

Stage 1: Before exporting

1.	<p>Write your Export Plan</p> <p><i>A roadmap to success and a tool to measure your business' progress</i></p>	<p>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.</p> <p>For information on writing a business plan, visit our Business Planning—Starting section http://bit.ly/q4tb4k .</p> <p>Need help? Small Business BC Business Plan Review Service http://bit.ly/rfWJ6Q*, Business Plan FastTrack seminar http://bit.ly/nZXIAf *</p>	<input type="checkbox"/>
2.	<p>Do your market research and market analysis.</p> <p><i>Market research is a vital part of your business plan, including creating a viability report</i></p>	<p>Before investing in the export of goods, make sure there is a demand for your product in the targeted country.</p> <p>Country and market research</p> <ul style="list-style-type: none"> Department of Foreign Affairs & International Trade Canada http://bit.ly/n6K3Hw Export Development Canada http://bit.ly/oWGNjE <p>Statistics</p> <ul style="list-style-type: none"> Trade Map- http://bit.ly/pxm92x <p>Country insights</p> <ul style="list-style-type: none"> Centre for Intercultural Learning http://bit.ly/nwbmfp 	<input type="checkbox"/>
3.	<p>Find potential clients</p>	<p>Ensure you have potential clients interesting in buying your items and develop relationship with them.</p> <p>Buyers</p> <ul style="list-style-type: none"> Trade Facilitation Office Canada -http://bit.ly/n7TP3A Department of Foreign Affairs and International Trade Canada - http://bit.ly/n6K3Hw Visit Small Business BC to access Kompass and Hoovers <p>Financial backgrounds</p> <ul style="list-style-type: none"> Duns and Bradstreet - http://bit.ly/mQGgqW Exportcheck from EDC - http://bit.ly/qK5ead 	<input type="checkbox"/>
4.	<p>Find out about regulations. export permit needed or not?</p>	<p>Visit the Foreign Affairs and International Trade to find out if your goods require an export permit http://bit.ly/n6K3Hw</p> <p>Find out if your goods are regulated by a government department and agency http://bit.ly/oq1GOi</p>	<input type="checkbox"/>
5.	<p>Ensure that the goods are adapted, marked and labeled as required</p>	<p>Different governments 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.</p>	<input type="checkbox"/>
6.	<p>Find the Tariff classification (HS code), Tariff Treatment, duties, taxes of your goods</p>	<p>Determine the 8 digit tariff classification number (HS code) for each item exported. To obtain the code call Statistics Canada 1-800-257-2434</p> <p>Your buyer or international Freight Forwarder can provide you, for a fee, with the HS code.</p>	<input type="checkbox"/>

7.	Obtain a certificate of origin	Under the free trade agreements: Value shipment less than CAD\$ 1600: a formal certificate of origin is not required, only a letter stating the origin of the goods. Value shipment greater than CAD\$1600: a formal certificate of origin required: http://bit.ly/nz0a9A Under GPT and LDCT: http://bit.ly/qbYIPj	<input type="checkbox"/>
8.	Register your business	Apply for a business name and register a sole proprietorship, partnership or a corporation http://bit.ly/oyz7ve Need help? Small Business BC Registration Services http://bit.ly/nMyCGP	<input type="checkbox"/>
9.	Obtain an import/export Account from CRA	Obtain an import/export account, from Canada Revenue Agency at 1-800-959-5525 or http://bit.ly/qVleIT . Small Business BC offers registration service including opening your export account. http://bit.ly/nMyCGP	<input type="checkbox"/>

Stage2: At the Canadian Border

10.	Export Declaration B13A <i>Not required for shipments to US or shipments valued under \$2000</i>	Use the CAED (Canadian Automated Export Declaration) to file the B13A form at least 48 hours prior to export : Go to http://bit.ly/p4Ghsx , to download the free software or call 1-800-257-2434	<input type="checkbox"/>
11.	Accounting Package documents required at the Canadian border	Customs require 3 copies of your: <ul style="list-style-type: none"> • Completed B13A (if applicable) • Certificate of origin (if applicable) • Commercial Invoice • All required permits certificates or licenses for the destination. 	<input type="checkbox"/>

Confused and don't know where to start?

Export Registration Package

\$69

Plus Taxes

- One-on-one trade consulting
- Business Number
- Export account setup
- Export account number
- Harmonized System Code
- Certificate of origin and paperwork for export

Complete Business & Export Registration Package

\$189

Plus Taxes

- Includes all services in the Export Registration Package, plus:
- Guided name and registration
 - Digital and printed registration certificate

For more information visit
<http://www.smallbusinessbc.ca/products-and-services>

Ready for the next stage of your business?

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

For more information visit
<http://www.smallbusinessbc.ca/seminars>

For more information, contact Client Services at 604-775-7085 or 1-800-667-2272 or at askus@smallbusinessbc.ca.
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