

SECTION: PURCHASING PROCEDURES  
 SUBJECT: CERTIFICATE OF ORIGIN

FREQUENCY OF REVIEW ANNUALLY

Overview	<p>The Canada Border Services Agency (CBSA) requires a valid Certificate of Origin be on file with the LCBO so that products that meet the regulations of the various trade agreements may have correct import duties applied, including any preferential rates.</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 <b>continuously ordered</b> (LCBO Wines, Spirits, Beer, Vintages Essentials) throughout the year, one certificate per vendor, including all LCBO numbers and their descriptions, will suffice for each calendar year.</p> <p><i>Will you be supplying the LCBO with new products this year?</i>          For new products purchased by the LCBO from the countries listed above, the supplier is responsible for providing either an amended Certificate of Origin for the entire portfolio of products for that calendar year, or a separate Certificate of Origin for the new product(s).</p> <p>Please note that Certificates of Origin are <u>not</u> 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 and meeting the Mexican requirements to qualify as Tequila</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, Canada            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 (i.e., product name, bottle size and % alcohol).</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, Canada M5E 1A4 (Tax Identification Number in Field 4 is not required)	Step 4	Supplier	Field 5 must include LCBO product number with full description (i.e., product name, bottle size and % alcohol).	
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	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 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 may not complete the form or sign on behalf of the supplier. Without the supplier's original signature, the form will be considered invalid by the CBSA.
	Step 7	Supplier	Mail original documents to: LCBO Attention: 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>, 2015, for the calendar year January 1st – December 31st, 2016. Failure to do so could lead to an increase in import duties and a \$250 administration fee.

**Contact** *Questions regarding various trade agreements?*  
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.