



LETTER OF WAIVER FORM

To: Mississauga Board of Trade

Date: _____ (mm/dd/yyyy) Exporter Freight Forwarder Other (please check the appropriate box)

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

In consideration of the document certification services provided by Mississauga Board of Trade (hereafter the Board) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the above-named company (the Company):

1. Represents and warrants that 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.
2. Accepts full responsibility for any errors or inaccuracies in such declarations, certificates of origin and/or all other documents provided for purposes of document certification, and the Company agrees to indemnify and save harmless the Board, its directors, officers, employees and agents from and against all claims, demands, actions, and costs (including reasonable full indemnity costs) whatsoever arising out of such declarations, certificates of origin and/or all other documents pertaining thereto including, without limitation, from any errors or inaccuracies in such documents.
3. Represents and warrants that the documents (if applicable) do not pertain to the export of controlled goods; or alternatively, that the Company has obtained the necessary authorization for such export.
4. Acknowledges and agrees that the Board may refuse to certify documents of the Company (including its parent or subsidiaries) without prior notice to the Company for any reason, in the Board's sole and subjective discretion, including due to the receipt of a complaint of 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 and the Company expressly waives any all rights 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 and subjective 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.
5. Acknowledges and agrees that the Board will keep copies of all documents certified together with all supporting documentation provided by the Company for certification purposes. The Board agrees not to disclose to third parties such documents except as may be required by law or Court order. The Company also acknowledges and agrees to make available to the Board any other documents (to be kept by the Company for up to three years after the certification), for review by relevant authorities if requested.

Primary Contact/ Authorized Official: This is the Company's primary contact for certification matters. For users of essCert (formerly known as TradeCert) the online Certificate of Origin System, this will be the primary user who has authority to set up other users within the company.

Name: _____
(Print/ type full name of Primary Contact. Complete **even if** Primary Contact is the same as Authorizing Official)

Job Title: _____ E-mail Address: _____

Tel: _____ Fax: _____

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 this document in his/her authorized capacity and has authority to bind the Company; and
- sworn before me as to the accuracy of information contained in all declarations, Certificates of Origin and other related documents as per above

Notary Public / Commissioner of Oath

Signature of Authorized Official
Signature and Seal

To be submitted to Mississauga Board of Trade, in typed format, once it has been duly signed by an authorized representative of the Company and is signed/sealed by a Notary or Commissioner of Oaths. **NO MODIFICATIONS ARE ALLOWED.** The letter will remain valid for two years for online EssCert services and ten years for services rendered in person at the Board. *Should your Company name/address change, a new letter of waiver must be filled with the Board.*

Print Name and Title of Authorized Official
Company Seal if available

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

Forward Originals to:

Mississauga Board of Trade. Attn: Document Certification. 701-77 City Centre Drive, Mississauga, Ontario L5B 1M5
Questions? Contact Ann Cozzi at 905.273.6151 x220 or email: acozzi@mbot.com