

**AGREEMENT TO MAINTAIN BOOKS AND RECORDS**

**OUTSIDE OF CANADA**

We, (company name in full)

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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) travelling to: (complete company address & phone number where records will be maintained, along with zip codes & or postal codes).

Address: \_\_\_\_\_

Phone Fax #. \_\_\_\_\_

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: \_\_\_\_\_

Customs Brokerage Company: L.M. CLARK CUSTOMS BROKER  
LIMITED

Broker's Contact Name & Phone Number:

Stephen A. Martorino, (905) 673-8650, Ext. 224, Fax Number (905)  
673-7345

**UPON APPROVAL OF THE ABOVE REQUEST PLEASE SEND COPY  
TO:  
L.M. CLARK CUSTOMS BROKER LTD.  
1804 ALSTEP DR., SUITE 200, MISSISSAUGA, ONTARIO L5S  
1W1  
FAX (905) 673-7345.PHONE (905) 673-8650**

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**MAINTENANCE OF RECORDS**

Revenue Canada 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 the Department of National Revenue Canada, 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 shown and this business number must have the same address. 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. The Agreement to Maintain Books and Records Outside of Canada must be the **original** application.

A copy should be held for your company records and the **original** forwarded to the following address:

**Revenue Canada**

**Periodic Verification, Compliance  
Management Division**

**Operational Policy and Coordination  
Directorate**

**555 Mackenzie Avenue, 4th floor**

**Ottawa, Ontario K1A 0L5**

**Phone: (613) 941-9434**

**Fax: (613) 941-2378**

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