McMASTER UNIVERSITY

Complete Policy Title: GOODS AND SERVICES TAX (GST) - IMPORTS
Policy Number (if applicable): CT-120
Approved by: Director, Strategic Procurement
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Revision Date(s): September 2014
Position Responsible for Developing and Maintaining the Policy: Supervisor, Customs & traffic
Contact Department: CUSTOMS & TRAFFIC

DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the Policy owner, the written copy prevails.

POLICY:

1. PURPOSE

To outline the impact of the Goods and Services Tax with respect to University shipments which require importation into Canada.

2. SCOPE

All importations will attract GST except the following:

1. settlers effects
2. prizes and trophies won abroad
3. tourist literature
4. goods donated to charities (McMaster University is considered a charity)
5. warranty replacement parts or warranty repair
6. certain medical devices

3. GENERAL

GST must always be remitted upon importation, other than the exceptions listed above. The Importer of Record (the name in which the goods are being customs released) is responsible for remitting any applicable GST/duty/taxes. GST will be assessed at the time of importation and paid on behalf of the University by the University's Customs Broker.

The electronic copy of this policy is maintained by CIS