



Checklist for Exporting Commercial Goods from Canada

This checklist, to be used in conjunction with the [Step-by-Step Guide to Exporting Commercial Goods from Canada](#), is intended to complement and not replace existing regulations, acts and references.

Exporting requirements include the following:

- Obtain your import/export [business number](#) from the Canada Revenue Agency.
- Identify what type of 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](#).
- Verify whether the goods are controlled, regulated or prohibited to be exported by the Canada Border Services Agency (CBSA) or any [other 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 appropriate 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 if required.
- 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.).
- In most cases, submit the export declaration electronically by using the [Canadian Automated Export Declaration](#) (CAED) or [G7 Electronic Data Interchange](#) (EDI) or, if necessary, submit a paper [B13A, Export Declaration](#).
- If a proof of export is required and electronic permits reporting is 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, submit an amended declaration.
- The export shipment may be examined by the CBSA or other government officials.
- Keep [records](#) of your exports for a period of six years following the date of export.
- Be aware that the CBSA uses the [Administrative Monetary Penalty System](#) (AMPS) to assess monetary penalties against businesses that do not comply with customs legislation.

For more information, within Canada call the [Border Information Service](#) (BIS) 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.