

How to Export Goods from Canada

STAGE 1: BEFORE EXPORTING

1. WRITE YOUR EXPORT PLAN

Your export plan is a roadmap to your success and a tool to measure your 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
- See our business planning seminars sbbc.co/SBBCeduCal

2. MARKET RESEARCH AND MARKET ANALYSIS

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 www.international.gc.ca
- Export Development Canada: www.edc.ca
- Trade Map: www.trademap.org
- Centre for Intercultural Learning: www.intercultures.gc.ca

3. REGULATIONS AND PERMITS

Investigate the relevant regulations for your business.

- 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

4. PRODUCT AND LABELING 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.

5. TARIFF CLASSIFICATION (HS CODE)

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

- Call Statistics Canada [1-800-257-2434](tel:1-800-257-2434) to obtain codes

6. 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:

- Visit our website: sbbc.co/gptldct

7. 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
- See our Business Advisors for help: sbbc.co/bcbizadvisor

8. OBTAIN AN IMPORT/EXPORT ACCOUNT

Investigate the relevant regulations for your business.

- Obtain an import/export account, from Canada Revenue Agency at [1-800-959-5525](tel:1-800-959-5525) or www.cra-arc.gc.ca
- Small Business BC offers registration service, including opening your trade account: sbbc.co/importexportservices

9. FIND POTENTIAL CLIENTS

Find clients and develop relationships

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

STAGE 2: AT THE BORDER

1. EXPORT DECLARATION

Get started with electronic export declarations

- Visit the Canada Border Service Agency website:
www.cbsa-asfc.gc.ca/services/cers-scde/get-started-intro-eng.html

2. ACCOUNTING PACKAGE DOCUMENTS

Customs require 3 copies of:

- Completed B13A (if applicable)
- Certificate of origin (if applicable)
- Commercial invoice, and all required permits certificates or licenses for the destination.

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.

DON'T KNOW WHERE TO START?**EXPORT REGISTRATION PACKAGE**

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

\$129
PLUS TAXES