



IMPORTING PERSONAL EFFECTS IN CANADA

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Personal attendance during customs clearance by the shipper is mandatory.

The first declaration must be made at point of entry into Canada. At this time the shipper will need to submit two detailed lists, in duplicate. The first list should cover accompanying goods and the second should be marked "goods to follow". It would be helpful to show values, makes, models and serial numbers. When the shipment arrives, a second personal declaration to Customs is required at the Customs point nearest final destinations.

This is any person moving to Canada, with the intention of establishing a residence for more than 12 months. An immigrant may import free of duty and taxes household and personal effects that were owned and used by him in his former country of residence.

ARRIVING IN CANADA:

Upon arrival in Canada as immigration / returning Canadian or with a temporary VISA each person must report to Canada Immigration when there are goods to follow and obtain the B4E declaration form.

Customer will be asked to submit their inventory list with the **B4E** and **B4A**. The Canada Immigration officer will give them a receipt (**B15**). The customer **MUST** keep these documents for the customs clearance process! Customs clearance will take place as the shipment arrives to destination city in Canada. At this time, your customer will be required to submit the receipt that they received from the Canadian Immigration officer they met at the airport / Boarder. Please note that Canada customs requires your client to be present for the customs clearance process.

For more info, please visit: <http://www.cbsa-asfc.gc.ca>

Diplomatic Status:

Foreign diplomats are granted duty free entry

DOCUMENTS REQUIRED:

Documents required for Household goods/personal effects Customs Clearance:

- ✓ Passport including photo page
- ✓ 9Visa - if applicable
- ✓ Comprehensive inventory list in English or French - appliances and electronics require make, model and serial number noted on the inventory list
- ✓ Work Permit - if applicable
- ✓ Customs Manifest - Form A8A
- ✓ Importer's Declaration for Customs
- ✓ Previous airport or United States/Canada Border Declaration
- ✓ Landed Immigrant Application and papers if applicable
- ✓ Letter of Undertaking (not always necessary)
- ✓ Returning Canadians will also need to provide the following documents:
 - o Proof of Residency abroad
 - o Monthly statements, i.e. rent receipts, electric/water/telephone bills, letter from employer



Documents required for Diplomatic Shipment:

- ✓ B4 / B15, *Casual Goods Accounting Document*, is to be completed to account for imported goods.
- ✓ Copy of Diplomatic Passport.
- ✓ Power of attorney allowing us to clear customs on their behalf. (Add \$100 for this option. This is in the event that the client wants us to attend customs instead of them)
- ✓ **Letter of employment - Original stamped by the local** Canadian consulate indicating that the client is working in the consulate.
- ✓ Inventory list
- ✓ Work permit with letter from **LOCAL** Embassy / Consulate.

- Note:**
1. All items imported must be for your personal use during your stay
 2. All goods must be exported when you leave Canada
 3. The goods may not be disposed of in Canada without Customs Authorization.

DUTIABLE/RESTRICTED ITEMS:

- ✓ Firearms and ammunitions- Require Import, Government and Police Permits to be obtained before being allowed importation. These requirements are strictly enforced
- ✓ Meat requires a Health Certificate and must be inspected by the Port Health Authority
- ✓ Live plants must be inspected by Ministry of Agriculture & Rural Development
- ✓ Tobacco products
- ✓ Alcohol- A detailed list is required stating type, size and quantity.
 - Provincial and Federal duties and taxes will be assessed
 - DO NOT ship wine between October 1 and March 31 to avoid possibility of freezing
- ✓ Office equipment - new or used
- ✓ Commercial quantities of any item or product incur duties
- ✓ Radio equipment (CB's, walkie-talkies etc)
- ✓ Any item valued at or over \$10,000 is dutiable
- ✓ Air guns are not restricted so long as the muzzle velocity does not exceed 500 feet per second
- ✓ Hunting rifles or shotguns for sporting purposes are allowed so long as they are not modified

PROHIBITED ITEMS:

- ✓ Weapons (except as stated above), explosive, fireworks and all ammunition
- ✓ Narcotic/Illegal Drugs
- ✓ Pistols, revolvers and handguns require a Police Permit
- ✓ Animal products on the endangered species list
- ✓ Plants, sand and other related matter require a Phytosanitary Certificate and Import Permit issued in advance by the Department of Agriculture
- ✓ Soft shell turtles from any country including the US
- ✓ Products from Haiti, including drums made of animal skins

Note: Inclusive of any of the above items in the shipment will delay customs and result in additional expenses for customer.



IMPORTING VEHICLES:

Vehicles are duty-free but may be subject to local taxes. Vehicles over 15 years old are subject to different regulations and costly modifications may be required. Canadian Motor Vehicle Safety and Emission control regulations apply.

Required Documents:

- ✓ Certificate of Title and Registration,
- ✓ Form K-22
- ✓ Proof of Ownership - i.e. Insurance Policy, Purchase Invoice
- ✓ Statement of Compliance label affixed by the manufacturer

IMPORTING PETS

All live animals must meet specific permit requirements issued by the Veterinary Services Division of the Quarantine may be required depending on type of pet and country of origin.

Note: Dogs, cats, birds, horses and other livestock three months old or older from the United States can be imported provided they are accompanied by a certificate, signed and dated by a veterinarian indicating the animal has been vaccinated against rabies within the last year. The certificate must identify the animal by breed, age, sex, color and any distinguishing marks.

Required Documents:

- ✓ Inspection by the Department of Agriculture
- ✓ Health and Inoculation Certificate (International version)
- ✓ Vaccination Record – must be at least 30 days prior to entry
- ✓ Import Permit – Required for birds imported from ALL countries except the US

FURNITURE:

New furniture and household furniture are liable to payment of customs duties if they have not been in the owner's previous use prior to their arrival to Canada. Canada Customs require invoices and inventory of new goods. If the duty and taxes are paid at the time of import, the goods may be sold at any time. If the goods are brought in and no duty or taxes are paid, then they cannot be disposed of at any time.

Note: The Canadian Government adopted ISPM-15 (International Standards for Phytosanitary Measures Publication 15) Guidelines for Regulating Wood Packaging Material in International Trade (aka NIFM-15) to standardize the treatment of wood packing materials used for the transport of goods.

**Customs requirements are established by the country of import and not by Servile Relocations Pvt. Ltd. The regulations, however, are subject to change without notice by the Canadian Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.