



# Memo

To: Registered Representatives/Agents & Private Wine and Specialty Stores (PWSS)

From: Kathy Pritchard, Senior Customs-Excise Clerk, Finance

Date: October 2016

Re: REVISED: Liquor Sample Importation - Rules and Information

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As of October 1, 2013, CFIA (Canadian Food Inspection Agency) requires additional information over and above the CBSA information to import liquor into Canada. Therefore the process for importing liquor samples into Nova Scotia had to be revised to provide the required information. In an effort to assist in bringing in liquor and answer questions around samples, here is some useful information.

## **Shipping Samples into Nova Scotia**

To assist with the importation of samples into Nova Scotia, please ensure the following is completed:

- Ship samples via courier, DHL Express, FedEx, UPS or Air Canada. Samples must be addressed as follows:

Consignee: SAMPLES – NAME OF CATEGORY CALL\*

- Nova Scotia Liquor Corporation
- 93 Chain Lake Drive, Halifax, NS B3S 1A3
- Attention: NSLC Customs

\*Example would be, SAMPLES – AUSTRALIA WINE.

If samples are destined for a PWSS Operator, the operator's name must be indicated along with SAMPLES.

- Ensure the NSLC is provided the completed [Samples Package Information Form](#) (Appendix A)
- Ensure that a supplier invoice is provided with the samples and the invoice sample prices at wholesale value.
- Mislabeled samples or samples without a supplier invoice will be treated as belonging to the NSLC.

**PLEASE NOTE: All sample shipments must include 2 bottles for NSLC evaluation. Exceptions may be made with NSLC approval.**

### **Sample Limits per Article**

The maximum number of samples per article that can be brought into Nova Scotia by Registered Representatives/Agents are the following:

- 6 bottles of Wine
- 3 bottles of Spirits
- 18 single units of Beer or RTD
- 3 multi pack selling units of Beer or RTD

### **Samples for Evaluation**

The following number of imported samples can be brought in for NSLC and/or PWSS evaluation at no charge:

- 2 bottles of Wine
- 1 bottle of Spirits
- 6 single units of Beer or RTD
- 2 multi pack selling units of Beer or RTD

Registered Representatives/Agents may include the following with the NSLC and/or PWSS samples for their own evaluation at no charge:

- 1 additional bottle of wine
- 1 additional bottle of spirits
- 2 additional single units of beer or RTD
- 1 additional multi pack selling units of beer or RTD

While Registered Representatives/Agents may arrange for the shipping of samples, PWSS Operators must receive samples for review on their own behalf.

All domestic samples must be received by the NSLC and must be shipped with all excise taxes paid.

Fees charged when samples exceed no charge limits:

- \$10 per bottle of wine
- \$10 per bottle of spirits
- \$10 per 12 single units of beer or RTD
- \$10 for 2 multi pack selling units of beer or RTD

The NSLC will charge liquor representative for **all applicable fees such as courier, customs, excise, Provincial tax and bottle deposit.** Please note that all shipments, regardless of import means, will require payment in full prior to their release from the NSLC warehouse.

## **Required Information/Paperwork for Samples**

All samples are to be routed through the Finance Business Unit of the NSLC.

The NSLC requires the following paperwork in order to clear samples with CBSA and CFIA:

- Completed Samples Package Information form (Appendix A)
- Documentation indicating recipient(s) of enclosed samples
- Purchase Order and/or Invoice stating the wholesale value
- Waybill / Manifest

The Samples Package Information form can be accessed on [mysnslc.com](http://mysnslc.com)

## **Clearing Sample Packages**

The Sample Package Information form must be completed and forwarded to the NSLC **within 5 days of the sample goods entering Canada**. If the completed form is not provided, the samples will not be authorized to move into Nova Scotia and will be destroyed.

The NSLC requires a **minimum of 5 days** from the day samples arrive at the NSLC warehouse to process the samples.

## **Communication on Samples**

After the samples are cleared and are ready for pickup, representatives will be contacted.

All communications around samples should be via email to [customs@mysnslc.com](mailto:customs@mysnslc.com), please no phone calls.

## **Picking up Samples**

***Samples will only be available for pickup from the mailroom between 1pm and 4pm Monday to Friday.***

Also please be advised that we can only hold product in the warehouse for **21 days** after which time the shipment becomes property of the Crown and will be shipped to the Canada Customs warehouse for destruction.

If you have any questions or comments, please contact:

Kathy Pritchard  
Senior Customs-Excise Clerk  
Ph: (902) 450-5992  
Fax: (902) 450-6092  
[Kathy.Pritchard@myNSLC.com](mailto:Kathy.Pritchard@myNSLC.com)

## Appendix A

### Samples Package Information

Forward the completed form to: [customs@mynslc.com](mailto:customs@mynslc.com)

The Sample Package Information form must be completed and forwarded to the NSLC within 5 days of the goods entering Canada. If the completed form is not provided, the samples will not be authorized to move into Nova Scotia and will be destroyed.

Courier Company	
Package Tracking #	

Product Information (must be completed for all products in the package)

#### Product 1:

Product Name	
Product Type (select from drop down)	
Quantity	
Alcohol %	
Size (mL)	
Country of Origin	
Samples destination (Note A)	

#### Product 2:

Product Name	
Product Type (select from drop down)	
Quantity	
Alcohol %	
Size (mL)	
Country of Origin	
Samples destination (Note A)	

#### Product 3:

Product Name	
Product Type (select from drop down)	
Quantity	
Alcohol %	
Size (mL)	
Country of Origin	
Samples destination (Note A)	

#### Product 4:

Product Name	
Product Type (select from drop down)	
Quantity	
Alcohol %	
Size (mL)	
Country of Origin	
Samples destination (Note A)	

Note A - Samples destination

Who are the samples for and what is the reason for the samples?

Product Type
Ale
Porter or stout
Lager beer
Malt liquor
Other beer made from malt
Champagne
Other sparkling wine
Icewine, holding 2 L or less
Red wine, holding 2 L or less
White wine, holding 2 L or less
Rose wine, holding 2 L or less
Other still wines, holding 2 L or less
Port, holding 2 L or less
Sherry, holding 2 L or less
Other wines fortified with alcohol, holding 2 L or less
Other wines, holding 2 L or less
Icewine, holding more than 2L
Red wine, holding more than 2L
White wine, holding more than 2L
Rose wine, holding more than 2L
Other still wines, holding more than 2L
Port, holding more than 2L
Sherry, holding more than 2L
Other wines fortified with alcohol, holding more than 2L
Other wines, holding more than 2L
Other Grape Must
Wine Cocktail
Vermouth, holding 2L or less
Flavoured Wine, holding 2L or less
Aperitif Wine, holding 2L or less
Wine Cocktail, holding 2L or less
Other wine of fresh grapes flavoured with plants or aromatic substances, holding 2L or less
Vermouth, holding more than 2L
Flavoured Wine, holding more than 2L
Aperitif Wine, holding more than 2L
Wine Cocktail, holding more than 2L
Other wine of fresh grapes flavoured with plants or aromatic substances, holding more than 2L
Honey Wine (mead)



Product Type
Cider
Perry
Prune Wine
Sake (Rice Wine)
Ginger and Herbal beer
Other, fermented beverages not else where specified
Undenatured ethyl alcohol 80% vol or higher
Ethyl alcohol and other spirits, denatured, any strength
Brandy
Cognac
Armagnac
Other spirits obtained by distilling grape wine or grape marc
Canadian Whisky
Irish Whisky
Malt Whisky
Scotch Whisky
Bourbon Whisky
Other Whisky
Rum
Other spirits obtained by distilling fermented products of the sugar cane
Gin and Geneva
Vodka
Chocolate liqueurs
Coffee liqueurs
Cream liqueurs
Fruit Liqueurs
Herbal Liqueurs
Nut-flavoured liqueurs
Other liqueurs and cordials
Fruit Brandy
Fruit spirit
Tequila
Angostura Bitters
Other: Other undenatured ethyl alcohol less than 80% vol; spirits, liqueurs and other spirituous beverages