

***File number/ (Exporter or Producer) (initials)***

**REGISTERED MAIL**

***Name***  
***Street***  
***City, Province Postal Code***  
***Country***

Dear ***(Mr./Ms.)***:

The purpose of this letter is to advise you that the Canada Customs and Revenue Agency (CCRA), in accordance with *Memorandum of Understanding (MOU) on Least Developed Countries' (LDC) Initiative* and section 42.01 of the *Customs Act*, is conducting a verification of the origin of ***(good)***, produced by ***(company name)*** and exported to Canada under the terms of the *LDC Market Access Initiative*.

As part of this verification, a verification of the origin of the materials used in the production of the ***(good)*** must also be conducted. The procedures for conducting such a verification are set out in Annex 1 of the MOU – *Verification of the Rules of Origin Relating to textile and Apparel Goods*.

The attached supplier confirmation with respect to ***(material name, number and description)*** supplied by your company during the period of ***(verification period)*** should be completed and sent to my attention, by ***(date)***, by fax at (613) 954-4494, or by mail to:

Origin and Valuation Audit Unit  
Origin and Valuation Division  
11<sup>th</sup> Floor, Killeany Place  
150 Isabella Street  
Ottawa, ON K1A 0L5

The CCRA shall, in accordance with section 107 of the *Customs Act*, protect the confidentiality of all business information submitted and shall not disclose such information to a third party without prior approval from your company.

**PROTECTED**

If the supplier confirmation is not received by the due date, the CCRA will consider the material to be non-originating, in accordance with section 7 of Annex 1 of the MOU – *Verification of the Rules of Origin Relating to textile and Apparel Goods*.

If you have any questions, please contact **(auditor's name)**, Origin Auditor at **(telephone number)** or **(auditor's name)**, Senior Origin Auditor, at **(telephone number)**.

Thank you for your cooperation,

**(Name)**  
Team Leader  
Origin and Valuation Audit Unit

Attach.

## **SUPPLIER CONFIRMATION**

NOTE: This Supplier Confirmation contains four sections:

- Section I – Supplier Information
- Section II – Production Process
- Section III – Listing of Materials
- Section IV – Certification

Please complete all sections. Additional information may be required at a later date

### **DEFINITIONS**

**“non-originating material”** means a material that does not qualify as originating under the *General Preferential Tariff and Least Developed Country Tariff Rules of Origin Regulations* (refer to [www.ccr-aadrc.gc.ca/menu/EmenuKCL.html](http://www.ccr-aadrc.gc.ca/menu/EmenuKCL.html));

**“originating material”** means a material that qualifies as originating under the *General Preferential Tariff and Least Developed Country Tariff Rules of Origin Regulations*;

**“production”** means growing, mining, harvesting, fishing, trapping, hunting, manufacturing, processing or assembling a good (or material);

**“tariff item”** refers to any eight-digit number set out in the column “Tariff Item” in the Harmonized Commodity Description and Coding System (refer to [www.ccr-aadrc.gc.ca/customs/general/publications/customs\\_tariff-e.html](http://www.ccr-aadrc.gc.ca/customs/general/publications/customs_tariff-e.html)).

**SECTION I – SUPPLIER INFORMATION**

_____	_____
supplier name	telephone number
_____	_____
address	facsimile number
_____	_____
material name and number supplied	Email address
_____	_____
period(s) covered from (dd/mm/yy) to (dd/mm/yy)	tariff item – 8 digits

**SECTION II – PRODUCTION PROCESS**

1. If your company did **not** manufacture or assemble the material being confirmed, provide the name and address of the company and contact from whom it was purchased, disregard the rest of this section and go to Section IV – certification.

Name of supplier \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone number \_\_\_\_\_  
Contact \_\_\_\_\_  
Facsimile number \_\_\_\_\_  
Email address \_\_\_\_\_

2. If your company manufactured or assembled the material being confirmed, describe the production process.

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

3. Provide the address(es) of the plant(s) where the production process took place.

_____	_____
_____	_____
_____	_____
_____	_____

**SECTION III – LISTING OF MATERIALS**

**GENERAL INSTRUCTIONS**

(A) List all materials and respective supplier names and addresses which were used in the production of the material being confirmed.

**NOTE:** Purchasing from manufacturers or suppliers located in the LDC territory does not confer origin. To be originating, materials must qualify as originating as set out in the *General Preferential Tariff and Least Developed Country Tariff Rules of Origin Regulations*.

(B) Indicate in the column provided, the value of each material, and whether the materials originate or not (by O or NO) and the country of origin.

material	supplier name and address	value (\$)	O/NO	Specific LDC Canada or Unknown

**SECTION IV – CERTIFICATION**

I certify that the information provided is true and accurate and I assume the responsibility of proving such representations. I agree to maintain and present, upon request, all records and documentation necessary to support the representations made.

_____	_____
authorized signature	company name and address (print or type)
_____	_____
name (print or type)	title (print or type)
_____	_____
facsimile number	telephone number
_____	_____
date (dd/mm/yyyy)	Email address