

## STAGE 1: BEFORE IMPORTING

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| <p><b>1. BUSINESS PLAN</b></p> <p><i>Your business plan is a roadmap to your success and a tool to measure your business' progress.</i></p>  | <p>A business plan for importing doesn't differ from a plan for a business buying and selling domestically. <input type="checkbox"/></p> <p>For tips on writing a business plan, visit: <a href="https://smallbusinessbc.ca/resource/howtos-checklists/business-plan-checklist">smallbusinessbc.ca/resource/howtos-checklists/business-plan-checklist</a>.</p> <p>See our business plan services: <a href="https://smallbusinessbc.ca/advisory/business-plan-services">smallbusinessbc.ca/advisory/business-plan-services</a> and business planning seminars: <a href="https://smallbusinessbc.ca/education">smallbusinessbc.ca/education</a> for help.</p>      |
| <p><b>2. MARKET RESEARCH</b></p> <p><i>Market research is a vital part of your business plan, including creating a viability report.</i></p> | <p>Before investing in importing goods, ensure demand exists for your product. <input type="checkbox"/></p> <p>See our market research services: <a href="https://smallbusinessbc.ca/advisory/market-research-services">smallbusinessbc.ca/advisory/market-research-services</a> and market research seminars: <a href="https://smallbusinessbc.ca/education">smallbusinessbc.ca/education</a> for help.</p>   |
| <p><b>3. REGULATIONS</b></p> <p><i>Investigate the relevant regulations for your business.</i></p>   | <p>Visit Global Affairs Canada to find out if there are any import controls for your goods: <a href="https://international.gc.ca">international.gc.ca</a> <input type="checkbox"/></p> <p>Find out if your goods are regulated by a government department and agency: <a href="https://sbbc.co/regulatedgoods">sbbc.co/regulatedgoods</a></p>  |
| <p><b>4. LABELLING REQUIREMENTS</b></p> <p><i>Ensure that the goods are labelled as required.</i></p>  | <p>Labelling standards have to be applied for Consumer products, pre-packaged foods, and cosmetics. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• <b>Textile, consumer products, precious metal:</b> Competition Bureau (<a href="https://sbbc.co/labellinginfo">sbbc.co/labellinginfo</a>)</li> <li>• <b>Food products:</b> Canadian Food Inspection Agency (<a href="https://sbbc.co/foodlabelling">sbbc.co/foodlabelling</a>)</li> <li>• <b>Cosmetics and health products:</b> Health Canada (<a href="https://canada.ca/en/health-canada/services/cosmetics.html">canada.ca/en/health-canada/services/cosmetics.html</a>)</li> </ul> |
| <p><b>5. TARIFFS AND DUTIES</b></p> <p><i>Obtain the Tariff classification (HS code), Tariff Treatment, duties, taxes of your goods.</i></p> | <p>Determine the 10 digit tariff classification number (HS code) for each item imported. <input type="checkbox"/></p> <p>To obtain tariff and duty contact Canada Border Service Agency 1-800-461-9999 or visit <a href="https://cbsa.gc.ca">cbsa.gc.ca</a>.</p>   |
| <p><b>6. REGISTER YOUR BUSINESS</b></p>  | <p>Apply for a business name and register a sole proprietorship, partnership or a corporation. Find out more: <a href="https://smallbusinessbc.ca/advisory/business-registration-services">smallbusinessbc.ca/advisory/business-registration-services</a> <input type="checkbox"/></p>   |
| <p><b>7. BUSINESS NUMBER</b></p> <p><i>Obtain an import/export account.</i></p>  | <p>Obtain an import/export account, from Canada Revenue Agency at 1-800-959-5525 or visit: <a href="https://canada.ca/en/services/taxes/business-number.html">canada.ca/en/services/taxes/business-number.html</a>. <input type="checkbox"/></p>   |

## STAGE 2: AT THE BORDER

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| <b>8. IMPORT DECLARATION B3 FORM</b>   | Complete the B3 form the day you receive the cargo control from the carrier (with a barcode). Visit the Canada Border Service Agency website for advice on completing the form: <a href="http://sbbc.co/B3form">sbbc.co/B3form</a>  | <input type="checkbox"/> |
| <b>9. ACCOUNTING PACKAGE DOCUMENTS</b> | Customs requires two (2) copies of: <ul style="list-style-type: none"> <li>• Cargo Control Document (CCD), provided by your carrier</li> <li>• Canada Customs Invoice or Commercial Invoice</li> <li>• All import permits certificates or licenses required</li> <li>• Completed B3 import declaration completed</li> </ul> | <input type="checkbox"/> |
| <b>10. RELEASING OF GOODS</b>          | All duties and taxes should be paid at the border by the importer to one of the CBSA offices or by the custom broker.<br><br>On payment goods will be released for pick up.*  | <input type="checkbox"/> |

\*Note: Should CBSA request to inspect your shipment, you are responsible for any costs incurred for the examination. Inspection of shipments can cause a delay to the delivery of good for up to a week.

## DON'T KNOW WHERE TO START?

### HOW TO START IMPORTING INTO CANADA SEMINAR

**\$59**

- Learn the basics of international trade, understand the use of Incoterms, means of payment, regulations
- Acquire the knowledge to be ready to import
- Receive the tools to develop an import plan

PLUS TAX

For more information visit

[smallbusinessbc.ca/education/how-to-start-importing-into-canada](http://smallbusinessbc.ca/education/how-to-start-importing-into-canada)

## READY FOR THE NEXT STEP?

### IMPORT ADVISORY SERVICE

**\$129**

- One-on-one trade consulting including import processes and requirements
- Import account setup
- Harmonized system code for import
- Tax and duty rates
- Tariff treatment research

PLUS TAX

For more information visit

[smallbusinessbc.ca/service/advisory/import-advisory](http://smallbusinessbc.ca/service/advisory/import-advisory)

## CONTACT

## CLIENT SERVICES

604-775-5525 | 1-800-667-2272 | [askus@smallbusinessbc.ca](mailto:askus@smallbusinessbc.ca)

All clients are advised to reconfirm information from the official departments from the necessary government agencies both in Canada and abroad. Small Business BC accepts no liability or responsibility for any acts or errors, omissions, misuse, and/or misinterpretation resulting from reliance, in whole or in part, on information provided.