

**Application Form**  
**Part A - Company Information**

(1) Legal Company Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

(2) Address: \_\_\_\_\_ City: \_\_\_\_\_

(3) Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

(4) Contact: \_\_\_\_\_ Title: \_\_\_\_\_

(5) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(6) E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

(7) Owner Info: \_\_\_\_\_ Title: \_\_\_\_\_ SIN/SSN: \_\_\_\_\_

(8) Nature of Business: \_\_\_\_\_ Number of Years in Business: \_\_\_\_\_

(9) Company Type: Corporation  Proprietorship  Partnership  Other

(10) GST Registration Number: \_\_\_\_\_ Importer/Exporter Number: \_\_\_\_\_

(11) Federal Tax Id. \_\_\_\_\_

(12) Average Value of Shipments: \_\_\_\_\_ Anticipated arrival date of first shipment: \_\_\_\_\_

(13) Anticipated number of shipments per month: \_\_\_\_\_

(14) Associated Companies: \_\_\_\_\_

**Part B - Credit Profile**  
**Billing Address (if different from above)**

(15) Address: \_\_\_\_\_ City: \_\_\_\_\_

(16) Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

(17) A/P Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

(18) Bank: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

(19) Branch: \_\_\_\_\_ Bank Contact: \_\_\_\_\_

(20) Account Number: \_\_\_\_\_

(21) **Major Trade Suppliers**

Company Name:	Contact:	Phone:	Fax/Email:
1.			
2.			
3.			

*Please provide 3 references with contact information in full to ensure prompt approval and setup*

**Part C: -Standard Credit Terms**

See Reverse

(22) I, (Please Print) \_\_\_\_\_ authorize A & A Contract Customs Brokers USA, Inc. to obtain credit and Bank information as deemed necessary. I certify that the information given on this form is to the best of my knowledge, correct and complete. I also agree to the standard credit terms as listed on the reverse.

(23) \_\_\_\_\_  
 Signature of authorized person

\_\_\_\_\_  
 Position or office

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Year Month Day

**\* A & A Contract Customs Brokers USA, Inc. provides our clients important Customs & Trade updates and economic related information via e-mail. If you do NOT wish to receive these important updates please check this box.**

# Instructions

## Part A – Company Info

- 1 The legally registered name of the company as shown on the corporate seal or, in the case of a sole proprietor or partnership, a legal entity is defined as a legal owner(s) of the business including operating/trading names.
- 2,3 Full address of your present location.
- 4 Provide the name and title of the person who should be contacted with respect to general importing/exporting operations of the company.
- 5,6 Provide phone, fax, email and website for the person to contact in respect to the general importing/exporting operations of the company.
- 7 For proprietors and partnerships, enter the first and last names, Social Insurance Number (SIN) and telephone and fax number of the owners. If this is a corporation, enter the same information for one of the directors. (SIN does not apply to US companies)
- 8 Describe major business activity and specify major products that are manufactured or sold. Indicate the number of years this business has been in operation.
- 9 Legal entity of company, define the type of business you are operating: Corporation, Proprietorship, Partnership or Other. Legal name of the business must be entered in the proper format as determined by the type of business ownership.
- 10 **Businesses who import/export commercial goods to or from Canada must provide a BN on all release and accounting documents, please provide your importer/exporter number assigned by Canada Customs and Revenue Agency. For importers/exporters who do not have an import/export account number assigned, please note A&A Contract Customs Brokers Ltd charges a fee of \$12.50 CDN for the activation of this account number. (This may not apply to a US company)**
- 11 The employer's identification number or Social Security Number (US clients only)
- 12 Estimate the value of the average shipment and when the initial order is expected to be shipped
- 13 Provide a general estimate of the monthly shipping patterns.
- 14 Provide the full legal name(s) if the business operates under more than one name or with an affiliate.

## Part B – Credit Profile

- 15,16 Provide the full mailing address if different from lines 2 & 3.
- 17 Provide the full name, phone, fax, email of the Accounts Payables contact.
- 18,19,20 Supply the name of the bank with phone, fax, email information. Also provide the Branch, a contact name and the corporate bank account number.
- 21 Indicate at least 3 companies with whom you do business and who can supply credit info. Be sure to include the contact person & phone, fax or e-mail information  
\* If you already have preprinted credit information documentation, you may attach in lieu of completing these fields. Please ensure this form is signed

## Part C – Standard Credit Terms

A & A Contract Customs Brokers USA, Inc. is authorized to obtain credit and Bank information as deemed necessary to establish and maintain credit privileges.

I understand brokerage fees assessed by A & A Contract Customs Brokers USA, Inc. do not allow for the financing of duty, freight or taxes on my behalf.

A & A Contract Customs Brokers USA, Inc. may cancel credit without notice

Since there are very specific time limits within which A & A Contract Customs Brokers USA, Inc. must pay the duty and tax to the CCRA (Canada Customs and Revenue Agency), all accounts are payable upon receipt of invoice and past due at 15 days. Overdue accounts could result in shipments being delayed at the border pending payment on the account.

Any disputed amounts must be reported immediately.

Applicant understands and agrees to abide by A & A Contract Customs Brokers USA, Inc. credit terms as stated above.

21 Print the full name of the person who is authorized to sign on the company's behalf.

22 Signature and title of the authorized person and today's date.