



BUSINESS NUMBER (BN) – IMPORT/EXPORT ACCOUNT INFORMATION

Complete this form if you have a business number (BN) and you need an import/export 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, please send this form to your tax centre. The tax centres are listed at www.cra.gc.ca/taxcentre and in Pamphlet RC2, *The Business Number and Your Canada Revenue Agency Program Accounts*. If you need more information, visit 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	<table border="1" style="width:100%; height:20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>											Language of preference <input type="checkbox"/> English <input type="checkbox"/> 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			Postal or zip code																
Mailing address (if different from physical business location) for import/export purposes Care of:			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, <i>Business Consent form</i> . For more information, see Pamphlet RC2, <i>The Business Number and Your Canada Revenue Agency Program Accounts</i> .																			
Title	First name	Last name																	
	Work telephone number	Work fax number																	
	Cellular telephone number	Pager number																	
2 Import/export information																			
Type of account: <input type="checkbox"/> Importer <input type="checkbox"/> Exporter <input type="checkbox"/> Both <input type="checkbox"/> Meeting, convention, and incentive travel																			
If you are applying for an exporter account, you must provide 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 or contract, and the estimated percentage of revenue they each represent.																			
_____			_____%																
_____			_____%																
_____			_____%																
Certification – All businesses have to complete and sign this part. You are authorized to sign this form if you are an individual, a partner, an officer of your business or a corporation director.																			
The person signing this form is the: <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Corporation director <input type="checkbox"/> Officer <input type="checkbox"/> 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)	Signature	Telephone number	Title																
		<table border="1" style="width:100%; height:20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>									<table border="1" style="width:100%; height:20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>								
		Year	Month Day																
Note: After you register your new business number or CRA program account (for example, GST/HST) 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.																			