



Thank you for choosing B I Logistics Services Inc., (“BILSI”). We are a focused team of professionals that specialize in Customs Brokerage, Freight Forwarding, Logistics and Warehousing Solutions. Our main objective is to ensure our clients meet all regulatory and compliance regulations enforced by CBSA (Canada Border Services Agency) and CBP (US Customs and Border Protection) in conjunction with seamless and efficient movement and customs clearance of your shipments.

In order to act on your behalf, we will require the following documents, for both Canadian and US domiciled companies. An explanation of each document is provided below, along with answers to common questions; however if you require further clarification; please do not hesitate to contact us directly:

•• **Credit Application**

All information provided is held in the strictest confidence. You may provide your own credit reference; however please sign & return ours too – it provides us authorization to contact your bank.

•• **General Agency Agreement (“GAA”)**

The GAA is a legal document authorizing BILSI to represent you, (the importer) in all matters relating to importing of products into Canada. One signed copy is required, we will return a copy for your records.

•• **Account Security**

BILSI will arrange for a Surety Bond in CBSA’s favor that will allow for the customs release of your shipments prior to payment of duties and taxes. BILSI will report to you, the amount(s) of duty and taxes you are required to pay, by the 20th of each month. A cheque must be issued payable to the: **Receiver General for Canada** and submitted to BILSI at least three days prior to the end of the month. This Surety Bond cost is incorporated in BILSI’s set up charges.

•• **Request for a Business Number**

To import to Canada you will need a business number; to get one, along with the RC1C-07B form, a copy of your business’ Articles of Incorporation is required. **BILSI will file for the BN on your behalf.**

•• **Request for a GST Number – Optional**

You may also register for a GST number by completing form RC1A-07E; this is an optional business decision for US based NRI’s (Non-Resident Importers). Obtaining a GST number will allow you to claim GST input tax credits. Upon completing a business consent form RC 59, BILSI can manage all of your GST needs including obtaining a number and submitting your monthly filing. This service is incorporated in BILSI’s set up charges. All forms are attached.

GAA commonly asked questions:

1. What is an importer number or BN?

(A): A Business Number (BN) is a nine-digit number that the Canada Revenue Agency (CRA) assigns to a business for tax matters related to business in Canada. If you operate in Canada, you may already have a Business Number.

How to identify your (BN)

A BN is a nine-digit business identifier consisting of three parts—the BN, a two letter Program Identifier and a four digit reference number. The entire number has 15 characters:

If you have an importer number, it would look like this:

Program Account number

1	2	3	4	5	6	7	8	9	R	M	0	0	0	2
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Business number (BN)

Program identifier

Reference number

The nine digits represent your BN. They identify your business.

Your BN is unique. It stays the same no matter how many or what types of accounts that you have with the CRA.

The two letters identify the type of account; in this case, an import account. The letters and accounts they identify are:

- RC** - Corporate income tax
- RM** - Import/export
- RP** - Payroll
- RT** - GST/HST

2. What if I don't have a BN or importer number?

(A): If you are not already an importer or non resident importer into Canada. BILSI can file for a business number on your behalf. To do so, the form (RC1C-07B) as above must be completed; the following is also needed:

1. A copy of the letters/articles of incorporation showing the legal name of the corporation, and
2. A copy of the company by-law or resolution which authorizes person(s) to sign documents of this nature.

3. Do I need to have the corporate seal affixed on the GAA?

(A): The GAA is a legally binding contract, if possible have the corporate seal affixed and ensure that the name of the company corresponds with the name on the corporate seal. In many jurisdictions a corporate seal is no longer required. In that case, it is important to verify that the persons signing the GAA agreement have the authority to do so. In instances where the signatory is not an officer but has authority to sign, attach a copy of the corporate resolution granting this authority.

4. Who signs on the last line of the GAA – (The Attorney)?

(A): That space is for BILSI to sign, acknowledging our agreement

For Canadian domiciled companies ONLY - the following also applies:

GST Direct Agreement

A GST letter (sample attached), which is provided to CBSA, holding you (the importer) responsible to pay the GST on all imported goods released. A cheque must be issued payable to the: **Receiver General for Canada** and submitted to BILSI at least three days prior to the end of the month.

Please note; for all forms requiring signature, BILSI requires that all pages be initialed and returned to BILSI.

Thank you again for completing the enclosed documents and the opportunity to service your company; in return we will add exceptional value to your business.

With Sincere thanks,

Michael Beler
President