

HOW TO EXPORT GUIDE. STEP-BY-STEP. NO FLUFF

=====Sample of Content=====

Step 1. Register Your Export Business with Your Government

This is a one-time only process. You must acquire an export number and use this number to declare all of your future exports. The Government requires the number for statistical and taxation purposes. Here is how you obtain it.

In Canada

It's easy to do online 24/7 at the [Canada Revenue Agency](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/mprtxprt-eng.html) website. Alternately, you can go to <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/mprtxprt-eng.html> and fill out a paper copy of the request for a business number, then send it to CRA by post.

In the United States of America

There is no specific registration process for exporters. However, each export declaration must have your USPPI EIN (IRS) or ID No., which means U.S. Principal Party in Interest. In fact, this number is identical to the Employer Identification Number (Tax ID) if the shipper is a corporation. For individual shippers, the number is identical to your Social Security number.

In the United Kingdom

One-time registration to obtain The Customs Handling of Import and Export Freight (CHIEF) system record is required. You can access the CHIEF system at https://secure.hmce.gov.uk/ecom/login/digital_certificates.html. Note, Economic Operator Registration and Identification number (EORI) has been introduced throughout the European Union to replace domestic numbers. To apply for an EORI number, contact your local Her Majesty's Revenue and Customs office.

In Ireland

Prior to EORI numbers, there were no specific export numbers. Instead, any of the following could be used: Customs and Excise Registration Number, Capital Gains Tax Registration Number, Capital Gains Tax Registration Number, Pay As You Earn Registration Number. New exporters are encouraged to apply for an EORI at The Office of the Revenue Commissioners: <http://www.revenue.ie/en/customs/ecustoms/eori-aeo.html>.

In the rest of European Union

EORI numbers have been introduced and new exporters must apply to get them. The application process varies from country to country, but will generally involve your local tax or revenue service authority.

In Australia

The Australian Business Number (ABN) is sufficient. To apply for ABN, go to the Australian Business Register at <https://abr.gov.au/abrweb/default.aspx?pid=71>.

In New Zealand

You will have to follow 2 registrations:

1. Register with the New Zealand Customs Service for a declarant code and a unique user identifier (UUI), which will allow you to use the online export declaration services.
2. Register with the Electronic Commerce Network, which manages the online declarations system on behalf of Customs.

Application forms are available at

<http://www.customs.govt.nz/news/resources/forms/Documents/NZCS%20224.doc>.

In India

All first time exporters must register with the DGFT (Director General of Foreign Trade), Ministry of Commerce, Government of India.

The DGFT provides exporters with unique IEC Numbers. The IEC Number is a ten digit code, required for the purpose of export as well as import. No exporter may export his goods abroad without an IEC number.

Applications for IEC numbers can be submitted to the nearest regional authority of the DGFT.

Application forms can also be submitted online at the DGFT web-site: <http://dgft.gov.in>.

In South Africa

Exporters must register with the South African Revenue Service. The “[Registration Client Type 4A2 - Exporter](#)” form can be completed by your representative, but must be signed by your company’s directors. Only offline applications are available. The applicant will be given a unique number that must be used to declare exports.

In the rest of the world

Contact your local tax, customs and statistics authorities (in that order) to obtain application forms.

Note: Additional export registration may be required, depending on your country’s legislation and the nature of your goods. In most cases, defense and security products must be licensed separately for export. In many countries, agricultural and technology exports must also be licensed. It is always a good idea to contact your government export promotion agency before you begin looking for customers. We will provide these important links in Bonus 4.