

# First-Time Importer Checklist

Everything to have in place before your first commercial shipment into Canada.



## Your import accounts

- ☐ Business Number (BN9) from the Canada Revenue Agency
- ☐ RM import-export account (BN15, for example 123456789RM0001)
- ☐ Business registered in the CARM Client Portal, with details entered exactly as the CRA has them
- ☐ Business Account Manager (BAM) named for your CARM account
- ☐ Enrolled in Release Prior to Payment (RPP) with financial security posted, if you want goods released before duties and taxes are paid

## Your Garden City account

- ☐ Account details sent to Garden City (form at [gcityservices.ca/first-time-importers](http://gcityservices.ca/first-time-importers))
- ☐ Brokerage proposal and agency agreement received from Garden City
- ☐ Agency agreement signed and dated by hand in ink by a company officer, each page of the terms initialled
- ☐ Signed agreement returned the way our instructions explain
- ☐ Authority delegated to Garden City in the CARM Client Portal

## Your first shipment

- ☐ Supplier told to mark the bill of lading and commercial invoice "For Customs Clearance by: G C Customs Brokers"
- ☐ Commercial invoice, importer and exporter information, and a description of the goods
- ☐ Country of origin and value
- ☐ Exporter's certificate of origin, if free trade applies
- ☐ Permits, certificates or licences, if your goods need them
- ☐ Carrier and expected arrival details sent before the goods reach the border

## Two things to get right

On the bill of lading and commercial invoice:  
For Customs Clearance by:

**G C Customs Brokers**

Niagara Falls, Ontario

Phone 888-481-2048

Fax 888-481-2049

Exact details are confirmed during onboarding.

**Signing the agency agreement:** a company officer signs and dates it by hand in ink and initials each page of the terms. We send it with your brokerage proposal and instructions for returning it. Digital signatures can't be accepted.

**Questions? Call 888-481-2048**

Licensed Canadian customs broker since 1981

Full guide and account form:

[www.gcityservices.ca/first-time-importers](http://www.gcityservices.ca/first-time-importers)

General information, not legal advice. Requirements depend on your goods and circumstances; confirm details with a licensed customs broker before you ship.