

Instructions to complete GST Agreement form

Each client must prepare a **GST Agreement Form** on their company letterhead and it must be signed by a company officer. Note: The business number required on the letter is the same as your GST number except that it ends in "RM0001" rather than "RT0001 ". **It is very important that the wording of the letter be exactly the same as the sample letter included hereunder.**

It is very important that the company's name on the letterhead corresponds with the business number on the form.

GST AGREEMENT

Delmar International Inc.
10636 Cote de Liesse
Lachine, Québec
H8T 1M6

This will confirm our arrangement with respect to the payment of the taxes levied under the *Excise Tax Act* (GST) on imported goods, which you will clear through Canadian Border Services Agency on our behalf using your release prior to payment privileges.

We agree to provide you with separate payment by cheque for the full amount of the GST owing on these goods. The cheque will be made payable to the Receiver General for Canada and will be available for remittance to Canada Border Services Agency, through you, by the last business day of the month to which the billing period applies.

This will acknowledge that under this arrangement, failure to provide such payment by the due date will result in the assessment of interest on the outstanding amount. We accept full responsibility and liability for the payment of interest assessed in this way.

We further acknowledge that non-payment of any and all amounts may result in the loss of this option for the release of future importations on our behalf, whether prior to payment of duties and taxes or otherwise, until all debts including interest charges have been paid in full to the Canadian Border Services Agency.

In the event that payment is not provided within the required time limits, Canadian Border Services Agency may contact:

Name: _____ at Tel: _____ or by fax at: _____.

Our business number is: _____ RM- _____

Date

Title

Authorized Signature

Print Name

Company's Legal Name

(Québec only) Les parties aux présentes exigent que ce document soit rédigé en anglais. The parties confirm that they have requested this document be written in English.