

INSTRUCTIONS FOR COMPLETION

You must complete this form if you are exporting tobacco products.

This form is to be used if, based on your preceding year's production for the categories described, the quantities exported do not exceed 1.5% of the total manufactured products. If this is not the case, you will have to file a B60 form.

Part A – Identification

- Destination of Exports: Check the relevant box. Specify the country's destination if you export to another country.
- Language of communication: Check the relevant box to indicate your preferred language of communication.
- Excise Duty Account Number: Enter Excise Duty Account Number (mandatory).
- Business Number: Enter your Business Number issued by the Canada Revenue Agency (CRA) in this area.
- Manufacturer's Export Number: The Licensee assigns a sequential number for every E60 form. Starting April 1st each year the numbering system must be reset to 0.
- Bill of Lading/Air/Sea/Land Way Bill Number: Enter the Bill of Lading/Air/Sea/Land Way Bill Number.
- Invoice Number: Enter the invoice number.
- Name of the Exporter: Enter the legal name of the Exporter.
- Mailing Address: Enter the complete mailing address of the consignee.
- Contact person and telephone number: Enter the name and telephone number of the authorized person who may be contacted for further information.
- Consignee Name: Enter the name of the Company that will receive the exported goods.
- Mailing Address: Enter the mailing address of the consignee.
- Customs Broker: Enter the name of the Customs Broker who is responsible for exporting the goods (if applicable).
- Mailing Address: Enter the address of the Customs Broker.
- Contact person and telephone number: Enter the name and telephone number of the authorized representative who may be contacted for further information.

Part B – Description of Goods

- Number and Type of Packages: Enter the number and type of packages (i.e cartons, cases).
- Description of Goods: Enter the description of the goods shipped.
- Quantity: Enter the number of units shipped.
- Unit of measure: Provide the measurement used.

Part C – Certification

- Carrier Name: Enter the name of the Carrier who is transporting the goods.
- Seal Numbers: Enter the Canada Revenue Agency (CRA) seal numbers.
- Trailer Number: Enter the trailer number.
- Licence Plate Trailer Number: Enter the trailer licence plate number.
- Name and title of authorized representative: Print the name and title of the authorized representative.
- Signature of the authorized representative: Original signature of authorized representative (mandatory).
- Name of Excise Officer and telephone number: Print the name and telephone number of the Excise Officer.
- Signature of Excise Officer: The application must be signed by the authorized Excise Officer.
- Date of Signature: The date the Excise Officer witnessed the sealing of the truck.
- Name of the Tax Services Office: Enter the Excise Office Name.

For more information, please contact your local Tax Service Office.

Summerside Tax Centre
275 Pope Road, Suite 101
Summerside PE C1N 6E7

Calls from within Canada (toll free): 1-877-432-5472
Calls from outside Canada: 1-902-432-5472