



### 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](http://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](http://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 <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				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*. 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

**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.