CTR - Canadian Tax Refund
P.O. Box 42090
Vancouver, B.C. V6P 6S6 Canada

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REFUND AGREEMENT - FOREIGN CONVENTIONS

A

Business / Organization Name

Address

City / Town / Village | Province / State | Country

Postal / Zip Code | Phone Number (required) | E-mail

B

Convention Type

☐ Sponsor ☐ Organizer ☐ Exhibitor

If you are a Sponsor or Organizer, complete the following:

Total number of Delegates _____ Number of expected Canadian Delegates _____

C

Convention Period

From ___ ___ / ___ ___ / ___ ___ To ___ ___ / ___ ___ / ___ ___
month day year month day year

D

The undersigned agrees to the terms and conditions set out on this agreement.

_____ _____
Date Name and Signature of authorized officer of the business, or organization

IT IS A SERIOUS OFFENSE TO MAKE A FALSE CLAIM

INSTRUCTIONS

1. Complete Section "A" COMPLETELY. Incomplete applications will be returned.

2. Complete Section "B" and choose the convention type from the following that best describes you:

   Sponsors convene and supply admissions to foreign conventions.

   Organizers acquire the convention facility and/or supplies and organizes the foreign convention for a sponsor.

   Exhibitors attend a convention to promote its business, products or services and rents/leases exhibit space.

3. Complete section "C" and attach the following:
   - a convention agenda, itinerary or event program;
   - copies of invoices or receipts showing the GST/HST/TVQ paid;
   - complete hotel folios (the complete hotel bill including any and all subsequent folios

4. Sign and date section "D". We must receive your claim within 1 year after the day the convention starts.

Terms and Conditions
The client hereby certifies that the information given in this application is true, correct and complete. The client authorizes CTR - Canadian Tax Refund to claim and receive on behalf of the client the refund that is or becomes payable to the client pursuant to the Canada Revenue Agency's (CRA) Foreign Convention and Tour Incentive Program (GST/ HST/ TVQ) on the following conditions: 1) You were not paid or credited the tax from a supplier. 2) You have not previously claimed the refund or any part of it. 3) CTR - Canadian Tax Refund will calculate and pay the client an amount equal to the refund received by CTR less a processing fee of 15% (subject to a minimum of $10), and $1 for postage. In the event the CRA changes any of the existing procedures, rules and/or regulations regarding the Foreign Convention and Tour Incentive Program, and/or for any reason (ie. lost mail) beyond our control, CTR will not be liable for any such claims that become void, denied, lost or delayed because of such changes/reasons. This is not a publication of the Canada Revenue Agency, nor is CTR - Canadian Tax Refund an agent of the Government of Canada.

Absolute Power of Attorney
The client, by execution of this Refund Agreement, including this Power of Attorney hereby appoints CTR – Canadian Tax Refund as the true and lawful attorney for the client and in the client's name, place and stead and for the client's sole use and benefit to: 1) sign and submit an application for the refund to the Canada Revenue Agency and receive the refund on the client's behalf. 2) endorse the refund cheque on the clients behalf and as the client's attorney with absolute power of attorney, deposit the refund cheque to and for the account of CTR - Canadian Tax Refund. 3) open and respond to any correspondence addressed to the client from Canada Revenue Agency. 4) contest, settle and appeal any assessments or decisions made by the Canada Revenue Agency respecting the refund.