

# HOW TO EXPORT GOODS FROM CANADA

## STAGE 1: BEFORE EXPORTING

### 1. 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](http://sbbc.co/howtobizplan)  
See our Business Plan Review Service [sbbc.co/bizplanreview](http://sbbc.co/bizplanreview) and business plan seminars [sbbc.co/SBBCeduCal](http://sbbc.co/SBBCeduCal) for help.



### 2. 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 ([www.international.gc.ca](http://www.international.gc.ca))
- Export Development Canada ([www.edc.ca](http://www.edc.ca))
- Trade Map ([www.trademap.org](http://www.trademap.org))
- Centre for Intercultural Learning ([www.intercultures.gc.ca](http://www.intercultures.gc.ca))



### 3. FIND POTENTIAL CLIENTS

Ensure you have potential clients interesting in buying your items and develop relationship with them.

- Trade Facilitation Office Canada ([www.tfoCanada.ca](http://www.tfoCanada.ca))
- Department of Foreign Affairs and International Trade Canada ([www.international.gc.ca](http://www.international.gc.ca))
- Visit Small Business BC to access Kompass and Hoovers ([www.kompass.com](http://www.kompass.com) and [www.hoovers.com](http://www.hoovers.com))
- Duns and Bradstreet ([www.dnb.com](http://www.dnb.com))



### 4. REGULATIONS AND PERMITS

Visit the Foreign Affairs and International Trade to find out if your goods require an export permit: [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](http://sbbc.co/regulatedgoods)



### 5. 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.



### 6. 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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## 7. 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](http://sbbc.co/certorigin)

Under GPT and LDCT: [sbbc.co/gptldct](http://sbbc.co/gptldct)



## 8. REGISTER YOUR BUSINESS

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

See our Registration Services for help: [sbbc.co/registeryourbiz](http://sbbc.co/registeryourbiz)



## 9. OBTAIN IMPORT/EXPORT ACCOUNT

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

Small Business BC offers registration service, including opening your trade account: [sbbc.co/importexportservices](http://sbbc.co/importexportservices)



## 10. FIND POTENTIAL CLIENTS

Find clients and develop relationship:

- Trade Facilitation Office Canada ([www.tfocanada.ca](http://www.tfocanada.ca))
- Department of Foreign Affairs and International Trade Canada ([www.international.gc.ca](http://www.international.gc.ca))



## STAGE 2: AT THE BORDER

## 11. EXPORT DECLARATION B13A

*Not required for shipments to US or shipments valued under \$2000.*

Use the Canadian Automated Export Declaration to file the B13A form at least 48 hours prior to export. Visit [sbbc.co/exportdeclaration](http://sbbc.co/exportdeclaration) to download the free software, or call 1-800-257-2434.



## 12. 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.



## DON'T KNOW WHERE TO START?

### EXPORT REGISTRATION PACKAGE

**\$89**

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!

## READY FOR THE NEXT STEP?

### ARE YOU THINKING OF EXPORTING?

**\$59**

PLUS TAXES

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

## 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.