

BEAVER BROKERAGE INC.

11 Old Houlton Rd
Richmond Settlement
Woodstock, NB E7M 4Z7
Phone (506) 325-2020
Fax (506)328-4664
clearit@BeaverBrokerage.com

CUSTOM BROKERS
24 HR. SERVICE



621 Regent Street
PO Box 1023, St'n 'A'
Fredericton, NB E3B 5C2
Phone (506) 459-7200
Fax (506)459-0066

Instructions to complete Form E639 for Beaver Brokerage Inc.

Section 1.

Completed by Beaver Brokerage Inc.

Section 2.

- a) Subsection 2 a) allows Beaver Brokerage Inc. to act as your agent (Customs Broker), preparing your Customs entries and paying any duties and/ or taxes on your behalf.
-Beaver Brokerage Inc. is to act as your Customs Broker at a specific Port(s) or at all Ports in Canada.
-Beaver Brokerage Inc. requests authorization to appoint our sub-agents at those ports in Canada where we may not have an office open.
- b) Authorizes Beaver Brokerage Inc. to process refunds and adjustments pertaining to your customs entries.
- c) Allows Beaver Brokerage Inc. access to information pertaining to you Business Number Import/export account(s) information.
- d) Other - usually left blank, however may include HST/GST account information.

Note: Beaver Brokerage Inc. acts as your agent in the clearances of your imported/ exported goods. All information presented on your behalf is based on information supplied by you(r) firm, and/or your suppliers, therefore your remain liable for any transactions completed on your behalf.

Section 3.

This agreement can be continuous from a specific date, or for a specific period. May we suggest you make it continuously from the date you sign it. The agreement we are presently working under, is such an agreement.

Section 4.

Principal Name- This is the name you will be importing under, usually it is a company name, a partnership, sole proprietorship, or individual . It must appear exactly as it appears on your Letters of Incorporation and Corporate Seal, Register of Partnership, Register of Sole Proprietorship, or Individual Canadian Tax Return. That means any capital letters, abbreviations, dashes, periods, etc must be properly indicated.

Your (Company) mailing address must also be indicated. Business Number is your Canada Customs & Revenue Agency (CCRA) assigned Business Number; that is the first nine digits of your HST/GST Number, Payroll Deductions Number, Corporate Tax Number, or Import-Export Number. It is not your phone number.

Section 5.

This Agency Agreement is a legal contract and must be signed by an authorized officer or principal or your Company. In the event that the importer is an individual or partnership, then the individual or authorized partner must sign the Agency Agreement.

You may fax the completed Form 639 to our office.

The signed completed original copy is required to be returned to our office.

Should you prefer Form E639 in Acrobat PDF format, please send an email to clearit@beaverbrokerage.com indicating E639 Beaver.pdf on the Subject Field.

Should you have any questions, feel free to contact our office.

"Clear it with Beaver"