

EIG One-Time General Agency Agreement (GAA) Completion Instructions

Why must the one-time General Agency Agreement (GAA) be completed?

- It provides FedEx Trade Networks Transport & Brokerage (Canada), Inc. (FTN) the legal authority to act on behalf of you or your company with the Canada Border Services Agency (CBSA) to facilitate clearance of your FedEx Ground shipments to Canada. By completing this one-time GAA document, you or your company will become the Non-Resident Importer on your FedEx Ground shipment to Canada. A Non-Resident Importer is responsible for payment of all duties, taxes, clearance entry and ancillary fees for their FedEx Ground shipments to Canada.

What will happen if the one-time GAA is not completed at time of shipping?

- It could potentially cause a delay in clearance through the CBSA while FTN contacts you to complete a one-time GAA form once your FedEx Ground shipment arrives at the Canadian Border.

How many copies of this document should be included with your Commercial Invoices?

- There should be three signed copies of the one-time GAA form included with your Commercial Invoices in the Customs pouch on the lead package in your FedEx Ground shipment to Canada.

What fields must be completed on the one-time GAA form?

1. **Legal Name of Importer:** Please provide the full and legal name of yourself or your business in the United States.
2. **Business Address:** Please provide either your's or your businesses complete address including zip code.
3. **Nature of Goods:** Please provide an easy to understand description of the type of goods that are in your FedEx Ground shipment to Canada.
4. **Phone Number:** Please provide the day-time telephone number that you or your company can be reached at.
5. **Fax Number:** Please provide the fax number that can be used to send documents to you or your company.
6. **E-mail Address:** Please provide the email address that can be used to send you or your company documents or electronic communication.
7. **Tracking #:** Please provide one of the FedEx Ground Tracking ID numbers in your FedEx Ground shipment to Canada.
8. **Signature of Official Representative of the Importer:** Please sign this one-time GAA document prior to including it with your commercial invoices on your FedEx Ground shipment to Canada.
9. **Date of Signature:** Please provide the date that you signed this one-time GAA document prior to including it with your commercial invoices on your FedEx Ground shipment to Canada.