

# How to Import Goods into Canada

## STAGE 1: BEFORE IMPORTING

### BUSINESS PLAN

Your business plan is a roadmap to your success and a tool to measure your business' progress.

A business plan for importing doesn't differ from a plan for a business buying and selling domestically.

For tips on writing a business plan, visit [sbbc.co/howtobizplan](https://sbbc.co/howtobizplan).

See our Business Plan Review Service ([sbbc.co/bizplanreview](https://sbbc.co/bizplanreview)) and business planning seminars ([sbbc.co/SBBCeduCal](https://sbbc.co/SBBCeduCal)) for help.

### MARKET RESEARCH

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

Before investing in importing goods, ensure demand exists for your product.

Learn about market research from Canada Business: [sbbc.co/CBNmarketresearch](https://sbbc.co/CBNmarketresearch)

See our Market Research Advisory Service ([sbbc.co/marketresearchcoaching](https://sbbc.co/marketresearchcoaching)) and market research seminars ([sbbc.co/SBBCeduCal](https://sbbc.co/SBBCeduCal)) for help.

### REGULATIONS

Investigate the relevant regulations for your business.

Visit the Foreign Affairs and International Trade to find out if your goods are on control import list: [www.international.gc.ca](http://www.international.gc.ca)

Find out if your goods are regulated by a government department and agency: [sbbc.co/regulatedgoods](https://sbbc.co/regulatedgoods)

### LABELING REQUIREMENTS

Ensure that the goods are market and labeled as required.

Labeling standards have to be applied for Consumer products, pre-packaged foods, and cosmetics.

- Textile, consumer products, precious metal: Competition Bureau ([sbbc.co/labellinginfo](https://sbbc.co/labellinginfo))
- Food products: Canadian Food Inspection Agency ([sbbc.co/foodlabelling](https://sbbc.co/foodlabelling))
- Cosmetics and health products: Health Canada ([sbbc.co/cosmeticslabelling](https://sbbc.co/cosmeticslabelling))

### TARIFFS AND DUTIES

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

Determine the 10 digit tariff classification number (HS code) for each item imported.

To obtain tariff and duty contact Canada Border Service Agency 1-800-461-9999 or visit [www.cbsa.gc.ca](http://www.cbsa.gc.ca).

### REGISTER YOUR BUSINESS

Investigate the relevant regulations for your business.

Apply for a business name and register a sole proprietorship, partnership or a corporation: [sbbc.co/registerbusiness](https://sbbc.co/registerbusiness)

See our Business Advisors for help: [sbbc.co/bcbizadvisor](https://sbbc.co/bcbizadvisor)

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### **BUSINESS NUMBER**

Obtain an import/export business number.

Obtain an import/export account, from Canada Revenue Agency at 1-800-959-5525 or [sbbc.co/BNregistration](http://sbbc.co/BNregistration).

See our registration services for importers: [sbbc.co/registerbusiness](http://sbbc.co/registerbusiness)

## STAGE 2: AT THE BORDER

### **IMPORT DECLARATION B3 FORM**

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: [sbbc.co/B3form](http://sbbc.co/B3form)

### **ACCOUNTING PACKAGE DOCUMENTS**

Customs requires two (2) copies of:

- Cargo Control Document (CCD), provided by your carrier
- Canada Customs Invoice or Commercial Invoice
- All import permits certificates or licenses required
- Completed B3 import declaration completed

### **RELEASING OF GOODS**

All duties and taxes should be paid at the border by the importer to one of the CBSA offices or by the custom broker.

On payment of goods and clearance, goods will be released and can be arranged for pick up.

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## DON'T KNOW WHERE TO START?

### IMPORT REGISTRATION PACKAGE

**\$129**

**PLUS TAXES**

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