

# Customs requirements

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## 1. Overview

All international mail is subject to the customs regulations and laws of both the country of origin and the country of destination.

There are three different customs requirements to be aware of:

- 1. Fees or restrictions relating to items mailed into Canada
- 2. Canadian requirements and restrictions on certain products you mail outside of Canada
- 3. Foreign customs rules and requirements relating to the country of destination

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.

# 2. Customs documents and data collection

## 2.1 Completing customs documents

Items shipped outside of Canada must have the proper customs documentation. This documentation depends on the:

- Service used
- · Content of the item
- Destination

You must write all customs and content information in English or French. You may also translate the information into the language of the destination country, but the requirement for English or French remains mandatory.

Items must not contain dangerous or prohibited materials. See our <u>Dangerous goods</u> page for more information.

Use our <u>International destination listing tool</u> to find information (by destination) on:

Restricted items

- · Prohibited items
- Required documentation (including any applicable licenses, certificates, or invoices)

You must affix the proper service label to every item as per the service purchased.

#### Proper service label example

Here's an example of the proper service label with important sections highlighted:

- 1. Complete address (including street name, city, state or province, and valid postal code) as well as sender and receiver's name and phone number
- 2. Unique tracking number assigned by us
- 3. An accurate description of contents
- 4. Net weight (weight of the contents, not including any packaging, and so on)
- 5. Sender's signature
- 6. Total coverage (if purchased)
- 7. The country of origin or manufacture and Harmonized System (HS) code (if applicable)
- 8. Value of the contents (in Canadian dollars)
- 9. Acceptable proof of payment

#### Your responsibilities

It's your responsibility to make sure all customs documentation and item content is:

- Complete
- Accurate
- Legible

Failure to provide any of the information required may result in any or all of the following:

- Delays
- Non-delivery
- · Return of the item to you, at your expense
- · Voiding of any delivery guarantees

Fines or customs seizure in the international destination may apply.

We may electronically send shipping documentation to domestic or international customs and postal administrations. Even with the presence of electronic data, the hard copy customs declaration must go with the mail item. For more information about our personal information practices, please read our <u>Privacy Policy</u>.

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## 2.2 Required customs documentation

#### All services

#### Online transactions

You can produce labels using Electronic Shipping Tools (EST) or a customer-developed or third-party shipping system. You must also complete a Customs Declaration CN22 or CN23, depending on the value of the item.

#### At the post office (automated only)

The post offices RPS system prints an indicia and a barcoded label, which we use in combination with a 43-074-253 CN22 Customs Declaration for items with a declared value of less than CAN\$500. For items with a declared value of over CAN\$500, you must complete and affix Customs Declaration 43-074-172.

### Xpresspost™ - USA

- Xpresspost USA Shipping Label 43-074-281
- Xpresspost USA shipping label 43-074-236 (includes the Customs Declaration)

## Xpresspost™ - International

 Xpresspost - International shipping label 43-074-244 (includes the Customs Declaration)

# Tracked Packet™ - USA, Tracked Packet™ - International, and Small Packet™

 43-074-253 (includes the Customs Declaration - CN22). For items with a declared value of over CAN\$500, you must also complete and affix a Customs Declaration - 43-074-172.

## Expedited Parcel™ - USA

- Expedited Parcel-USA shipping label 43-074-243 (includes the Customs Declaration)
   International Parcel (Air or Surface)
- International Parcel shipping label 43-074-172 (includes the Customs Declaration)

# Letter-post (includes letters, postcards, and Literature for the Blind)

- · Documents of no monetary value
  - No customs documentation required

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#### 2.3 Customs data collection

Due to international regulations we must provide electronic advanced data (a description of package contents and sender/addressee details) for all barcoded items sent to destinations outside Canada. Customs and security authorities use this data at the destination to facilitate clearance of your items.

Advanced electronic data is mandatory to select destinations for:

- Xpresspost<sup>™</sup> USA
- Expedited Parcel<sup>™</sup> USA
- Xpresspost<sup>™</sup> International (excluding prepaid)
- International Parcel (Air and Surface)
- Tracked Packet<sup>™</sup> USA
- Tracked Packet<sup>™</sup> International
- Small Packet<sup>™</sup> USA (Air)
- Small Packet<sup>™</sup> International (Air and Surface)

#### How customs data is collected

#### Shipping tools

When you create labels using approved shipping tools that we or our partners (such as marketplaces) provide, the required fields will be identified and you must fill out the fields accurately to complete your order.

#### At the post office

You must provide the post office clerk with the mandatory information. The clerk will record it electronically to allow printing of your shipping label. You'll significantly reduce the risk of errors and time spent at the post office by completing the <u>online customs</u> form in advance.

The online customs form will prompt you to complete all mandatory fields and you'll have the option to:

- Save a 2D barcode to your mobile device or
- · Print the form

The post office clerk will scan the barcode from your mobile device or printed form which will auto-populate the required information you previously provided, allowing you to complete your transaction quickly.



#### Please note:

We list select services and destinations in the <u>international destination</u> <u>shipping chart</u>.

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# 3. Postal imports

## 3.1 Postal imports overview

The term "postal import" applies to all merchandise that's mailed from outside Canada. The Canada Border Services Agency (CBSA) administers customs regulations and other government regulations.

#### General information

CBSA officers may open and inspect all incoming mail.

#### CBSA Mail Centres are found in:

- Montréal
- Toronto
- Vancouver

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## 3.2 Dangerous and prohibited items

We don't allow dangerous and prohibited items in the mail.

For more information about:

- · Dangerous items
  - · Visit our Non-mailable matter page
- Prohibited items
  - Visit the <u>Canada Border Services Agency website</u>

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#### 3.3 Unclaimed items

We'll return unclaimed items or items with unpaid fees to the sender after 30 days. The return may carry a return charge. We won't return mail marked "ABANDON" by the sender, if undeliverable.

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# 3.4 Counterfeit products and intellectual property rights

CBSA supports the fight against counterfeit and pirated goods entering or leaving Canada. The Agency has the power to temporarily detain suspected counterfeit goods encountered at the border while rights holders seek legal redress.

As an owner of valid Canadian intellectual property rights, you may be eligible to file a Request for Assistance (RFA) application with the CBSA. RFAs may help the CBSA to find and detain commercial shipments suspected of containing materials that infringe on intellectual property rights.

For more information and to understand how the program works, please visit the <u>CBSA</u> website.

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## 3.5 Customs duty, taxes, and exemptions

It's important to know what duty or taxes may need to be paid when an international item is shipped or received. However, there are some exemptions.

#### In this section

- Customs duty and taxes
- Mail items valued at less than CAN\$20
- Gifts
- Other exemptions
- Appealing duty and tax assessments

#### Customs duty and taxes

Any item mailed into Canada is potentially subject to duty and taxes, with few exceptions. The Canada Border Services Agency (CBSA) collects provincial sales taxes (PST) and harmonized sales taxes (HST) according to the province of residence on most taxable imports valued at over CAN\$20.

#### <u>Visit CBSA online</u> if you want to:

- Learn more about mail imports
- · Ask questions about the collection of taxes

Get more information on mail imports, duty, and taxes

We apply a handling fee of CAN\$9.95 per dutiable or taxable mail item. This fee is in line with the government's efforts to help recover costs from those who benefit from services. It's also similar to arrangements in the United States and other countries.

Mail items containing merchandise enter Canada through CBSA screening centres. CBSA officers inspect and assess these items for applicable customs duties and taxes.

If you owe duties and taxes, you can now pay online instead of at the time of delivery when you track your item online or by using the Canada Post mobile app.

When the item is eligible for you to pay online:

- 1. Click the "Pay" button on screen.
- 2. Follow the instructions to complete a secure online payment using a credit card.
- 3. Complete the online payment.
- 4. Wait for an email confirmation that includes a number and barcode.
- 5. Show this number and barcode as proof of payment if our delivery agent asks for it when your package arrives

When you pay your duty and taxes online, and the package doesn't need a signature, the delivery agent will try to deliver the item to your usual delivery location. The delivery agent will also take into consideration your delivery preference (for example, leave at the front door) if provided.

If you don't pay online, we collect the fees on behalf of the CBSA at the time of delivery or pick up.

We accept the following methods of payment:

Before delivery:

Online by credit card (Visa, MasterCard, or American Express)

The acceptable methods of payment at the time of delivery:

Delivered to customer's address (via PDT) we accept:

- 1. Credit Card
- 2. Commercial Account
- 3. Proof of Payment (from online payment receipt)

Pick up at the Post office we accept:

- Cash (CAD and USD)
- Debit Credit Card
- Cheque

· Money Order

RPOS has the ability to override payment if the customer provides their POP number.

#### Mail items valued at less than CAN\$20

The CBSA doesn't assess duty or tax on mail items valued at CAN\$20 or less. But this general rule doesn't apply to certain products including:

- Intoxicating beverages
- Cigarettes
- Publications where the supplier is required to register under the Excise Tax Act
- Cigars
- Manufactured tobacco

Also, you may not combine this with other exemptions. The CBSA doesn't consider items to be of low value in cases where you split a single transaction into smaller shipments to keep the value below CAN\$20.

#### Gifts

Gifts from friends and relatives, valued at CAN\$60 or less, are duty and tax exempt. In cases where the gift is valued at more than CAN\$60, the CBSA will assess duties and taxes on the extra amount. You must send the gift to the recipient personally and include a card or other notice indicating that it's a gift. Items that don't qualify as gifts include:

- Tobacco
- Advertising material
- Intoxicating beverages
- · Items sent by a business to a consumer in Canada and vice versa

#### Other exemptions

Customs duty may not apply to certain products or products manufactured in certain countries. For example, there are generally no customs duties applicable to products that qualify under the Canada – United States – Mexico Agreement (CUSMA).

## Appealing duty and tax assessments

If you believe the CBSA made an error in the assessment of duties and taxes, the CBSA offers two choices to facilitate the request for an adjustment:

#### Option 1

Both businesses and consumers may ask for an adjustment before paying the amount shown online or on the E14 Invoice. In this case, you must:

- · Check the return to CBSA option on the E14 Invoice
- · Provide a telephone number

We'll return the package to the CBSA for a review of the duty and taxes shown on the E14 Invoice. As part of the process, the CBSA may contact the addressee to discuss the reasons for the review.

#### Option 2

You may pay the amount online or at the time of delivery and then submit a request for an adjustment after payment and delivery. In this case, commercial importers must file a Form B2 and consumers may file for a refund by following the instructions on the reverse side of the E14 Invoice.



#### Please note:

If you use Option 1, the CBSA won't release the item for delivery until they've completed their review. This means that we can't deliver your package until you pay the amounts owing, regardless if an adjustment is pending. So, you may wish to consider Option 2 because you'll receive the item while the appeal is processed. Please visit the <u>CBSA website</u> for more information about appeals and adjustments.

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## 3.6 Specific requirements for controlled items

Controlled items are subject to specific requirements in order to be sent outside Canada.

#### In this section

- Import permits and other documentation
- Tobacco and vaping products
- Intoxicating beverages

- · Cannabis and cannabis products
- Currency and monetary instruments
- Prescription drugs
- Food
- Plants, seeds, and other agricultural products
- · Rough diamonds
- Animals and insects
- · Medical or biological materials

### Import permits and other documentation

Unlike prohibited items, controlled products may enter Canada but are subject to special requirements. The requirements often include the need for an import permit. If you don't meet these requirements, the CBSA may not allow the product to enter Canada.

Controlled products include:

- Tobacco
- Prescription drugs
- Certain foods
- Plants
- Seeds
- Animal parts
- Currency
- · Goods listed in the Import Control List

Before you import goods into Canada by mail, check to make sure they're not prohibited or controlled. It's your responsibility to be aware of any specific requirements or documentation required.

If you need specific information on products, you can contact:

#### Canadian Food Inspection Agency

1-613-225-2342

1-800-442-2342

#### Health Canada

1-866-999-7612

#### Department of Foreign Affairs, Trade, and Development Canada

1-613-996-2387

Canada Border Services Agency (CBSA)

1-800-461-9999

### Tobacco and vaping products

The federal government regulates the importation of tobacco and vaping products into Canada under several laws and regulations.

For sale

The importation of tobacco products for sale in Canada must meet the requirements of the:

- Stamping and Marking of Tobacco Products Regulations
- Tobacco and Vaping Products Act

Regarding the *Tobacco and Vaping Products Act*, there are specific requirements for the sale of tobacco products in Canada depending on the product you import for sale. It's recommended that you contact:

HEALTH CANADA TOBACCO CONTROL PROGRAM

1-866-318-1116

Email (tcp-plt-questions@hc-sc.gc.ca)

For personal use

You should address questions about duties and taxes on imported or exported tobacco products for personal use to the <u>Canada Border Services Agency (CBSA)</u>.

Tobacco importations aren't eligible for the CAN\$20 duty and tax exemption or as gifts. The CBSA will assess duties and taxes on tobacco products.

**Please note:** Labelling and stamping requirements for tobacco products don't apply when you import 5 units or less of packaged tobacco for personal use.

We define a unit as:

- · 200 cigarettes
- 50 cigars
- · 200 tobacco sticks

· 200 g of manufactured tobacco

#### Intoxicating beverages

For information about the importing or mailing of intoxicating beverages, refer to the federal *Importation of Intoxicating Liquors Act* and contact the provincial or territorial liquor board. Importers can also refer to the <u>CBSA website</u> for information on importing intoxicating beverages through the mail.

You can only import intoxicating beverages into Canada by mail when:

- They're imported by a licensed distiller or body authorized by the board, commission, officer, or other governmental agency in the province of destination
- They're mailed to a licensed distiller or body authorized by the board, commission, officer, or other governmental agency in the province of destination
- The alcohol content is no greater than 24% alcohol by volume (for example, 48 proof)

### Cannabis and cannabis products

International customs and transportation regulations strictly prohibit recreational and medicinal cannabis (including cannabis products) in the international postal network.

### Currency and monetary instruments

You must report to the CBSA all Canadian or foreign currency and monetary instruments (CAN\$10,000 or more) entering or exiting Canada through the mail.

These monetary instruments include:

- · Securities such as:
  - Stocks
  - Bonds
  - Debentures and treasury bills
- · Negotiable instruments such as:
  - · Bank drafts
  - Cheques
  - Promissory notes
  - Travellers' cheques and money orders
  - Other warehouse receipts or bills of lading
- Negotiable instruments that bear a restrictive endorsement or stamp for the purpose of clearing
- · Negotiable instruments that you make payable to a named person and you haven't

endorsed

Foreign currency and monetary instruments with a value of CAN\$10,000 or more mailed into Canada must include a:

- Form E667 (Cross-Border Currency or Monetary Instruments Report-General)
- · Customs Declaration CN23

Visit the CBSA website for more information.

#### Prescription drugs

The importation of drugs is strictly regulated. Narcotics, controlled, and restricted drugs may only be imported or exported by:

- · A pharmaceutical manufacturer
- · A pharmaceutical distributor
- · Another person licensed by the Minister of National Health and Welfare

The importer, owner, or exporter must have a valid permit, issued by the Health Canada, for the shipment.

You can find more information about the importation of drugs through:

HEALTH CANADA

HEALTH PRODUCTS AND FOOD BRANCH INSPECTORATE - BORDER INTEGRITY UNIT

Phone: 1-613-957-9994

Fax: 1-613-960-2156

Email (BIU-UIF@hc-sc.gc.ca)

#### Food

Many food products need an import permit or other documentation to enter Canada. To see if there are special requirements for specific foods, visit the <u>Canadian Food</u> <u>Inspection Agency (CFIA) website</u> or contact the CBSA at 1-800-461-9999.

#### Plants, seeds, and other agricultural products

The CBSA regulates the importation of:

- Plants
- Seeds
- Agricultural inputs

· Agricultural products

Plants, seeds, and other agricultural products are subject to many Canadian laws including the:

- Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act
- · Plant Protection Act
- · Seeds Act
- · Canada Agricultural Products Act

The documentation required to import these products depends on the specific product and the country or State that it's arriving from. In most cases, you need a permit. For specific information, visit the <u>CBSA website</u> or the <u>Canadian Food Inspection Agency (CFIA) website</u>.

There are also requirements to follow policies about wood packaging materials. A phytosanitary certificate must go with most wood packaging material. Wood packaging material from China is no longer allowed into Canada unless an International Plant Protection Convention (IPPC) mark is clearly denoted to indicate treatment certification. For more information on requirements about wood packaging material, please visit the Canadian Food Inspection Agency (CFIA) website.

Visit the <u>CBSA website</u> for information related to food, plant, and animal import requirements.

### Rough diamonds

A Kimberley Process Certificate must accompany rough diamond imports to Canada. The government of the country of export must confirm the certificate. The certificate must also accompany rough diamonds in transit across Canada to another country. Each shipment requires a distinct certificate. A shipment may consist of several containers. Importers must present the Kimberley Process Certificate to a CBSA officer at the point of entry in Canada.

For more information, visit the <u>Natural Resources Canada website</u> or contact the Kimberley Process Office at:

KIMBERLEY PROCESS OFFICE
MINERALS AND METALS SECTOR
NATURAL RESOURCES CANADA
9TH FLOOR
580 BOOTH STREET
OTTAWA ON K1A 0F4

#### Animals and insects

Live animals aren't allowed in international mail.

You may import live insects and pests if they're:

- · Packaged properly
- Identified properly
- Have an import permit (if required)

For more information contact:

CANADIAN FOOD INSPECTION AGENCY 59 CAMELOT DR OTTAWA ON K1A 0Y9

1-613-225-2342 or 1-800-442-2342

CFIA website

#### Medical or biological materials

You're allowed certain medical and biological materials if they're:

- · Packaged properly
- Identified properly
- · Not infectious, poisonous, or otherwise prohibited under:
  - The Transportation of Dangerous Goods Act
  - The Food and Drugs Act
  - Any other applicable law

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## 4. Postal exports

## 4.1 Postal exports overview

A postal export is merchandise that's mailed to another country. Merchandise mailed from Canada to the U.S. or abroad is subject to customs export rules.

You need to consider two things when mailing items to another country:

- 1. Canada has laws restricting the export of certain items.
- 2. The items will be subject to customs rules in the country of destination. See our <u>International destination listing</u> for specific information. In all cases, you must attach a fully completed customs declaration form to the item.

If the product generally has restrictions or special requirements (such as permits) when importing it into Canada, it may also have a need for an export permit to mail the items out of Canada.

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### 4.2 Customs declaration

All mail containing merchandise must have a customs declaration form completed when sending the item to the U.S. or an international destination (see <u>Completing customs documents</u>). The customs declaration is part of our shipping label and also includes the addressee and sender names and addresses.

It's your responsibility to make sure you provide all customs documentation and item content information and certificates for the goods you ship.

You must also make sure that the documentation and information is complete, accurate, and legible. Failure to do so may cause us to return the item to the sender at your expense. It could also result in delays, non-delivery, voided guarantees, or fines or customs seizure in the international destination (if applicable).

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## 4.3 Export permits and other documentation

You need export permits for certain items. The government department responsible for issuing the permit depends on the product.

If in doubt about whether an item requires an export permit, contact the government department listed in <u>Import permits and other documentation</u>. For products on the Export Control List, please refer to the <u>Department of Justice website</u> to determine if you need an export permit.

You may also need a permit or other documentation to import certain products into the country of destination. See our <u>International destination listing</u> for specific information.

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## 4.4 Dangerous and prohibited products

The CBSA prohibits certain dangerous products from the mail.

This includes products:

- Imported
- Destined to other countries
- Sent domestically

Refer to <u>Dangerous goods in our Non-mailable matter page</u> for more information about dangerous products. Also, CBSA may prohibit some items from entering the country of destination. See our <u>International destination listing</u> for specific information by destination.

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#### 4.5 Valuable items

To decide if valuable items are acceptable in the destination country, see our <u>International destination listing tool</u>.

Valuable items include:

- Bank or currency notes
- Coins
- Traveller's cheques
- Securities of any kind payable to bearer

- Platinum, gold, or silver (manufactured or not)
- Jewels and precious stones
- Other valuable articles as determined by customs in the destination country

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# 5. Canadian requirements for exports

## 5.1 Canadian requirements for exports overview

The following documentation is required to ensure safe arrival of your shipment in another country.

#### **Export documentation**

You need an Export Declaration when shipping the following goods to another country (excluding the U.S.):

- All goods:
  - Valued at CAN\$2,000 or more (including gifts, donations, and repairs)
  - That are controlled, prohibited, or regulated (regardless of value)

The CBSA is no longer accepting Paper Export Declaration Forms (B13A).

The Export Declaration can now be facilitated through The Canadian Export Reporting System (CERS), a free, web-based, self-service portal for submitting electronic declarations. If you're currently submitting export declarations using the 'G7 EDI' method and only plan on using this application, there's no need to use the CERS portal. If you wish to start using the CERS application, you may register by visiting the Electronic Data Interchange / Portal Clients website.

If you've never submitted electronic declarations you must register for the new CERS Portal to begin using it. Apply to register by completing and submitting form BSF831.

An Export Declaration isn't required for goods that are exported for consumption in the U.S.

For more information visit the CBSA website.

You shouldn't confuse an Export Declaration B13A with the customs declaration form referred to in <u>Completing customs documents</u>. You must complete a customs declaration form for any mail containing merchandise that's sent to a destination outside Canada.

Also, some products may need an export permit such as goods listed on the <u>Export Control List</u> (See also <u>Mailing items abroad</u>).

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## 5.2 Money

There are several things you need to keep in mind when importing or exporting money (currency and monetary instruments).

### Currency and monetary instruments for export

You must report to the CBSA all Canadian or foreign currency and monetary instruments (CAN\$10,000 or more) entering or exiting Canada through the mail.

These monetary instruments include:

- · Securities including:
  - Stocks
  - Bonds
  - · Debentures and treasury bills
- · Negotiable instruments including:
  - Bank drafts
  - Cheques
  - Promissory notes
  - · Travellers' cheques and money orders
  - · Warehouse receipts or bills of lading
- Negotiable instruments that bear a restrictive endorsement or stamp for the purpose of clearing
- Negotiable instruments that you make payable to a named person and you haven't endorsed

Foreign currency and monetary instruments with a value of CAN\$10,000 or more mailed out of the country must include a:

Form E667 (Cross-Border Currency or Monetary Instruments Report-General)

You must send a copy of form E667 to the nearest Canada Border Services Agency office either:

- At the same time as mailing the item
- Before mailing the item

Visit the CBSA website to access the online CBSA customs form.

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## 5.3 Rough diamonds for export

Exporters must present a Canadian Kimberley Process Certificate at the time of export. Each shipment of rough diamonds needs a distinct Canadian Kimberley Process Certificate. A shipment may consist of several containers. The CBSA will stamp an Export Declaration attached to the certificate. Exporters must then send the declaration to the Kimberley Process Office within 7 days of the date of export.

The Kimberley Process Office address is:

KIMBERLEY PROCESS OFFICE
MINERALS AND METALS SECTOR
NATURAL RESOURCES CANADA
9TH FLOOR
580 BOOTH STREET
OTTAWA ON CANADA K1A 0F4

Visit the Natural Resources Canada website for more information.

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## 5.4 Exports of controlled items to the U.S.

We list some items that have special requirements or which you can't ship to the U.S. on the following pages. For more detailed information about which items are prohibited or restricted into the U.S., refer to the <u>U.S. Customs and Border Protection (CBP) website</u>.

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.

## 5.5 Commercially prepared food

The U.S. Food and Drug Administration (FDA) needs prior notice of all shipments to the U.S. that contain commercially prepared food.

#### This includes:

- Items that contain food for human or animal consumption
- Vitamins
- · Dietary supplements
- · Herbal remedies
- Food additives or colour

Food items that a person has prepared in their own home and sent to another person as a non-commercial gift are exempt from the need for a prior notice. The sender must request the Prior Notice number electronically through the <u>FDA Prior Notice System Interface</u> and include the number on the customs documentation before shipping.

The FDA and U.S. Customs Border and Protection will use their own discretion and may consider not taking any regulatory action when:

- · There's a Prior Notice violation
- The commercially prepared food is being sent from one person to another person for non-commercial purposes

You ship these items at your own risk.

In spite of any product specification about liability coverage to the contrary, we'll have no liability whatsoever for loss, delay, or damage of cross-border shipments containing food. Likewise, you can't buy liability coverage from us for cross-border shipments containing food.

You can visit the FDA website for more information.

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.

## 5.6 Alcohol, tobacco, and tobacco products

The mailing of alcohol or intoxicating beverages into the U.S. isn't allowed. U.S. Customs and Border Protection (CBP) will seize it when discovered.

The United States Postal Service (USPS) will no longer accept packages, in any quantity, containing:

- Cigarettes
- · Roll-your-own tobacco
- · Smokeless tobacco

Non-mailable cigarettes and smokeless tobacco are subject to seizure and forfeiture. Senders of non-mailable cigarettes or smokeless tobacco are subject to criminal penalties.

For more information, contact the Alcohol and Tobacco Tax and Trade Bureau (TTB) at 1-202-927-5000 or 1-202-927-8100 (long distance charges will apply).

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.

## 5.7 Prescription drugs to the U.S.

Senders and recipients must be aware it's completely at the discretion of the U.S. Food and Drug Administration (FDA) and U.S. Customs and Border Protection (CBP) whether to allow entry of drugs into the U.S. Mailing of any items containing prescription drugs or any other FDA controlled or regulated products (for example, cosmetics) is solely at your own risk.

You can visit the FDA website for more information.

The position of CBP is that, in virtually all instances, individual citizens aren't allowed to import prescription drugs into the United States. When CBP brings personal shipments of drugs and devices that appear violative to the FDA's attention, FDA personnel will use their discretion to decide on a case-by-case basis whether to detain, refuse, or allow entry of the product. The FDA may allow a person entering the United States to import a 3-month supply of an unopened drug if:

1. The intended use (of the drug) isn't approved and for a serious condition for which effective treatment may not be available domestically either through commercial or

clinical means.

- 2. There's no known commercialization or promotion to people living in the U.S. by those involved in the product's distribution.
- 3. The FDA considers the product not to be an unreasonable risk.
- 4. The person wanting to import the product affirms in writing that it's for their own use (no more than a 3-month supply) and either:
- Gives the name and address of the doctor licensed in the U.S. responsible for their treatment with the product
- Offers evidence that the product is for the continuation of a treatment begun in a foreign country (outside the U.S.).

*Please note:* The second bullet under item 4 may apply to Canadian citizens visiting the U.S. Thus, you should supply documentation to show that this factor exists.

This required documentation might include:

- A U.S. or foreign prescription
- · An affirmation of personal use
- · Proof of Canadian citizenship

In spite of any product specification about liability coverage to the contrary, we'll have no liability whatsoever for loss, delay, or damage of cross-border shipments containing drugs.

Likewise, despite any provision to the contrary, you can't buy liability coverage from us for cross-border shipments containing drugs.

You can visit the U.S. Customs and Border Protection website for more information.

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.

## 5.8 Wood packaging material for export

The United States, among many countries, has begun the enforcement of the international phytosanitary standard for regulated wood packaging material (WPM).

Examples of WPM include:

- Crates
- Boxes
- Pieces of wood used as supports or bracing

Most WPM must be:

- · Heat treated or fumigated with methyl bromide per the guidelines
- · Stamped with an approved international mark certifying that treatment

Visit the <u>International Standards for Phytosanitary Measures website</u> for complete details.

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### 5.9 Certificates of disinfection

You may need to enclose a certificate of disinfection for items containing used wearing apparel (for example, used clothing, footwear, or linen).

The certificate may be issued by either a:

- · Recognized disinfection establishment
- Private firm (including dry cleaning firms)

You must endorse the wrapper "CERTIFICATE OF DISINFECTION ENCLOSED".

Any items that arrive at their destination without the required certificate may be returned to sender, at the sender's expense. Our <u>International destination listing</u> gives information on which countries need these certificates.

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.

# 6. Mailing items abroad

You can request information on mail sent to the United States and international destinations including:

- Tariffs
- Taxes
- · Requirements for certificates of origin
- Other import charges

You should address requests to:

FOREIGN AFFAIRS, TRADE, AND DEVELOPMENT CANADA 125 SUSSEX DR. OTTAWA ON K1A 0G2

You can also call 1-613-944-4000.

Mailers living outside the Ottawa area can call toll-free 1-800-267-8376.

All postal items entering foreign countries are subject to customs inspection. Sometimes, the items may be exempt from customs duties (for example, gifts up to a certain value). See our <u>International destination listing</u> for specific information respecting the country of destination. If customs duties or fees are applicable in the country of destination, the addressee will be responsible for the payment of any duties or fees.

Regardless of value, all items on the <u>Export Control List</u> or items sent to countries on the <u>Area Control List</u> need export permits.

You can get copies of both lists, and General Export Permits, from:

FOREIGN AFFAIRS, TRADE, AND DEVELOPMENT CANADA EXPORT AND IMPORT CONTROLS

125 SUSSEX DR

OTTAWA ON K1A 0G2

You can get hard copy Export Permit application forms from:

- The Foreign Affairs, Trade, and Development Canada website
- Most CBSA Offices

In some cases, Foreign Affairs, Trade, and Development Canada has authorized the use of general export permits. Exporters should make sure they're entitled to use the specific general export permit before mailing the item. Exporters qualifying for individual permit exemptions must mark each item with:

"EXPORTED UNDER THE AUTHORITY OF GENERAL EXPORT PERMIT No. (applicable permit number)".



#### Please note:

permit. The *Export and Import Permits Act and Regulations* are administered by:
FOREIGN AFFAIRS, TRADE, AND DEVELOPMENT CANADA
EXPORT AND IMPORT CONTROLS
125 SUSSEX DR.
OTTAWA ON K1A 0G2
1-613-996-2387

You shouldn't confuse an Export Declaration Form B13A with an export

We're providing this information as a convenience only. All of this information is subject to change without notice, and we don't guarantee its accuracy or completeness. It's your responsibility to make sure that you are complying with all applicable requirements when you send or receive international mail items.