



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 USCBP (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. 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:

Power Of Attorney ("POA")

The Power of Attorney is a legal document authorizing BILSI and its agent to represent you, (the exporter or importer) in all matters relating to importing of products into the US. Two signed copies are required, one will be returned for your records.

Corporate Certification

This certification ensures that the individual who signed the Power of Attorney on behalf of the corporation is authorized to execute it on behalf of the company by authority of its governing body; through its Articles of Incorporation, Charter, by-laws or resolutions.

Request for a EIN Number

To import to the U.S., an Employer Identification Number (EIN) is needed, An EIN is known as a federal tax identification number and is used to identify a business entity. Refer to: [Employer ID Numbers \(EINs\)](#) for more information.

Do You Need an EIN? - (Employer Identification Number)

You will need an EIN if you answer "Yes" to any of the following questions. For your convenience, clicking on the "Yes" option will take you directly to:

[How to apply for an EIN](#)

Do you have employees?	YES	NO
Do you operate your business as a corporation or a partnership?	YES	NO
Do you file any of these tax returns: Employment, Excise, or Alcohol, Tobacco and Firearms?	YES	NO

Are you involved with any of the following types of organizations? <ul style="list-style-type: none">• Trusts, IRAs, Exempt Organization Business Income Tax Returns• Non-profit organizations• Plan administrators	<u>YES</u>	NO
---	------------	----

Re EIN (Above) – Not Incorporated in the USA? Canadian (NRI) Non-Resident Importer to the USA?

If your company is not a US company; or if you prefer to import into the US using your Canadian corporate identity; you would be considered an NRI (Non-Resident Importer) to the USA. In these circumstances; the number issued to your firm in lieu of an EIN is assigned by US Customs and is referred to as a “Customs Assigned Number” (CAN). BILSI will arrange for a CAN to be issued in your name in this case.

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.

Account Security (BOND) into the USA (three options)

- o Continuous US Bond - For higher volumes; BILSI can arrange for a continuous Bond that will enable U.S. customs release of your shipments prior to payment of duties. If you have imported from countries (other than Canada) into the U.S. previously; and already have a bond, that same bond can be used.
- o Single Entry Bond – For imports that involve OGA’s (Other Govt. Agencies); or that have higher risk; a single entry bond may be warranted; this applies per shipment. (For small to moderate volumes).
- o Use of US Broker’s bond - Use of our brokers bond is usual; there is a per shipment fee for this, outlined in our schedule of fees for additional services. (For small to moderate volumes).

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