



Information Bulletin

To all agents and suppliers

REMINDER – Customs Clearance Transmittal Form for Samples and Pro Forma Invoice

According to our customs broker, nearly 35% of the products that arrive in this country and are addressed to the Société des alcools du Québec (SAQ) are blocked at Canadian customs. Why? Because the packages' transmittal forms, be they the [Customs Clearance Transmittal Form for Samples](#) or the pro forma invoice, are not properly filled out by suppliers.

The Canadian Border Services Agency (CBSA) has very strict rules regarding the information to be provided with each package. To ensure the product proposal process goes smoothly and efficiently for all parties concerned, these rules must be complied with.

The following information is required by the CBSA:

- Product description
- Product colour
- Percentage of alcohol (% alc./vol.)
- Volume of the retail selling unit (ml)
- Number of bottles sent
- Each unit's **actual** market value
- Total market value
- Currency
- Product's country of origin

The duly completed form, in triplicate, must be attached to the manifest of the carrier selected for shipping, along with the commercial invoice.

Effective July 1, 2017, all packages that arrive with missing or incorrect information will be refused and returned to the sender.

We thank you for your usual cooperation.

For more information, please contact the
Service d'Assistance aux Relations d'Affaires (SARA),
our business relations assistance service,
at sara@saq.qc.ca or 514 254-2711.