

How to Export Goods into Canada

STAGE 1: BEFORE EXPORTING

WRITE YOUR EXPORT PLAN

A roadmap to success and a tool to measure your business' progress.

An export plan is a business plan that focuses on international markets. It identifies your target market(s), export goals, necessary resources and anticipated results.

For tips on writing a business plan, visit sbbc.co/howtobizplan
See our Business Plan Review Service sbbc.co/bizplanreview and business plan seminars sbbc.co/SBBCeduCal for help.

MARKET RESEARCH AND MARKET ANALYSIS

Market research is a vital part of your business plan, including creating a viability report.

Before investing in the export of goods, make sure there is a demand for your product in the targeted country.

- Department of Foreign Affairs and International Trade Canada (international.gc.ca)
- Export Development Canada (edc.ca)
- Trade Map (trademap.org)
- Centre for Intercultural Learning (intercultures.gc.ca)

REGULATIONS AND PERMITS

Visit the Foreign Affairs and International Trade to find out if your goods require an export permit: www.international.gc.ca

Find out if your goods are regulated by a government department and agency: sbbc.co/regulatedgoods

PRODUCT AND LABELLING REQUIREMENTS

Different government departments will have different labeling standards depending on industry of your product. Contact the relevant government of the foreign country or ask your buyer to give you information about the labeling requirement.

TARIFF CLASSIFICATION (HS CODE)

Find the Tariff classification (HS code), Tariff Treatment, duties, taxes of your goods.

Determine the 8 digit tariff classification number (HS code) for each item exported. Call Statistics Canada 1-800-257-2434 to obtain codes. Your buyer or international Freight Forwarder can provide you, for a fee, with the HS code.

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OBTAIN A CERTIFICATE OF ORIGIN

Under the free trade agreements:

- Value shipment less than CAD\$2500: a formal certificate of origin is not required, only a letter stating the origin of the goods
- Value shipment greater than CAD\$2500: a formal certificate of origin required: sbbc.co/certorigin

Under GPT and LDCT: sbbc.co/gptldct

REGISTER YOUR BUSINESS

Apply for a business name and register a sole proprietorship, partnership or a corporation: sbbc.co/registerbusiness
See our Registration Services for help: sbbc.co/registeryourbiz

OBTAIN IMPORT/EXPORT ACCOUNT

Obtain an import/export account, from Canada Revenue Agency at 1-800-959-5525 or www.cra-arc.gc.ca.

Small Business BC offers registration service, including opening your trade account: sbbc.co/importexportservices

FIND POTENTIAL CLIENTS

Find clients and develop relationship:

- Trade Facilitation Office Canada (tfocanada.ca)
- Department of Foreign Affairs and International Trade Canada (international.gc.ca)

STAGE 2: AT THE BORDER

EXPORT DECLARATION

Get started with electronic export declarations

cbsa-asfc.gc.ca/services/cers-scde/get-started-intro-eng.html

ACCOUNTING PACKAGE DOCUMENTS

Customs require 3 copies of your completed B13A (if applicable), certificate of origin (if applicable), commercial invoice, and all required permits certificates or licenses for the destination.

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DON'T KNOW WHERE TO START?

EXPORT REGISTRATION PACKAGE

\$129

PLUS TAXES

- One-on-one trade consulting including export processes and requirements
- Export account setup and number
- Harmonized System Code
- Certificate of origin and paperwork for export
- And more!

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.