



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Exporting Goods From Canada

A Handy Guide for Exporters



RC4116(E) Rev. 05

Canada

The information in this publication was accurate when we at the Canada Border Services Agency (CBSA) published it. However, legislative provisions and requirements can change at any time. We make every effort to provide timely updates.

This publication is also available electronically on the CBSA Web site at **www.cbsa.gc.ca** by selecting “Publications and forms” followed by “Topic” and “Export”.

La version française de cette publication s'intitule
L'exportation de marchandises du Canada.

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Introduction

This publication outlines the requirements that you, as an exporter, must fulfill to meet your obligations to report exports under the *Customs Act* and the *Reporting of Exported Goods Regulations* (revised 2005). It explains:

- why you have to report your goods;
- who is an exporter;
- what goods you have to report;
- how, where, and when you report; and
- the basics of the Administrative Monetary Penalty system (AMPS).

At the Canada Border Services Agency (CBSA), we treat the information that you give us about your exports with confidentiality.

For your convenience, the Quick Reference Table in Appendix 4 outlines the documents you need to provide to the CBSA before you export your goods.

The Regulations are found in Memorandum D20-1-0, *Reporting of Exported Goods Regulations* and more detailed export information is found in Memorandum D20-1-1, *Export Reporting*.

Additional export reporting requirements exist for transportation companies, carriers and customs service providers concerning the presentation and submission of documents such as conveyance reports, cargo reports and bills of lading. For details about these requirements, see Memorandum D3-1-1, *Regulations Respecting the Importation, Transportation and Exportation of Goods*, and other memoranda of the D3 series related to specific modes of transport.

You can view and print the D Memoranda from the CBSA Web site at www.cbsa.gc.ca under "Publications and forms".

Definitions/Terms

“Goods” includes both goods and technology but not services.

“Non-restricted goods” means goods the exportation of which is not prohibited, controlled or regulated under the *Customs Act* or any other act of Parliament.

“Permit” includes a permit, licence or certificate.

“Regulations” means the *Reporting of Exported Goods Regulations*.

“Report in writing” includes reporting on paper or electronically.

“Restricted goods” means goods the exportation of which is prohibited, controlled or regulated under the *Customs Act* or any other act of Parliament.

Why you have to report your exports

The three main objectives of our export reporting program are to:

- control the export of strategic and dangerous goods, as well as other controlled and regulated goods;
- collect accurate information on Canadian exports; and
- control the outbound movement of goods in transit through Canada.

Canada has a responsibility to ensure that the goods that enter the international market from Canada do not pose a security threat to those countries.

It is important that you report your exports and that the information you provide is complete and accurate. The overall export market picture that emerges from the information that you and other exporters provide will help you make informed business decisions on existing and emerging export markets.

Who is the exporter?

The exporter of the goods means the holder of a Business Number (BN) for the purposes of the *Customs Act* who exports commercial goods or has the legal right to cause them to be exported. The wording “cause them to be exported” does not mean the person involved in the transportation of the goods.

The exporter, which includes a non-resident, may delegate the reporting of exports to another person, but the exporter is ultimately responsible for ensuring that the export documents are submitted to the CBSA within the time frames stated in the Regulations. The exporter will receive the applicable penalty if the documents are not submitted accurately and on time.

The following are some scenarios, which indicate who the exporter would be, i.e., who would be responsible for obtaining a BN and submitting the export documents.

- A Canadian company sells to a company in Germany. The Canadian company is the exporter.
- A Canadian company sells goods to a company in France. This company, which has registered for a non-resident Canadian BN, sells the goods to a company in the U.K. The French company arranges for the goods to be exported directly from Canada to the U.K. company. The exporter is the non-resident French company.
- A Canadian company located in Halifax, N.S. sells to a company in the United States which has registered for a non-resident Canadian Business Number (BN). The terms of the sale are for the Canadian company to deliver the goods to a warehouse in Moncton, N.B. where the goods are consolidated by a freight forwarder. The goods are ultimately shipped to the Bahamas. The exporter is the non-resident United States company.

In all scenarios, the exporter's BN will be stated on the export declaration.

Business Number

You need to include your Business Number (BN) on all your export declarations, no matter what reporting method you choose. This number is a 15-digit account number, which consists of the nine digit BN, the RM letters which represent the import/export program, plus four digits that represent your unique program account identifier activated for exports, e.g., 123456789RM0003.

To register for a BN, or to include an RM account identifier, call 1-800-959-5525. If you have a Social Insurance Number you can register online at www.businessregistration.gc.ca. You can also call or visit your local tax services office listed in the government section of your telephone book.

Non-resident exporters can get additional information on acquiring a BN by obtaining a copy of the guide, *Doing Business in Canada - GST/HST Information for Non-Residents (RC4027)*. This publication is available on the Canada Revenue Agency (CRA) Web site at www.cra.gc.ca under "Forms and publications" and "Frequently requested publications". Exporters outside of Canada may find the telephone number of the designated tax services office for their country by visiting the CRA Web site at www.cra.gc.ca/E/pub/gp/rc4027/rc4027-e.html.

Note: If your customs service providers complete export declarations on your behalf, they should use your BN on the declarations. You must complete Form RC59, *Business Consent Form* for your service providers so that they can contact the CRA to obtain information on your behalf. Further information on the RC59 is available in Customs Notice N-586, which is found on the CBSA Web site under "Publications and forms".

If, when you originally applied for a BN, you indicated you were only involved with imports but have subsequently begun to deal with exports, you must contact the CRA and request that your RM account identifier be amended to include exports.

Before you start to export, you must activate your BN with its account identifier by calling 1-800-959-5525. You must ensure that you are using the correct BN and RM account identifier so that you will not be subject to penalties under Administrative Monetary Penalty System (AMPS).

What goods do you have to report?

Exports to the United States

All goods - restricted and non-restricted

Under an agreement with the United States, the Government of Canada gets export information on goods destined for consumption in the United States market directly from United States import data. Therefore, you **do not have to prepare an export declaration for any goods that you are exporting to the United States, Puerto Rico, or the United States Virgin Islands.**

Exception: You must report the sale of trains to the United States.

Note: For the export of conveyances see the section entitled “Exporting conveyances”.

Restricted goods

For restricted goods to the United States, you must provide the CBSA with the required export permit as well as any other documents required by government departments or agencies that regulate the export of these goods.

In the case of restricted goods covered under General Export Permits (GEPs), you may not be required to submit individual export permit applications to International Trade Canada (ITCan) but you should contact ITCan to find out how to report those goods.

Note: You do **not** require an export declaration for the sale of restricted goods to the United States. For more information on restricted goods see the section entitled “Exports to non-United States destinations”.

Goods in transit through the United States

You have to report exports that are shipped from Canada **through** the United States to another country, according to the procedures outlined in the section entitled “Exports to non-United States destinations”.

Documentation

To determine which export documents are required before exporting your goods, check the Quick Reference Table in Appendix 4.

Exports to non-United States destinations

Non-restricted goods

You have to report non-restricted goods by filing an export declaration when:

- the commercial goods are valued at CAN\$2,000 or more; and
- the final destination of the goods is a country other than the United States, Puerto Rico, or the United States Virgin Islands.

Certain goods are exempt from reporting on an export declaration unless their export is controlled, regulated, or prohibited by any act of Parliament. Some of these goods are listed in the section entitled “Exceptions to exporter reporting”. For a detailed list, see Memorandum D20-1-1, *Export Reporting*.

Restricted goods

You have to report all restricted goods that are being exported to non United States destinations, regardless of their value, by presenting the required permits to the CBSA.

You may, in certain cases, export restricted goods to eligible destinations under General Export Permits (GEPs). You may not be required to submit individual export permit applications to ITCan but you must cite the appropriate GEP number in the export permit field on the export declaration.

If you are reporting your goods using Form B13A, *Export Declaration*, you must present a stamped copy of the B13A, **regardless of the value** of the goods, at a designated export reporting office. For more information on the stamping of the export declaration, see Appendix 2 entitled “Stamping an export declaration”.

If you are reporting your goods using the Canadian Automated Export Declaration (CAED) or G7 Electronic Data Interchange (EDI) Export Reporting, you must present a paper copy of the CAED or G7 EDI report along with the permit at a designated export reporting office.

For more information on where and when to submit the export documentation see the section entitled “When and where do you report your exports?”.

ITCan administers the *Export and Import Permits Act*, the legislation that governs the export and import of many of these goods. For information on this act, which includes the Export Control List and the Area Control List, for a copy of ITCan’s booklet *A Guide to Canada’s Export Controls*, or for details on how to use and report a GEP, you can contact:

Export Controls Division
International Trade Canada
6th floor, Tower C
125 Sussex Drive
Ottawa ON K1A 0G2
Telephone: (613) 996 2387
Facsimile: (613) 996 9933
Email: ECL?@dfait maeci.gc.ca

Other government departments administer laws that impose restrictions on the export of certain goods. These include but are not limited to:

- Agriculture and Agri-Food Canada
- Canadian Wheat Board
- Canadian Nuclear Safety Commission
- Department of Canadian Heritage
- Department of Fisheries and Oceans
- Environment Canada
- Health Canada

It is **you, the exporter**, who is responsible for finding out if the goods being exported are restricted.

Documentation

Remember there is a Quick Reference Table in Appendix 4 to remind you which export documents you require before exporting your goods.

Exporting conveyances

If you intend to **permanently export** a conveyance from Canada, you must present documents displaying the Vehicle Information Number (VIN), the Hull Identification Number (HIN) or the serial number of the conveyance. You must present these documents before export as well as any other report required under the export regulations. You must present this conveyance identification information at the export reporting office located closest to the place of exit from Canada where you are exporting the conveyance.

Note: You do not have to report the identification number of the transport vehicle used to export the conveyance.

Exceptions to exporter reporting

No Declaration Required

Some goods do not have to be reported on an export declaration. However, if at the time of exportation an officer suspects, on reasonable grounds, that the goods are being exported contrary to an act of Parliament, then the officer may request that the goods be reported by presenting an export declaration.

The following examples of exceptions to reporting by an exporter are found in sections 6 and 7 of the Regulations.

- goods for United States consumption;
- commercial goods valued less than CAN\$2,000;
- personal and household effects, other than those of an emigrant;
- diplomatic goods;
- personal gifts and donations of goods, excluding conveyances;
- goods for repair or warranty repair that will be returned to Canada; and
- temporary exportations, other than goods exported for further processing.

All restricted goods exported for consumption in non-United States destinations require an export declaration.

For the complete list of goods that are exempt from being reported see Memorandum D20-1-1, *Export Reporting* which is found on the CBSA Web site.

When and where do you report your exports?

You must report in writing all goods that are exported using one of the reporting methods described in the section “How do you report your exports?”. You must submit this information at a designated export reporting office that is open for business for the purposes of reporting goods to be exported. A list of these offices is found in Memorandum D20-1-1, *Export Reporting*.

There are specific time frames for reporting your goods. These time frames vary based on the mode of transportation used to export the goods from Canada

- vessel – not less than 48 hours before being loaded on the vessel;
- aircraft – not less than two hours before being loaded on the aircraft;
- rail – not less than two hours before the railcar containing the goods is assembled to form part of the train for export;
- mail – not less than two hours before being delivered to the post office where the goods will be mailed;
- any other mode – immediately prior to the exportation of the goods.

Note: Live animals, perishable goods, bulk goods, homogeneous goods or time-sensitive goods, which are not controlled, regulated or prohibited goods, must be reported immediately before the exportation of the goods.

Bulk goods are goods that are packed loose within a large container or a transport unit, without any other containment or packaging.

Homogeneous goods are goods that closely resemble each other in their component materials and characteristics, and are intended to be used for the same purpose. The exporter must satisfy an officer that the goods meet these conditions prior to export.

Time-sensitive goods are goods which would lose their value or principal utility if not immediately used within a limited time after the exportation, or are part of a manufacturing and stock control system in which goods are produced and delivered as they are required.

You can report restricted goods inland to get the clock started to meet the reporting time frame. However, in order to meet the requirements of other government departments, you must also report them at the place specified on the permit. If no place is specified, you must report at the export reporting office located closest to the place of exit from Canada.

How do you report your exports?

You report your exports by submitting an export declaration and, when applicable, any required permits for restricted goods.

Filing your export declaration

You can report your exports by any of the following methods:

- Canadian Automated Export Declaration (CAED);
- G7 Electronic Data Interchange (EDI) Export Reporting;
- Form B13A, *Export Declaration*; or
- Summary Reporting.

Canadian Automated Export Declaration (CAED)

CAED is an electronic method for reporting exports which allows you, or your customs service provider, to prepare your export declarations quickly and transmit the information directly to the Government of Canada.

The CAED software is available free of charge and anyone who has the necessary computer equipment can register to participate in the program. You can find a demonstration of CAED and information on how to register on the Statistics Canada Web site at www.statcan.ca/english/exports, or you can contact:

CAED Help Line
International Trade Division
Statistics Canada
9th floor, Jean Talon Building
Tunney's Pasture
Ottawa ON K1A 0T6

Telephone: (613) 951 6291 or 1 800 257 2434

Facsimile: (613) 951 6823 or 1 888 269 5305

Email: export@statcan.ca

For **CBSA-related questions** on CAED, please contact the CBSA's Border Information Service (BIS) at one of the telephone numbers listed in Appendix 1.

G7 Electronic Data Interchange (EDI) Export Reporting

G7 EDI Export Reporting is another electronic method that allows you to report exports. The G7 was set up to report transactions between the G7 countries i.e., Britain, Canada, France, Italy, Japan, Germany and the United States. We have expanded this reporting method to include the report of goods that are being exported to any country for which an export declaration is required.

To register for G7 EDI Export Reporting, you must have a valid Business Number and complete the G7 application form. You can find it in the G7 EDI Export Participants' Requirement Document (PRD), on the CBSA Web site at www.cbsa.gc.ca/eservices/g7/exporting-e.html. It is also available by contacting:

Electronic Commerce Unit
Major Project Design and Development
Innovation, Science and Technology Branch
Canada Border Services Agency
15th floor, Sir Richard Scott Building
191 Laurier Avenue, West
Ottawa ON K1A 0L8

Telephone: 1-888-957-7224 (within North America)
(613) 946-0762 (outside North America)

Facsimile: (613) 952-9979

You must submit your completed registration form to Statistics Canada by facsimile or mail at:

Facsimile: 1-888-269-5305 or (613) 951-6823

Mail: International Trade Division
Statistics Canada
9th floor, Jean Talon Building
Tunney's Pasture
Ottawa ON K1A 0T6

Note: If you are a CAED or G7 EDI participant and you are exporting restricted goods, you must also present a paper copy of the CAED or G7 EDI export report together with the accompanying permit before export. This requirement does not apply if the CBSA has granted an exemption for those goods, or if automated permits are in place and the CBSA has the required access to them.

Form B13A, Export Declaration

This is a paper-based reporting method in which you complete Form B13A. This form with completion instructions is available on the CBSA Web site at www.cbsa.gc.ca under “Publications and forms”. Please ensure you are using the latest version of the export declaration.

Summary Reporting

The Summary Reporting program is reserved for exporters of low-risk goods who export on a regular basis and who have met specific CBSA requirements. It enables exporters to summarize required export data and submit it monthly in writing five business days after the end of the month in which the goods are exported. To report in this manner, you need prior written authorization from the CBSA. You can contact your local export reporting office for an application form or for additional information.

Note: If the goods require a permit, you also need authorization from the appropriate official responsible for administering the permit. **Restricted goods generally do not qualify for this program.**

Proof of report

Some carriers and service providers have signed a Memorandum of Understanding (MOU) with the CBSA indicating that they will transport “for export only” goods you have reported or will report (in the case of goods reported under Summary Reporting) to the CBSA according to the Regulations.

Before an MOU participant will accept your goods for export, you must provide the participant with proof that you have reported your goods. This proof of report may be in the form of any one of the following:

- Canadian Automated Export Declaration (CAED) – licence, authorization and form ID numbers (e.g., 12X543SC123420050300546);
 - licence number – 2 numeric, 1 alpha, 3 numeric digits (e.g., 12X543);

- authorization ID - 2 alpha, 4 numeric digits (e.g., SC1234); and
- form ID - year/month/system generated five-digit sequential transaction number (e.g., 20050300546)
- G7 EDI Export Reporting - authorization and form ID numbers (e.g., SC123420050300546);
 - authorization ID - 2 alpha, 4 numeric digits (e.g., SC1234); and
 - form ID - year/month/system generated five-digit sequential transaction number (e.g., 20050300546).
- Summary Report - SUM ID number
 - the letters SUM plus a four-digit number (e.g., SUM0567)
- Form B13A, *Export Declaration* - customs proof of report transaction number
 - stamp machine or manual CBSA stamp: year/month/day /time-24 hour clock/port number in smaller font/unique six-digit reference number (e.g., 2005/04/23/13:00 497 000235). See Appendix 2 for information on stamping your export declaration to obtain the proof of report.
- No Declaration Required (NDR)
 - Certain goods do not have to be reported to the CBSA. For a list of goods that are exempt from being reported on an export declaration, see the section entitled “Exceptions to exporter reporting”.
 - If the goods to be exported are exempt from being reported on an export declaration, you must specify to your MOU carrier that there is **No Declaration Required (NDR)**.

Exchange rates

You must state the currency and the declared value of the goods on Form B13A, *Export Declaration*, in CAED, in the G7 EDI Export Report and on the Summary Report. To convert currencies or to obtain monthly average exchange rates for summary reporting, you may use the exchange rate tool on the Small and Medium-sized Enterprise (SME) Center at www.cbsa.gc.ca/sme on the CBSA Web site or the Bank of Canada Web site at www.bankofcanada.ca/en/exchange.htm.

How do you cancel or amend an export declaration?

You may have to cancel a shipment or modify information about a shipment you already reported. If so, you have to submit an amended declaration clearly identifying the changes.

If your original reporting method was:

- CAED or G7 EDI Export Reporting, you can use the amend feature in the program to submit an amended declaration;
- Summary Reporting, you must notify Statistics Canada;
- Form B13A, you must submit an amended *Export Declaration* to the export reporting office where you presented your original export document.

Administrative Monetary Penalty System (AMPS)

AMPS was introduced in 2001. Under this new penalty system you could be issued a penalty for failing to comply with the Regulations and submitting the appropriate export documentation within the required time frames.

AMPS will be applied against the holder of the BN that is recorded on the export declaration.

For a list of export related AMPS see Memorandum D20-1-1, *Export Reporting* or for additional information on AMPS see the CBSA Web site at www.cbsa.gc.ca/export/penalties-e.html.

Exports and free trade agreements

If you are a Canadian exporter doing business under a free trade Agreement, you must complete a certificate of origin so that the importer in the foreign country can claim preferential tariff treatment. You should forward a copy of the certificate to the foreign importer and keep a copy on file to provide to the CBSA if requested.

For additional information on free trade agreements, please contact the CBSA's BIS at one of the telephone numbers listed in Appendix 1.

Keeping books and records

As an exporter, you have to keep accurate books and records in Canada for six years after the end of the calendar year in which you export the goods. This includes any written report made regarding the exports of goods, as well as a copy of any permit or other documents relating to the goods exported. You can keep these records in paper format or electronically.

For more information about keeping records, contact the CBSA's BIS at one of the telephone numbers listed in Appendix 1.

Need more information?

If you want more information on export reporting, you can contact the CBSA's BIS at one of the telephone numbers listed in Appendix 1, or access the CBSA Web site at www.cbsa.gc.ca.

Comments or suggestions

If you have any comments or suggestions that would help us improve this brochure, we would like to hear from you. Please contact us at:

Export Process
Admissibility Branch
Canada Border Services Agency
15th floor
191 Laurier Avenue West
Ottawa ON K1A 0L8
Telephone: (613) 954 7160
Facsimile: (613) 946 0241
Email: exports@cbsa.gc.ca

Appendix 1 – Border Information Service (BIS)

Border Information Service is a computerized, 24-hour telephone service that automatically answers all incoming calls and provides general border services information. You can use a touch tone telephone to hear recorded information on a variety of border topics related to personal importations, travellers' exemptions, residency information, commercial importations/exportations, postal shipments, currency exchange rates, cross-border currency reporting and trade agreements; including programs such as CANPASS, NEXUS, API/PNR, CSA/FAST and AMPS.

The service is available in both official languages. If you call during office hours (08:00 - 16:00, local time) and need more specific information, you can speak directly to an agent.

If you use a rotary-dial telephone, you cannot hear the BIS recorded information. However, if you call BIS during office hours (08:00 - 16:00, local time), your call will be transferred directly to an agent.

You can access BIS free of charge throughout Canada by calling **1-800-461-9999**. If you are calling from outside Canada, you can access BIS by calling (204) 983-3500 or (506) 636-5064. Long distance charges will apply.

You can also view a text version of the BIS recorded information by visiting our BIS Online page at **www.cbsa.gc.ca**.

Appendix 2 – Stamping an export declaration

The *Reporting of Exported Goods Regulations* state specific time frames by which exports must be reported. If you use Form B13A to report your exports, the goods are considered reported when you present the export declaration to the CBSA.

In the case of restricted goods, this also includes the presentation of any required permits, certificates or licences. Having the CBSA officer manually stamp your documents or using the stamp machine provided in the export reporting office will provide proof that your exports have met the time requirements. The stamp will include the date, time, export reporting office port code, and a reference number specific to that export.

You, or the person acting on your behalf, **must** stamp and distribute **three** copies of Form B13A as follows:

- **copy 1** – to the CBSA, including other documents, permits, licences, etc.;
- **copy 2** – to your carrier to provide proof that you reported the exports;
- **copy 3** – to be kept by you to prove that you have reported your exports.

It is imperative that only three copies of the B13A are stamped and that **each of the three copies shows the identical customs proof of report number**. If you require an additional copy for the exportation of restricted goods, you may be required to photocopy the B13A with the CBSA stamp imprinted on it.

Note: To facilitate your export reporting, you may wish to consider reporting electronically through CAED or G7 EDI Export Reporting. For more information on these reporting methods see the section entitled “How do you report your exports?”.

Appendix 3 – Additional sources of export information

Government of Canada
1-800-O-Canada (622-6232)

Canada Business Service Centres
www.cbsc.org

Agriculture and Agri-Food Canada (AAFC)
www.agr.gc.ca

Canada Border Services Agency (CBSA)
www.cbsa.gc.ca

Administrative Monetary Penalty System (AMPS)
www.cbsa.gc.ca/general/amps

Canadian Heritage
www.canadianheritage.gc.ca

Department of Fisheries and Oceans Canada
www.dfo-mpo.gc.ca

Health Canada
www.hc-sc.gc.ca

International Trade Canada
www.itcan-cican.gc.ca

Environment Canada
www.ec.gc.ca

Industry Canada
www.ic.gc.ca

Canada's Business and Consumer Site
www.strategis.ic.gc.ca

Statistics Canada
www.statcan.ca

Canadian Automated Export Declaration (CAED)
www.statcan.ca/english/exports/

Team Canada Inc.
Telephone: 1-888-811-1119

Export Source (Team Canada Inc.'s export information site)
www.exportsource.gc.ca

United States Customs and Border Protection
www.customs.ustras.gov

CBSA D Memoranda
www.cbsa.gc.ca/menu/D-e.html

- D3 series – Transportation
- D19 series – Acts and Regulations of Other Government Departments
- D20 series – Exportations

Notes

Notes

Appendix 4 – Quick Reference Table

Exporting Goods from Canada Documentation Requirements for Exporters		
Type of Goods	United States Destinations (includes Puerto Rico and United States Virgin Islands)	All Other Destinations (includes goods moving through the United States to foreign destinations)
Restricted goods i.e., controlled, regulated, and prohibited goods (regardless of value)	<ul style="list-style-type: none"> ● permit, certificate, or licence ● documents required by other government departments (if applicable) ● export declaration is not required 	<ul style="list-style-type: none"> ● permit, certificate, or licence ● documents required by other government departments (if applicable) ● export declaration
Non restricted goods	<ul style="list-style-type: none"> ● export declaration is not required 	<ul style="list-style-type: none"> ● export declaration (for commercial goods valued at CAN\$2,000 or more)

Note: The time and place where these documents must be presented are outlined in the section entitled “When and where do you report your exports?”

If you are a CAED or G7 EDI Export Reporting participant and the goods you are exporting to a non-United States destination are controlled, regulated or prohibited, you must also present a paper copy of the CAED or G7 EDI report, together with the accompanying permit, certificate or licence.

This table is also available in a handy pocket card format (RC4144) at many export reporting offices.

Think recycling!



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