



BRITISH
COLUMBIA

The Best Place on Earth

Ministry of Small Business and Revenue Import/Export Guide



The Best Place on Earth to do Business

British Columbia: The Best Place on Earth to do Business

What You Need to Know About Importing and Exporting



Ministry of
Small Business
and Revenue

This guide is also available electronically at:

Small Business BC:

www.smallbusinessbc.ca/pdf/importing-exportingguide.pdf

Contents

This Guide	1
Your Primary Resource.....	1
Starting Up and Running an Import Business	3
Starting Up and Running an Export Business.....	5
Promoting Your Export Business.....	7

Internet Access

*Many of the resources listed in this guide are web-based only. If you do not have your own Internet connection, try your local library or Community Futures Development Corporation (call **604 685-2332** to find the location nearest you) for free Internet access.*

This Guide

Expanding to the world-wide marketplace can be good for business. But both you and your company must be prepared. There are a number of rules and regulations you must follow to bring goods into this country or to send them outside. This guide introduces you to the places and people who can help you navigate the exciting world of international trade.

Your Primary Resource

Many helpful resources appear throughout this guide, but most are geared to a particular topic or area. One, however, is both comprehensive and created specifically for British Columbian entrepreneurs:



Small Business BC

www.smallbusinessbc.ca

82–601 West Cordova

Vancouver, BC V6B 1G1

Tel: 604 775-5525 or 1 800 667-2272

Fax: 604 775-5520

TTY(Teletypewriter): 711

E-mail: askus@smallbusinessbc.ca

Small Business BC provides just about everything the British Columbian entrepreneur needs to know about importing and exporting – from determining whether international trade is right for you, to providing expert one-on-one coaching and business advice, to where to go to find out more information.

Starting Up and Running an Import Business

Before you launch into the import business, we recommend you download the Importing Business Sourcing Guide. It's available through Small Business BC at www.smallbusinessbc.ca/pdf/importing.pdf. This detailed guide provides information on such topics as import laws and where to find funding for your import business, as well as lists of how-to guides and training courses that can help you become a successful importer. It also suggests other places to go for more information on importing and where to find the latest market data and statistics.

In addition, we recommend you investigate:

Team Canada Inc

www.importsource.ca

Tel: 1 888 811-1119

Team Canada Inc (TCI) is a network of more than 20 federal departments and agencies working together with the provinces, territories and other partners to help Canadian businesses succeed in world markets.

TCI's importsource.ca offers a range of online resources designed to help both new and experienced importers with every stage of the import process. The site includes information on preparing your business to import goods from other countries, developing an import plan, identifying suppliers, finding new financing and Canadian import regulations.

Canadian Border Services Agency

www.cbsa-asfc.gc.ca/import

If you are going to import goods, you will need to register with the Canada Border Services Agency (CBSA). You can do this through the OneStop Business Registry, www.bcbusinessregistry.ca (choose number 5).

The CBSA's site offers useful tools tailored to small- and medium-sized businesses, including Importing: A Step-by-Step Guide, which explains import rules. It also posts an up-to-date list of import-related seminars and events – go to www.cbsa-asfc.gc.ca/events and click on "British Columbia" – and you can sign up for e-mail updates on CBSA programs that apply to importers.

Thinking about starting a new small business?

*If you have not yet decided whether starting a small business is right for you – or you simply want more information about it – see our guide, called **Starting a Small Business in British Columbia**. This guide will lead you through the basic steps of starting a small business and tell you where you can find more information to make sure your new business is a success. It's available through Small Business BC: www.smallbusinessbc.ca/pdf/startingsmallbusinessguide.pdf*

Starting Up and Running an Export Business

If you are thinking of exporting but don't know where to start, check out Small Business BC at www.smallbusinessbc.ca/iep.

This section of the Small Business BC site provides a questionnaire to help you determine if your company is ready and able to export, alongside a FAQ that will answer many of your questions about exporting goods to other countries. The website also provides access to the Exporting Business Sourcing Guide for your most basic questions on exporting and includes: the Export Source for a comprehensive listing of export information, the Trade Commissioner Service Abroad for market reports and services abroad, as well as Export Information for the International Housing Industry. There is also current information on export regulations and sources for export financing and government assistance. In addition to these web-based tools, Small Business BC also offers one-on-one coaching, where you can meet (by appointment) with a member of the Business Service Society Export Team to discuss your exporting idea.

We suggest you also investigate:

Team Canada Inc

www.exportsource.ca

Tel: 1 888 811-1119

Team Canada Inc (TCI) is a network of more than 20 federal departments and agencies working together with the provinces, territories and other partners to help Canadian businesses succeed in world markets.

TCI's exportsource.ca provides advice about getting started in the export business, developing your export plan, identifying your target market and planning your export

financing. The site also provides a free service to registered businesses called Trade Map, created by the International Trade Centre in Geneva to enable exporters and trade professionals to easily access important international trade data.

You can also call Team Canada Inc's toll-free Export Information Service at 1 888 811-1119, and you will automatically be connected to an export specialist.

Canadian Border Services Agency

www.cbsa-asfc.gc.ca/export

If you are going to export goods, you will need to register with the Canada Border Services Agency (CBSA). You can do this through the OneStop Business Registry: ***www.bcbusinessregistry.ca*** (choose number 5).

The CBSA's site also offers a range of useful tools tailored to small- and medium-sized businesses, including *Exporting: A Step-by-Step Guide*, which explains export rules, and an up-to-date list of export-related seminars and events. Go to ***www.cbsa-asfc.gc.ca/events*** and click on "British Columbia." You can also sign up for e-mail updates on CBSA programs that apply to exporters.

Trade Team BC

www.exportbc.ca

Trade Team BC – one of 10 Regional Trade Networks (RTN) across Canada – is a network of 25 export-service organizations in British Columbia and the Yukon that focus on helping Canadian exporters.

Network members will provide one-on-one coaching and help you prepare you to enter the export market. They also offer contacts in foreign markets along with information about international markets and industries, financial assistance and trade missions. The network's site also includes a calendar of upcoming events and workshops.

Export Development Canada

www.edc.ca

Tel: 1-866-283-2957

Export Development Canada (EDC) offers a number of programs – including insurance and export financing – to help offset the risks of doing business in other countries.

EDC's website contains sections on such topics as "Understanding Exports" and "Growing Your Exports," as well as the latest on global markets, economic trends analysis and successful export strategies.

Export Controls On-Line

www.dfait-maeci.gc.ca/trade/eicb/EXCOL/intro-en.asp

Tel: 1 877 808-8838

Email: excol-ceed.tia@international.gc.ca

Through Export Controls On-line (EXCOL), you can submit applications to the Canadian government for new export permits and certificates or request changes to current ones. To use this service, you must first register with the Export and Import Controls Bureau, Foreign Affairs and International Trade Canada. The form is available online.

About the OneStop Business Registry

www.bcbusinessregistry.ca

Help Desk: 1 877 822-6727



For years, businesses across the country have called for governments at all levels to work together and reduce red tape. The OneStop Business Registry does exactly that.

Through the OneStop Business Registry, businesses in British Columbia can apply to a number of different public agencies for such things as a Provincial Sales Tax number (Ministry of Small Business and Revenue), a Good and Services Tax number (Canada Revenue Agency) and a municipal business licence quickly and easily.

Promoting Your Export Business

There are a number of services available to help you find new export opportunities and promote your export services internationally, including:

Canadian Company Capabilities Database

www.strategis.ic.gc.ca/cdncc

Register with Industry Canada's Canadian Company Capabilities Database to make sure buyers in Canada and around the world know about your products and services. The database profiles more than 50,000 Canadian companies. Over 500,000 domestic and international companies browse the database every month looking for Canadian businesses. You can register your business with the database quickly and easily through the OneStop Business Registry: www.bcbusinessregistry.ca (choose number 5).

Virtual Trade Commissioner***www.infoexport.gc.ca***

The Virtual Trade Commissioner (VTC) is the online arm of the Canadian Trade Commissioner Service. By registering with the VTC, you will gain access to market information and international business leads and news. Your business information will also be passed on to Canada's Trade Commissioners working in locations throughout the world. Over 30,000 Canadian exporters of goods and services are currently registered with the VTC.

SourceCAN***www.sourcecan.com***

SourceCAN is a free electronic matching service provided by the Government of Canada to help Canadian companies find global business and partnering opportunities. SourceCAN will match your profile against the thousands of opportunities received daily and email directly to you the ones that meet your business needs.

Canadian Commercial Corporation***www.ccc.ca***

Tel: 1 800 748-8191

Since 1946, the Canadian Commercial Corporation (CCC) has helped thousands of companies across Canada capture more than \$30 billion in export sales. The CCC gives Canadian businesses access to international markets, facilitates trade with buyers in other countries, and even sits down at the table to sign contracts with foreign buyers on behalf of Canadian firms. The CCC also provides export-related assistance and advice to small business.

Notes



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Fax: 250 952-0113

Email: internalcommunications@gov.bc.ca

Web: www.sbr.gov.bc.ca

BC OLYMPIC AND PARALYMPIC WINTER GAMES SECRETARIAT
2010 COMMERCE CENTRE

Small Business BC
"your business resource"

