



## EXPORTING TO CANADA – DOCUMENTATION REQUIREMENTS

The following documents are required by Canada Customs & Revenue Agency in order to clear goods and to assess the proper tariff classification and tariff treatment for payment of Canadian Duties/GST.

1. Canada Customs Invoice along with a copy of your actual commercial invoice to the Canadian importer/customer. This **must include**:
  - A) Canadian Purchaser's name and address
  - B) Number of packages and weight of shipment
  - C) Country of Origin per product shipped
  - D) Currency of settlement
  - E) Quantities and price per product
  - F) Complete description of goods including part number and **identifiable generic description in layman's terms** with internal descriptions if required between exporter and importer
  - G) -Name of Transport company
    - Border crossing
    - Date Crossing into Canada
    - Estimated Time of crossing
  - H) **Transport company to attached PARS STICKER**
2. If Country of Origin is USA or Mexico, we require a properly completed NAFTA Certificate of Origin to secure preferred Duty rates.
3. Fax all of the above to: SDVCanada @ 705-728-0745 or 1-800-562-3819  
or e-mail: [sdvborder@sdv.ca](mailto:sdvborder@sdv.ca)  
(Please try to forward at least 4 hours prior to border crossing)
4. It is also wise to note on the Carrier's Bill of Lading in large lettering: **"CANADA CUSTOMS CLEARANCE BY SDV CANADA."** in either the body or under the consignee's name and address.
5. You may check on the status of the PARS or Release via our website at:  
<http://sdvcanada.com/pars>

**PLEASE DO NOT FAX OUR BORDER AGENTS - FAX SDV CANADA ONLY**  
**ALL DOCUMENTATION MUST BE EASY TO READ**  
**(PREFERABLE TYPED) AND COMPLETELY LEGIBLE**

If you have any questions, call 705-728-2020 or 1-800-637-6882