



Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC
V6A2W5

April 20, 2018

File#PAC_2018_11806

Governance Professionals of Canada
21 St. Clair Avenue East, Suite 802
Toronto, ON
M4T 1L9

In response to your correspondence dated March 15, 2018; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

20th Annual Corporate Governance Conference
August 19-22, 2018
Fairmont Empress and Victoria Convention Centre
Victoria, BC

The information provided to the CBSA states there will be approximately 325 attendees and that the event is closed to the general public without sales.

It has been determined that this event qualifies under the provisions of the *Domestic Organization Remission Order* as outlined in tariff classification **9993.00.00.00**. Event materials (i.e. office paraphernalia, display booth/materials, printed matter, decorations, electronic equipment, etc.) may enter Canada free of duty and taxes, provided the items will be exported upon the completion of the event.

Goods imported for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a Form B3, *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum D17-1-5.

Goods imported as “giveaways” must also be accounted for at time of release on a Form B3, *Canada Customs Coding Form* with all applicable duties and/or taxes collected at the time of importation.

The CBSA requires a security deposit on goods temporarily imported to Canada. Normally, these goods are documented on a *Temporary Admission Permit* (E29B). Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the E29B as well as the posting of a security deposit. Provided at the time of importation, the conditions of temporary importation previously described are met, the IECSP recommends that both the requirement for display booths, computers, printed advertising



materials and videos to be documented on a Form E29B and the posting of a security deposit be waived.

The IECSP has been informed that RHB Logistics Customs Broker has been designated as the official customs broker for this event; facilitated by Events on the Move Inc. If you have and questions regarding importing meeting materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Sheri L. Catchpole at 604-647-0130.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship. Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit:

<http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

If you have attendees from visa-requiring countries (<http://www.cic.gc.ca/english/visit/visas.asp>), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Visa-exempt foreign nationals, excluding US citizens, require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit www.cic.gc.ca/english/visit/eta-start.asp.

To ensure that organizers and participants of your event are aware of requirements for entry to Canada, the information provided to the CBSA may be shared with CIC. The CIC may, in turn contact event organizers to confirm details of your event and provide further direction regarding admission to Canada for those attending your event.

To facilitate border procedures it is recommended that foreign attendees and exhibitors be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.



Sincerely,

Sheila A. Curran

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
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cc : Sheri L. Catchpole, Events on the Move Inc.

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aijrp/infosource-eng.html*