



Checklist for Exporting Commercial Goods

This checklist is a tool to help you with the commercial exporting process and is intended to complement, not replace existing regulations, acts, and references. Requirements include, but are not limited to, the following:

Before exporting

- Obtain your [Business Number](#) from 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 if you are using 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 if the goods need to be declared on an export declaration.
- If an export declaration is required, determine the tariff classification number for the goods from Statistics Canada's "[Canadian Export Classification](#)".
- Select the method of shipping and identify the export reporting time frames for the shipping method you select (by air, ground freight, marine, post or train).

To export

- Complete an export declaration. If the goods are not subject to an export declaration advise your carrier to 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 using either the paper-based or electronic reporting method:
 - o For paper-based method ([B13A](#)) – to a Canada Border Services Agency (CBSA) Designated Export Office at the place of exit,
 - o For electronic method ([CAED](#) or [G7](#)) – by computer directly to the CBSA and Statistics Canada.
- Submit any permits required, along with a paper copy of the export declaration, to a CBSA Designated Export Office at the place of exit.

Please note

- Should you need to cancel a shipment or modify information about a shipment 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 six years after the year you export goods.

For detailed information on this process, visit the SME Centre at www.cbsa.gc.ca/sme-pme, or for assistance call Border Information Service at: [1-800-461-9999](tel:1-800-461-9999).