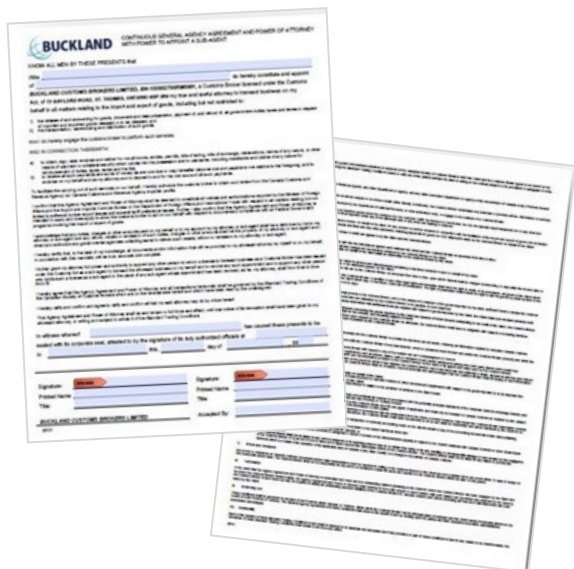


# COMPLETING A GENERAL AGENCY AGREEMENT (GAA)

A General Agency Agreement (GAA) is a legal document which allows a Customs Broker to conduct business on behalf of an importer.

A GAA is mandated as per the Customs Act Regulations and outlines the Standard Trading Conditions per the Canada Customs Act. These ensure both parties are clear on the terms of doing business together.

A customs broker cannot legally act on behalf of an importer without a properly completed GAA.



## Top Tips for Completing a GAA:



**Multiple locations:** If all of the locations share one business number, one GAA is sufficient. If each location has its own, a GAA is required for each business number.



**Signature:** The GAA must be signed by an authorized signing officer within the company. This is usually the President, Owner, CEO, Manager etc.



**Business name:** The business name on the GAA should match exactly how the business is registered with Canada Revenue Agency. i.e. If this is a numbered account doing business as a common name, it should state: 123456789 Ontario Inc. dba John Doe Manufacturing. If it is an incorporated business it should state: John Doe Manufacturing Inc.



**Changes to business name or number:** The GAA must reflect the name on file with the CRA for that business number. If the business name and the business number do not match, the GAA is inadmissible and the broker cannot do business with customs on your behalf.



**Change of address:** A GAA needs to reflect your current address. After the address is updated with the CRA, you should provide an updated GAA to your broker.