



Canada Border Services Agency
International Events and Convention Services Program
191 Laurier Avenue West, 8th Floor
Ottawa, ON K1A 0L8

May 24, 2019

File #QUE_2019_11028

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

Attn: Albert Orellana

Dear Mr. Orellana,

In response to your correspondence dated April 17, 2019; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

The 21st Annual Corporate Governance Conference
August 18 – 21, 2019
Le Château Frontenac
Québec City, Québec

The information provided to the CBSA states there will be approximately 350 attendees to which 10% are foreign to Canada and that the event is closed to the general public with no sales.

As outlined in your correspondence, this event is expecting approximately 5 foreign exhibitors who are importing display booths, promotional materials and industry-related products for display at the event.

We are pleased to inform you that the **Border to Show off-site service**, as outlined in the CBSA Departmental memorandum D8-1-2, (www.cbsa.gc.ca/publications/dm-md/d8/d8-1-2-eng.pdf) has been granted for this event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booth temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

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

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form [E29B](#)) as well as the posting of a security deposit.

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer’s/owner’s copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

The IECSP has been informed that ConsultExpo Event Services has been designated as the official customs broker for this event. If you have any questions regarding importing event materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Diane Labbé Deegan at 514-482-8886 ext. 2.

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: www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html

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

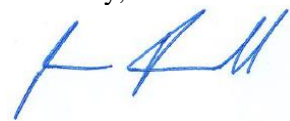
Visa-exempt foreign nationals, excluding U.S. citizens, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html

Are you flying into Canada? Would you like to potentially cut your processing time in half? The CanBorder – eDeclaration app for your smart phone is quick, simple and secure, operates in airplane mode (once downloaded) and allows you to create a declaration for up to five travellers with the same place of residence. For more information please visit: www.cbsa.gc.ca/new-neuf/app-eng.html

To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.

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

Sincerely,



Ian Donald
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Canada Border Services Agency
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Government of Canada

c.c. ConsultExpo

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. Immigration, Refugees and Citizenship 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-airp/infosource-eng.html

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