

# BUSINESS NAME CHANGE – WHAT TO TELL YOUR BROKER

When changing a business name, it is important to notify all parties that will be impacted by this change. Your customs broker should be notified immediately to ensure a smooth transition.

When you change your business name, your broker will need some key pieces of information from you.

## Business Name Change Checklist:

- ☐ 1. **Article of Amendments, Form 3** - this is the document completed in order to amend the business name in Articles of Incorporation and needs to be sent to your broker.
- ☐ 2. **New Business Number** - If you also changed your business number, this updated business number needs to also be sent.
- ☐ 3. **GAA (General Agency Agreement) and/or POA (Power of Attorney)** - a new version of these documents will need to be completed to be kept on file with your broker. This needs to be signed by a signing officer at your company.
- ☐ 4. **GST letter** - In Canada if you are on GST direct, your broker will need a new completed GST letter on letterhead in the new business name.
- ☐ 5. **Bonds** - Any bonds you have with customs will need to be updated to reflect the new business name.

Let your broker know as soon as possible, getting the correct documents in place will help prevent any delays at customs.



If the business name on the paperwork doesn't match the business name customs has on file for your business number they can hold up the movement of your goods waiting on corrected documentation.

If you have any questions, please reach out to [clientsupportca@buckland.com](mailto:clientsupportca@buckland.com)