

Stage 1: Before Importing

1.	Write your import business plan <i>A roadmap to success and a tool to measure your business' progress</i>	Business plan on importing doesn't differ from a plan for a business buying and selling domestically. For information on writing a business plan, visit our Business Planning—Starting section http://bit.ly/q4tb4k . Need help? Small Business BC Business Plan Review Service http://bit.ly/rfWJ6Q , Business Plan Fast Track seminar http://bit.ly/nZXIAf	<input type="checkbox"/>
2.	Do your market research. <i>Market research is a vital part of your business plan, including creating a viability report</i>	Before investing in importing goods, ensure there is a demand for your product. Learn about market research from Canada Business - http://bit.ly/pZltpj Need help? Small Business BC Market Research Advisory Service http://bit.ly/kEsdtK , Start Smart – Market Research seminar http://bit.ly/mTsExg *	<input type="checkbox"/>
3.	Find out about regulations.	Visit the Foreign Affairs and International Trade to find out if your goods are on control import list http://bit.ly/n6K3Hw Find out if your goods are regulated by a government department and agency http://bit.ly/oq1G0i	<input type="checkbox"/>
4.	Ensure that the goods are marked and labeled as required	Labeling standards have to be applied for Consumer products, pre-packaged foods, and cosmetics. Textile, consumer products, precious metal: Competition Bureau http://bit.ly/qeeWUf Food products: Canadian Food Protection Agency http://bit.ly/nX3XB8 Cosmetics and health products: Health Canada http://bit.ly/mTvROI	<input type="checkbox"/>
5.	Obtain the Tariff classification (HS code), Tariff Treatment, duties, taxes of your goods	Determine the 10 digit tariff classification number (HS code) for each item imported. To obtain tariff and duty Contact Canada Border Service Agency 1-800-461-9999 or visit http://bit.ly/nBwaw2	<input type="checkbox"/>
6.	Find suppliers & potential clients	Find reliable suppliers and develop relationship. Suppliers <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 Financial backgrounds <ul style="list-style-type: none"> Duns and Bradstreet http://bit.ly/mQGgqW. Corporate clients, industry associations <ul style="list-style-type: none"> Industry Canada - http://bit.ly/qIY6PC Use the licensed database on terminals at Small Business BC.	<input type="checkbox"/>
7.	Register your business	Apply for a business name and register a sole proprietorship, partnership or a corporation http://bit.ly/oyz7ve	<input type="checkbox"/>

		Need help? Small Business BC Registration Services http://bit.ly/nMyCGP	
8.	Obtain an import/export business number	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 Border

9.	Import Declaration B3 Form	Complete B3 form 48 hours prior to shipment arriving at border. Visit the Canada Border Service Agency website for advice on completing form http://bit.ly/pXvcla	<input type="checkbox"/>
10.	Accounting package documents	Customs require three (3) copies of: <ul style="list-style-type: none"> • Cargo Control Document (CCD), provided by your carrier • Canada Customs Invoice or Commercial Invoice • All import permits certificates or licenses required • Completed B3 import declaration completed 	<input type="checkbox"/>
11.	Releasing of goods	All duties and taxes should be paid at the border by the importer or by the custom broker to the CBSA office. On payment goods will be released for pick up.*	<input type="checkbox"/>

***Note:** Should CBSA request to inspect your shipment, you are responsible for any costs incurred for the examination. Inspection of shipments can cause a delay to the delivery of good for up to a week.

Confused and don't know where to start?

Import Registration Package

\$69

Plus Taxes

- One-on-one trade consulting
- Business Number
- Import account setup and number
- Harmonized System Code for import
- Tax and duty rates
- Tariff treatment research

Complete Business & Import Registration Package

\$189

Plus Taxes

Includes all services in the Import Registration Package, plus:

- Guided name request 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?

Importing Regulations Seminar

\$59

Plus Taxes

- Learn the rules, regulations and standards involved in having a successful import business.
- Presented by Small Business BC, Health Canada, Canadian Food Inspection Agency and the Canada Border Services Agency.

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.

If you would like to get the latest information relevant to your business, sign up to the Small Business BC eNews at

<http://www.smallbusinessbc.ca/community>.