

Canada Export Declaration, Form B13A Completion Instructions

Field	Explanation
1. Canadian Exporter Name and Address	Exporter's name and full address (i.e., owner, shipper, or consignor)
2. Business Number	The Business Number (BN) replaced the multiple numbers that businesses previously needed to deal with the Government. Revenue Canada assigns this unique registration number to cover any of the following types of accounts: corporate income tax; import/export; payroll deductions; and goods and services tax/harmonized sales tax (GST/HST). If you need more information on the BN, contact our Business Enquiries line listed under "Revenue Canada" in the Government of Canada section of the telephone book.
3. Exporter Reference No.	This section should contain a reference number that the exporter can use to trace the shipment. Usually, it is an invoice or purchase order number.
4. Country of Final Destination	Show the country of destination, as known at the time of export, where the goods are to be consumed, further processed, or manufactured.
5. Customs Assigned Transaction No.	This section is for customs use only. The customs office at the point of exit will assign this document a specific transaction number.
6. Consignee Name and Complete Address	Full name and address of the ultimate consignee or, if not available, the name and address of the foreign importer.
7. Province of Origin	Show the province where the goods were grown, mined, or manufactured. When a shipment contains items from various provinces, a separate Form B13A must be completed for each province. If the goods were originally imported into Canada and are being exported in the same condition, indicate the province the goods were shipped from.
8. Customs Office of Exit and Date Stamp	This section is for customs use only. The customs office of exit will apply a stamp indicating the name and number of the office and the date the goods were exported.
9. Export Permit No.	If the goods are subject to export controls, an export permit is required. Show the export permit number here.
10. Number and Kind of Packages	Show the number of packages as well as the type of packaging. For carload, truckload, or container load shipments, show the car, trailer, or container number.
11. (a) Name of Exporting Carrier	Show the name of the carrier that will transport the goods out of Canada from or through the point of exit.
11. (b) Vessel Name if Marine	If the mode of transport is marine, provide the vessel name.
12. Currency of Declared Value	Identify the currency of the value amounts in fields 17 and 19 (e.g., Canadian dollars, US dollars, Japanese yen).
13. Country of Origin	If imported goods are being exported in the same condition, show the country of origin. If the exported goods are of Canadian origin, or are further processed imported goods, leave this section blank.
14. Item Description	Show a complete description of the goods in normal trade terms with sufficient detail to verify the declared HS code. You must describe each item with a separate classification number on a separate line.

15. HS Commodity Code
Show the export HS number applied to the item. Exporters may show the Canadian 10-digit import HS number, instead of the 8-digit export HS number. Exporters who need help to determine the correct export HS number, should refer to the contact information provided on Form B13A. The Canadian Export Classification manual is available at a cost from:
16. Qty and Unit of Measure
Show the quantity for each line and indicate the unit for each item as specified by Canadian Export Classification requirements. Note: When weight is required, show the net weight not including outer coverings. You must use metric measurements. They should be shown in International System units and symbols.
17. Value F.O.B. Point of Exit
Show the value per line. This value must be F.O.B. (free on board) point of exit, exclusive of handling, insurance, discounts, or similar charges. If the goods are shipped "no charge," show the value the goods would have been sold for under normal conditions.
18. Gross Weight
Show the gross shipping weight as indicated on the waybill, bill of lading, or similar transportation document.
19. Total Value F.O.B. Point of Exit
Show the value of the goods including the freight charges incurred to the point of exit.
20. Name of Person Responsible for Completion
Show the name, address, and telephone number of the person who completed Form 13A.
21. Signature
The person responsible for the accuracy of the data must sign in this field.
22. Date
Show the date of completion of Form B13A.
23. Status
Indicate whether the person signing the declaration is the owner of the goods or an agent.
24. If Goods are not Sold, State Reason for Export
If the goods are not sold, state the reason for the export (e.g., repair and return, lease, transfer of company goods). If the goods have been leased to a person/company in another country, identify the period of the lease or rental agreement.
25. Freight Charges to Point of Exit
Show the freight charge in Canadian dollars from the place of lading to the point of exit from Canada (estimate the amount if necessary). For example, for goods shipped from Edmonton to Vancouver by rail, to be put on a ship for Japan, show the rail costs only. For shipments leaving Toronto by air, show zero if no charges were incurred in getting the goods to the airport. If, for whatever reason, you could not include these freight charges in the values shown in fields 17 and 19, check the box marked No. 26. Mode of Transport from Point of Exit Check the appropriate box to indicate the last mode of transport by which the goods left the country. If you check the box marked Other, specify the mode. Goods travelling by truck to an American airport for shipment overseas are considered road exports.
27. Containerized
Indicate whether or not the goods are containerized.

Special Notice: The authors publicly acknowledge that all Canadian forms, instructions and other export information and material have been provided by the Canada Customs and Revenue Agency.