



One-time General Agency Agreement (GAA)

I hereby authorize FedEx Trade Networks Transport & Brokerage (Canada), Inc. to provide Canadian customs brokerage services for the following shipment regardless of port of entry into Canada.

Legal Name of Importer: _____
(Company or Individual Name)

Type of Import (Select one): Commercial, for sale etc. Casual or Personal
(Casual or personal goods means any goods imported into Canada other than goods imported for sale or for any commercial, industrial, occupational, institutional, or other like use)

Importer Business Number: _____

Name of Duly Authorized Representative: _____

Importer Address: _____

Contact Person (for shipment): _____

Phone Number: _____

Email Address: _____

Description / Nature of Goods / HS Code if known: _____

Goods Country of Origin or Manufacture: _____

Tracking Number or Cargo Control Number: _____

The attached invoices represent to the best of my knowledge, true and complete values and description of said goods.

All transactions are governed by our standard trading conditions and are available at this link: <https://www.fedex.com/en-us/logistics/resources.html>.

Signature of Duly Authorized Representative of the Importer/Owner: _____

Print Name: _____

Date: _____

One-Time General Agency Agreement (GAA) Completion Instructions

Why must the one-time General Agency Agreement (GAA) be completed?

- It provides FedEx Trade Networks Transport & Brokerage (Canada), Inc. (FTN) the legal authority to act on behalf of you or your company with the Canada Border Services Agency (CBSA) to facilitate clearance of your shipments to Canada. By completing this one-time GAA document, you or your company will become the Importer of Record (IOR) on your shipments to Canada. An IOR is responsible for accurately declaring cargo and the payment of all duties, taxes, clearance entry and ancillary fees for their shipments to Canada.

What will happen if the one-time GAA is not completed at time of shipping?

- It could potentially cause a delay in clearance through the CBSA while FTN contacts you to complete a one-time GAA form once your shipment arrives at the Canadian Border.

What fields must be completed on the one-time GAA form?

1. **Legal Name of Importer:** Please provide the full and legal name of yourself or your business.
2. **Type of Import:** Please specify the purpose of the imported goods.
3. **Importer Business Number:** For casual/personal imports it is not required to have a Business Number (BN). A BN consist of 9 numbers followed by RM and 4 numbers.
Example: 123456789RM0001
4. **Name of Duly Authorized Representative:** means a specific individual or a position having responsibility for the overall operation of the Importer's company.
5. **Importer's Address:** Please provide either yours or your businesses complete address.
6. **Contact Person (for shipment):** If different than the Duly Authorized Representative
7. **Phone Number:** Please provide the day-time telephone number that you or your company can be reached at.
8. **E-mail Address:** Please provide the email address that can be used to send you or your company documents or electronic communication.
9. **Description/Nature of Goods:** Please provide an easy-to-understand description of the type of goods that are in your shipment to Canada. In addition, provide the applicable Harmonized System (HS) code, if known.
10. **Good's Country of Origin or Manufacture:** Please provide the applicable country.
11. **Tracking Number or Cargo Control Number:** Please provide the Tracking ID numbers or cargo control number in your shipment to Canada.
12. **Signature of Duly Authorized Representative of the Importer:** Please sign this one-time GAA document.
13. **Name and Date of Signature:** Please print name and date this one-time GAA document.