

## Instructions On How To Fill Out This Form

### Short Form Power of Attorney For Canadian Imports

#### This is a Customs Required Document

Below is an example of a correctly completed Power of Attorney. This is a document, required by Customs, that allows us to act on your behalf with Canada Border Services Agency (CBSA) and other Participating Government Agencies (PGAs). It allows us to transact business with Customs, such as make your required declaration of import. Without it, we cannot make declarations to Customs on your behalf.

#### Steps To Completion

In order to assist you in completing this form correctly and completely, please follow the steps and the sample document below.

1. On your device, fill out all the fields **except** for the signature field.
2. Print it out, and sign it **with a pen**.
3. Scan or take a picture of the signed document and email all completed forms to **office@pcb.ca** for processing.

#### Pro Tip:


Indicate your full name as it would appear on a government issued ID.

#### Pro Tip:

Must be signed in **PEN**

Customs will accept the following titles:

- ▶ Self
- ▶ Individual



**Head Office**  
#101 - 17637 1st Avenue  
Surrey, British Columbia  
Canada V3Z 9S1

**Website**  
www.pcb.ca  
**Email Address**  
info@pcb.ca

**Local Ph:** 604.538.1566  
**Local Fx:** 604.538.3984  
**Toll-Free Ph:** 888.538.1566  
**Toll-Free Fx:** 888.974.2182

### General Agency Agreement Appointing A Customs Broker Power Of Attorney With Power To Appoint A Sub-Agent For Entry Of A Single Importation

EXPORTER DETAILS - Person or Business that sold the goods.				
Full Legal Company/Personal Name <b>XYZ International Inc.</b>				Phone <b>212-555-6893</b>
Address <b>129 West There Street</b>	City <b>New York City</b>	Province/State <b>NY</b>	Country <b>USA</b>	Postal/Zip Code <b>10168</b>


IMPORTER DETAILS - Importer of Record / Party that purchased the goods.				
Full Legal Name <b>Sofia Jane Petty</b>		Email <b>email@me.com</b>	Phone <b>604-321-7890</b>	
Address <b>12345 Here Street</b>	City <b>Vancouver</b>	Province/State <b>BC</b>	Country <b>Canada</b>	Postal/Zip Code <b>V6J 1T4</b>

SHIPMENT DETAILS - About the shipment.				
Shipping Date <b>June 8, 2021</b>	Description of Goods <b>Bed Frame</b>	Value of Goods <b>\$2,619.38 CAD</b>		
Canadian Destination (Address) <b>12345 Here Street</b>	City <b>Vancouver</b>	Province/State <b>BC</b>	Country <b>Canada</b>	Postal/Zip Code <b>V6J 1T4</b>
Destination Contact Name <b>Sofia Petty</b>			Phone <b>604-321-7890</b>	

We authorize and appoint **PACIFIC CUSTOMS BROKERS LTD.** of 101-17637 1st Avenue, Surrey, BC, V3Z 9S1 my true lawful attorney to transact business in this matter relating to: (i) Customs that may be transacted by a customs broker licensed under the Customs Act; and (ii) Excise under the Excise Tax Act and any tax or levies under the Excise Tax Act; including all matters relating to the accounting for and payment and refund of customs and/or excise duties, excise tax, sales tax and goods and services tax in respect of imported goods released under such legislation, at the customs office(s) located in: **ANY PORT IN CANADA**.

The invoice covering the shipment as now produced is true and the complete invoice of all goods included in this shipment. By my signature below, I certify that I have read, understood and consent that all transactions hereunder shall be governed by the Standard Trading Conditions of the Canadian Society of Customs Brokers Services which are contained on the Pacific Customs Brokers Ltd. website at [www.pcb.ca/importantLegalTerms](http://www.pcb.ca/importantLegalTerms) which may be updated and changed from time to time and it is my sole responsibility to regularly review the said terms and conditions. I acknowledge receipt of this document, all future communication hereafter, and any additional documentation as may become required, electronically, executed in one or more counterparts, and together such counterparts shall constitute one whole. By signing this document and providing my email address above, I give my express consent, as defined by **Canada's Anti-Spam Legislation ("CASL")**, to receive electronic messages relevant to my relationship with Pacific Customs Brokers Ltd. or any affiliate, including industry updates, customs regulations, trade compliance education and events.


I understand that my consent may be withdrawn at any time by visiting [www.pcb.ca/unsubscribe](http://www.pcb.ca/unsubscribe). As security collateral to my obligation to pay the debts due to my attorney or sub-agent, I hereby grant a security interest in all of my present and after acquired personal property including the proceeds thereof and by executing this instrument, I acknowledge receipt of the within security agreement and hereby waive receipt of a financing statement or UCC-1 Financing Statement pursuant to the Personal Property Security Act, statute of British Columbia or other similar applicable provincial, state or federal legislation necessary to perfect the security interest.

AUTHORIZATION - By my signature below, I certify that all information provided is true, accurate and complete.		
Signature of Importer * <b>SIGN HERE</b> 	Title (if applicable) <b>Self</b>	Date <b>Feb 11, 2021</b>
Print Name <b>Sofia Petty</b>		

\*Signatures on behalf of a corporation should be in accordance with the Canada Business Corporation Act or other similar provincial, state or other legislation that establish the corporation.

"An Import Disbursement Fee (currently at a market rate of 5%, however subject to change without notice) will be applied (minimum of \$7.50) against all funds disbursed on the client's behalf including, but not limited to, duty and taxes"

International Trade Solutions  
**Toll Free Phone: 888.538.1566 | [pcb.ca](http://pcb.ca)**



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