING LAW:

These conditions shall be governed by the laws of the Province within Canada in which the Customs Broker has its principal place of business and the Client hereby irrevocably attorns to the Courts of that Province or Territory. The General Agency Agreement and these conditions shall enure to the benefit of and be binding upon the parties and their respective executors, administrators, successors and assigns.

10. SEVERABILITY:

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

INITIALS: _____ (client) & _____ (broker)