

# LETTER OF WAIVER FORM

Date:

## To: Toronto Region Board of Trade

Please type

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/Prov/Post Code: \_\_\_\_\_

### To Whom It May Concern:

In consideration of access to the document certification services of Toronto Region Board of Trade (hereafter the Board), the receipt and sufficiency of which is acknowledged, the above named Company (the Company) agrees to the following terms and conditions:

1. The information contained in all declarations, certificates of origin and all other documents provided by the Company to the Board for purposes of document certification is true, valid and accurate, and will be upheld by the Company.
2. Full responsibility is also hereby accepted by the Company for any errors or inaccuracies in such declarations and/or documents pertaining thereto, and the Company agrees to indemnify and save harmless the Board, its directors, officers, employees and agents from all claims, actions, and costs arising out of such declarations and/or documents pertaining thereto.
3. The documents (if applicable) do not pertain to the export of controlled goods; if affirmative, that the Company has obtained the necessary authorization.
4. The Board may refuse to certify documents of the Company (including its parent or subsidiary companies) without prior notice to the Company for any reason including the receipt of a complaint or information that the Company may have, directly or through an agent, sworn a false declaration, shipped goods inconsistent with its documentation and/or sworn declaration(s), or engaged in conduct contrary to law, the Company expressly waives any right to pursue a claim or action against the Board, its directors, officers, employees and agents for any damages arising from or relating to such refusal of service or any delay in providing document certification or related services. The Board may, at its sole discretion, reinstate documentation certification services to the Company where it is satisfied that any outstanding issues or disputes have been fully and satisfactorily resolved, but is under no obligation to do so.

**Primary Contact / Authorized Official:** This is the exporter's primary contact for certification matters. For users of TradeCert, the online Certificate of Origin system, this will be the primary system user who has authority to set up other users within the Company.

Mr.     Ms.     \_\_\_\_\_

\_\_\_\_\_  
(Print / type full name of Primary Contact. Complete even if Primary Contact is same as Authorizing Official)

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Please type

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the Authorized Official has:

- proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on this document;
- acknowledged that he/she executed the same in his/her authorized capacity;

**and**

- sworn before me as to the accuracy of information contained in all Certificates of Origin or other related documents as per above

Exporter

x \_\_\_\_\_

\_\_\_\_\_  
Notary Public / Commissioner of Oaths Signature and Seal

\_\_\_\_\_  
Print Name and Title of Authorized Official

To be submitted to Toronto Region Board of Trade, once it has been duly signed by an authorized representative of the Company and signed & sealed by a Notary or Commissioner of Oaths. **NO MODIFICATIONS ARE ALLOWED. Should your Company's name/address/Authorized Official change, a new Letter of Waiver must be filed with the Board.**

- Copy of Articles of Incorporation/Business Licence attached
- Signatures Form attached (if applicable)

Forward Letter of Waiver to:

Toronto Region Board of Trade  
Attn: Document Certification  
First Canadian Place  
77 Adelaide St West  
Toronto ON M5X 1C1

Questions?

bizservices@bot.com

# SIGNATURES AUTHORIZATION FORM



<b>Company Name:</b>		<b>Date:</b>
<b>Contact Name &amp; Title:</b>		
<b>Export Document Signee Names</b>	<b>Title</b>	<b>Specimen Signature</b>

<b>Signature of Authorized Official:</b>		
<b>Authorized Official's Name &amp; Title:</b>		
<b>Date:</b>		
<b>TRBOT use only:</b>		
<b>Waiver Status</b>	<b>Company No.</b>	<b>Contact No.</b>