



Free Trade Agreements

2026 Annual Information Package

Certificate Management Program

Service Options

At GHY, we take a proactive approach to managing Free Trade agreements, ensuring our clients can take full advantage of preferential duty rates on their imported goods. We encourage you to review the following three options carefully and select the one that best suits your company's needs. If you have any questions or concerns, please get in touch with the FTA Administrator at fta@ghy.com.

Option 1	Option 2	Option 3 (Recommended)
<p><i>This service option indicates that your company accepts full and sole responsibility for obtaining and maintaining all applicable free trade agreements certifications.</i></p> <p>You shall provide GHY with a list of imported goods. As the importer of record, your company will accept all responsibility and liability for preferential rates of duty being applied to goods specified by you in the list received by GHY.</p> <p>GHY will apply free trade agreement preferential rates of duty to the specific list of imported goods where the country of origin is covered by a free trade agreement currently in force.</p> <p>If no list of goods is supplied, the free trade preferential rate will be applied to all goods where the country of origin is covered by a free trade agreement currently in force.</p> <p>Required information is to be sent to FTA@ghy.com.</p>	<p><i>This service option indicates that your company accepts full and sole responsibility for obtaining and maintaining all applicable free trade agreements certifications.</i></p> <p>You shall provide GHY with copies of free trade agreements, including those obtained after the entry of goods. Certificates are required at the time of importation to be able to claim duty-free status.</p> <p>GHY will apply Most Favoured Nation (MFN) rates of duty and non-preferential rates on all goods imported (regardless of origin) when a valid free trade agreement's certification of origin is not on file.</p> <p>If a free trade agreement certification is received after CBSA has accounted for the entry, the importer of record can request, in writing, that a refund adjustment be filed when applicable. The importer is responsible for paying any duties and taxes resulting from missing or invalid free trade certifications.</p> <p>Free trade certifications are to be sent to FTA@ghy.com.</p>	<p><i>This service option indicates that your company wishes to delegate GHY to obtain Free Trade Certifications that are scheduled to expire on 31 December 2025.</i></p> <p>GHY will provide a list of current certifications on file for review, and a suggest list of suppliers to review. If your company no longer imports from these supplies they can be removed.</p> <p>GHY will request new certifications as required, making reasonable attempts to obtain missing or corrected information before final entry processing and pay duty under MFN rates where there is no valid certification at time of release and/or final accounting.</p> <p>P.S. This option allows online access to FTA certifications received through the initial pursuit.</p>

Authorization Form Information

As your customs broker, we require clear direction from you about managing your Free Trade Agreement certificates of origin. Since most Blanket FTA Certificates are scheduled to expire on **31 December 2025**, we want to ensure that your duty-free benefits continue without interruption into 2026.

If you possess a CUSMA/USMCA certification expiring other than December 2025, we recommend procuring the same certification from January 2026 to December 2026; this will streamline the annual process.

Please use the Authorization Form to indicate the Service Option (page 5) that best suits your business needs and send the signed and dated form via email to FTA@ghy.com.

Failure to respond by 21 October 2025 will result in the default selection of **Service Option 2.**

Free Trade Agreement

Programs and Fees

GHY's Schedule of Fees and Included Services.

Pursuit Amount	Fee
1 – 100 certifications	\$70.00 per pursuit
Greater than 100 certifications	To be negotiated

If you choose **Service Option 3** and delegate GHY to manage your FTA updates for 2026, it would be beneficial to provide GHY with a current list of your suppliers from whom you wish us to obtain certifications. If you cannot provide a list, GHY will use a list of suppliers your company has imported from within a preferential eligible country (where you have either used FTA rates in 2025 or paid duty). This list will be obtained through our operating software.

The FTA Program (**Service Option 3**) offered by GHY includes the following services:

- Pursuit of FTA blanket certificates, where the current blanket FTA is set to expire by 31 December 2025.
- Request of new certificates for entries that do not have a FTA on file after the initial pusuit period.
- Request certificate updates for any new or missing product.
- Online access to all FTA certificates received through the initial pursuit.

Programs and Fees

When an FTA certificate has been received from a supplier, it is reviewed by GHY for blatant errors such as an incomplete field or unsigned document. GHY will make one attempt to have the error corrected by the supplier. Still, if GHY is unable, we will advise you that it is believed the FTA certificate would not withstand the scrutiny of a CBSA Audit. At your discretion, a GHY Consultant can work with your supplier to attempt to obtain a properly completed certificate for an hourly rate.

FTA Global Trade Services are conducted at **CAD\$300.00/hour** or a mutually agreed-upon hourly rate.

GHY's renewal program is intended only to pursue and obtain completed FTA certificates of origin from your suppliers on your behalf. GHY does not accept any liability for the information contained in the Certificates of Origin as provided, signed, and attested to by your suppliers.

We CARE

We CARE about our clients and relentlessly work in their best interest, helping them navigate the complexities of trade regulations and requirements.

Thank you for your continued trust and partnership with GHY!