



Information Bulletin

Web-based customs clearance form

To all agents and suppliers

New form for accompaniment for customs clearance of samples in Québec

The *Société des alcools du Québec* would like to inform you that, as of December 8, 2007, a new Web-based form is available online to facilitate the customs clearance of samples requested by the SAQ under the terms of a Call for tenders.

You can access to the new Web-based customs clearance form from the pre-selection notice and request for samples. In order to save time during data input, the form will be completed in advance, based on the Alcoholic Product Submission Form that was previously submitted to the SAQ.

In order to help the SAQ to uphold its responsibilities with respect to the rules and laws stipulated by the Canada Border Services Agency, the product price that is submitted to the SAQ will automatically be displayed in the "Unit market value" field on the form. For the SAQ these rules and laws are applied as the following:

- As an importer, the SAQ is responsible for the calculation and declaration of the value for duty of imported goods in accordance with the valuation provisions of the *Customs Act* (ref: *Memorandum D13-2-1*).
- The value for duty of samples must be established based on the commercial value of the product.
- If the value for duty presented by the agent or the supplier does not correspond to the commercial value of the product, the SAQ must take one of the following actions:
 - Contact the seller in order to obtain a reasonable value for the product.
 - Increase the price based on the value of a similar product (ref: *Memorandum D13-3-1*).

There are several benefits associated with using this new Form:

- Acceleration of the sample preparation process
- More complete information will facilitate customs clearance
- Support from our customs broker
- Reduced risk of losing samples
- Reduced the delay in the customs clearance process, etc.

For more information, please contact the
Service d'Assistance aux Relations d'Affaires
(Business Relations Assistance Service)

by e-mail, at sara@saq.qc.ca, or by phone, at 514-254-2711.