Eastern Montreal Chamber of Commerce
5600, rue Hochelaga, office 100
Montréal, QC H1N 3L7
514 354-5378

Chambre de commerce de l'Est de Montréal

Letter of Waiver Form

To: **Eastern Montreal Chamber of Commerce** ☐ Exporter ☐ Freight Forwarder

Date:
Organization: *(Name of Organization / Freight Forwarder / Broker, etc.)*
Address:
Address:
City / Province / Post Code:

To Whom It May Concern:

In consideration of Eastern Montreal Chamber of Commerce ("Chamber") from time to time granting Certificates of Origin and other export-related documents such as VISA request letters, or otherwise certifying documents upon request by the above named Organization (henceforth referred to as the "Organization"), the Organization hereby accepts FULL responsibility for the veracity, accuracy and completeness of such documents as are submitted by the Organization (and/or its representatives), or by the Organization on behalf of any of its clients.

The Organization also affirms that the documents submitted for certification will not pertain to the export of controlled goods; if affirmative, that it (or its clients) will obtain the necessary authorizations prior to submission to the Chamber.

Further, the Organization waives and agrees to release and hold harmless the Chamber and its officials in respect of all claims or expenses that the Organization or foreign authorities may have against the Chamber or its officials, now or in the future, in connection with such certification, and to indemnify the Chamber and its officials in respect of any costs or liability to the Chamber or its officials arising from such certification.

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

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 Organization.

☐ **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:

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 that full responsibility will be accepted for any errors, omissions or inaccuracies in such declarations and/or documents presented for certification by the Chamber.

Signature of Authorized Official
(seal if available)

*X*_____

_____
Notary Public / Lawyer – Signature and Seal

_____
Print Name of Authorized Official

_____
Notary Public / Lawyer – Contact Information

_____
Print Title of Authorized Official

Rev. Oct 2012

To be submitted to the Canadian Chamber of Commerce, in typed format, once it has been duly signed by an authorized representative, and **signed/sealed** by a Notary Public or Lawyer. It must be accompanied by current proof of business registration. N**O MODIFICATIONS ARE ALLOWED.** The letter will remain valid for two-years. ***Should your Organizations name/address change, a new letter of waiver must be filed with the Chamber.***

Montréal ▪ Montréal ▪ Montréal ▪ Montréal ▪ Montréal ▪ Montréal ▪ Montréal ▪ Montréal