*TEMPLATE LETTER OF WAIVER FOR EXPORTERS*

*This letter is to be submitted to the Delta Chamber of Commerce, along with proof of business registration and valid license, in typed format, on your company’s letterhead (with full coordinates once it has been duly signed by an authorized representative, and signed/sealed by a Notary or Commissioner of Oaths).*

***No modifications are allowed.*** *This letter, along with the list of authorized signatures, shall remain valid for two years. Should your company name/address change, a new letter of waiver must be filed with the Chamber.*

Delta Chamber of Commerce

6201 60 Avenue

Delta BC V4K 4E2

To Whom It May Concern:

In consideration of the Delta Chamber of Commerce (the “Chamber”) from time to time certifying Certificates of Origin, Representational Agreements, or otherwise certifying documents upon request (collectively, the “Documents”) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Company”), the Company hereby accepts all responsibility for the veracity, accuracy, and completeness of the Documents as are submitted by the Company, and/or its representatives, to the Chamber for certification.

The Company also confirms that the Documents do not pertain to the export of Controlled Goods, as such term is defined pursuant to the Controlled Goods Program of Canada and acts and regulations applicable thereto, as amended from time to time, and, if affirmative, that it has obtained the necessary authorizations from the Government of Canada.

Further, the Company hereby covenants and agrees to indemnify and save harmless the Chamber, and its successors and assigns, from and against any and all losses, damages, liabilities, costs and expenses (including without limitation any known or unknown tax liability and legal fees on a solicitor and own client basis) suffered or incurred by the Chamber directly or indirectly, by reason of, as a result of, or arising out of, the certification of the Documents by the Chamber, and including for any known or unknown litigation, action, suit, judgment, investigation, proceeding, or tax liability, and for any and all claims or demands by foreign authorities relating to the certification of the Documents.

The Company acknowledges that the Chamber shall keep copies of the Documents certified with the background documentation provided. If the Chamber is presented with a demand for production of any of the Documents which is authorized by law, the Company authorizes the Chamber to produce the Documents received from the Company in accordance with the demand. The Company also agrees to make readily available to the Chamber any other background documents (to be kept by the Company for up to three years after the certification), for review by relevant authorities if requested.

The following Freight Forwarders (if applicable) have authority to present and sign documents on our behalf. If additions or deletions are made to the list below, the Chamber shall be notified in writing.

(List all Freight Forwarders authorized to present documents on behalf of the Company)

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employees (if applicable) listed on the attached have authority to present and sign documents on our behalf. If additions or deletions are required to the attached list, the Chamber shall be notified in writing via courier or certified mail.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official (Seal if available)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print Name/Title

On the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_ , the above 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 documents as per above.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name and sign)*

Notary Public / Commissioner of Oaths
Signature and Seal

Notary Public / Commissioner of Oaths contact info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Original to be submitted to the Delta Chamber of Commerce, in typed format,*

*on your company’s letterhead (with full coordinates) once it has been duly signed by an authorized representative.*

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of authorized official) confirm that the respective persons named below have been authorized by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name), for and on our behalf, to sign all Certificates of Origin and other supporting or shipping documents whatsoever in relation thereto. The authorizations of the respective persons named below shall remain valid until you receive written confirmation from us, via courier or registered mail, that any or all of such authorizations has or have been revoked by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name):

|  |  |  |
| --- | --- | --- |
| Print Name | Title | Specimen Signature |
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Signature of Authorized Official

(Same as on the Letter of Waiver)

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Print Name/Title Date