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Checklist for Exporting Commercial Goods

This checklist, to be used in conjunction with the *Step-by-Step Guide to Exporting* (www.cbsa.gc.ca/sme-pme), is a tool to help you with the commercial exporting process and is intended to complement and not replace existing regulations, acts and references. Exporting requirements include the following:

Before exporting

- Obtain your Business Number by creating an import-export account with the Canada Revenue Agency.
- Identify the goods you want to export. You may also want to check that the goods you are exporting are admissible in the country of final destination.
- Determine whether you will use the services of a customs broker or freight forwarder and calculate any associated costs.
- Verify whether the goods are controlled, regulated or prohibited by any government department or agency. Obtain an export permit if required.
- Determine whether the goods need to be declared on an export declaration.
- If an export declaration is required, determine the eight-digit export code for the goods from Statistics Canada's Canadian Export Classification.
- Select the method of shipping (by air, highway, marine, post or rail) and identify the export reporting time frame for that method.

To export

- Complete an export declaration. If the goods are not subject to an export declaration, advise your carrier and indicate "no declaration required (NDR)" with the proper explanation or corresponding numerical code on the transport documentation (cargo control document, manifest, bill of lading, etc.).
- Submit the export declaration electronically by using the Canadian Automated Export Declaration (CAED) or G7 Electronic Data Interchange (EDI).
- When electronic permits are not available, present a paper copy of the electronic export declaration and the other government department(s) permit at the CBSA office closest to the point of exit.

Please note

- Should you need to cancel a shipment or modify information about a shipment that you have already reported, you must submit an amended declaration.
- Government officials may examine the shipment.
- The Administrative Monetary Penalty System (AMPS) ensures compliance with CBSA legislation.
- Keep records of your exports for a period of six years following the date of export.

For other exporting and importing resources, visit the SME Centre at www.cbsa.gc.ca/sme-pme.

For more information, within Canada call the Border Information Service at **1-800-461-9999**. From outside Canada call 204-983-3500 or 506-636-5064. Long distance charges will apply. Agents are available Monday to Friday (08:00 – 16:00 local time/except holidays). TTY is also available within Canada: **1-866-335-3237**.

