

SECTION: PURCHASING PROCEDURES  
SUBJECT: CERTIFICATE OF ORIGIN

FREQUENCY OF REVIEW ANNUALLY

Overview	<p>Certificates of Origin are required for products that meet the regulations of the various trade agreements to ensure correct import duty rates are assigned to LCBO products. The Canada Border Services Agency (CBSA) requires a valid Certificate of Origin be on file with the LCBO to allow for the duty-free entry of product(s)</p>																		
Applies to following Countries:	<p>Currently the following countries have this trade agreement with Canada:</p> <ul style="list-style-type: none"> <li>• CHILE, COSTA RICA, COLOMBIA, U.S.A.; PUERTO RICO, PERU and MEXICO – all commodities of Spirits and Wines</li> <li>• ISRAEL (Spirits Only)</li> </ul> <p>Please note that Certificates of Origin are country specific.</p>																		
Criteria	<p><i>Are you currently supplying products to the LCBO?</i> For products continuously ordered throughout the year, one certificate suffices for the calendar year.</p> <p><i>Will you be supplying the LCBO with new products this year?</i> For any new products being ordered over the course of the next year from the countries listed above, the supplier is responsible for providing either an amended Certificate of Origin for the entire portfolio of products, or they can issue a separate Certificate of Origin for the new product(s) being purchased.</p> <p>Please note that certificates of Origin are not required for the following products:</p> <ul style="list-style-type: none"> <li>• Beer under HS 2203</li> <li>• Tequila with a County of Production being Mexico</li> <li>• Whiskies</li> </ul>																		
Procedure	<table border="1"> <thead> <tr> <th>Steps</th> <th>Who</th> <th>What</th> </tr> </thead> <tbody> <tr> <td>Step 1</td> <td>Supplier</td> <td>Download the Certificate of Origin form <a href="#">here</a>. Please note that the LCBO must receive the original signed document, not a copy.</td> </tr> <tr> <td>Step 2</td> <td>Supplier</td> <td>Complete Fields 1 through 3.</td> </tr> <tr> <td>Step 3</td> <td>Supplier</td> <td>For Field 4 use the following address: LCBO 55 Lakeshore Blvd., East Toronto, Ontario M5E 1A4 (Tax Identification Number in Field 4 is not required)</td> </tr> <tr> <td>Step 4</td> <td>Supplier</td> <td>Field 5 must include LCBO product number with full description e.g. product name, bottle size and % alcohol.</td> </tr> <tr> <td>Step 5</td> <td>Supplier</td> <td>List the first six digits of the harmonized tariff classification in Field 6. This will be compared to the digits currently submitted</td> </tr> </tbody> </table>	Steps	Who	What	Step 1	Supplier	Download the Certificate of Origin form <a href="#">here</a> . Please note that the LCBO must receive the original signed document, not a copy.	Step 2	Supplier	Complete Fields 1 through 3.	Step 3	Supplier	For Field 4 use the following address: LCBO 55 Lakeshore Blvd., East Toronto, Ontario M5E 1A4 (Tax Identification Number in Field 4 is not required)	Step 4	Supplier	Field 5 must include LCBO product number with full description e.g. product name, bottle size and % alcohol.	Step 5	Supplier	List the first six digits of the harmonized tariff classification in Field 6. This will be compared to the digits currently submitted
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		by the LCBO at the time of entry into Canada. These must match exactly to claim duty-free status.
	Step 6 Supplier	The Certificate must be signed by the supplier in the country of origin. Agents cannot create or sign the certificate on behalf of the supplier. Without the supplier's signature the form will be considered invalid by the CBSA.
	Step 7 Supplier	Mail original documents to: LCBO Attention: Erin Hamilton/Stoyan Belev Dept. 935 Traffic Claims 55 Lakeshore Blvd. East Toronto, Ontario, Canada M5E 1A4
Non-compliance	Valid, original certificates must be received by the LCBO on or before December 15 <sup>th</sup> , 2014 for the calendar year January 1st – December 31st, 2015. Failure to do so could lead to an increase in import duties and be subject to a \$250 administration fee.  Please also note that the Supplier is required to produce and sign the certificate. <b>If this is not done the certificate will be considered invalid.</b>	
Contact	<i>Questions regarding various trade agreements?</i> Contact your local customs office or customs broker in the country of origin for guidance and for specific information directly impacting the declaration you are required to submit.	