Canada Revenue Agency | Agence du revenu du Canada

Protected B when completed

Business Number – Import/Export Account Information

Complete this form if you have a business number (BN) and you need to open an import/export program account for commercial purposes. (You do not need to register for an import/export account for personal importations). Complete a separate form for each branch or division of your corporation that requires an import/export account for commercial purposes. Once completed, send this form to your tax centre. The tax centres are listed at **www.cra.gc.ca/taxcentre** and in Booklet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*.
For more information, go to **www.cra.gc.ca/bn** or call **1-800-959-5525**.

1 Identification of business – for a corporation, enter the name and address of the head office

Name	Business number (BN)	Language of preference ☐ English ☐ French

Operating/trade or partnership name (if different from name above). If you have more than one business or if your business operates under more than one name, enter the names here. If you need more space, include the information on a separate piece of paper.

If you want to use a separate name for your import/export account, enter that name here.

Physical business location	City	
Province/Territory/State	Country	Postal or Zip Code
Mailing address (if different from physical business location) for import/export purposes. c/o	City	
Province/Territory/State	Country	Postal or Zip Code

Contact person – Please provide the name of a contact for **registration purposes only** (the contact name provided will not be considered an authorized representative). If you wish to authorize a representative to speak on your behalf about your BN program account(s), complete Form RC59*, Business Consent form*. For more information, see Booklet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*.

Title	**First name**	**Last name**
Work phone number:	Ext:	Work fax number:
Cellular phone number:		Pager number:

2 Import/export information

Type of account: ☐ Importer ☐ Exporter ☐ Both Importer-exporter ☐ Meeting, convention, and incentive travel

If you are applying for an exporter account, you **must** enter all of the following information:

Enter the type of goods you are or will be exporting:

_____

_____

Enter the estimated annual value of goods you are or will be exporting: $ _____

3 Major business activity

Clearly describe your major business activity. Give as much detail as possible using at least one noun, a verb, and an adjective.
Example: Construction – Installing residential hardwood flooring.

_____

_____

Specify up to three main products or services that you provide and the estimated percentage of revenue they each represent.

_____ _____ %
_____ _____ %
_____ _____ %

Certification – All businesses **must** complete and sign this part. You are authorized to sign this form **only** if you are an owner, a partner, an officer of the business, a corporation director, or an authorized representative.

The person signing this form is the: ☐ Owner ☐ Partner ☐ Officer ☐ Corporation director ☐ Authorized representative

I certify that the information given on this form is, to the best of my knowledge, true and complete.

First and last names (print)	Title	
Signature	Telephone number / Ext.	Date (Y Y Y Y M M D D)

Note: After you register your CRA program account we may contact you to confirm the information you provided. At that time we may ask you to provide more information. Having complete and valid information on file for your business allows us to serve you better.

Privacy Act personal information bank number CRA PPU 005 and CRA PPU 223

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