

### 3. OTHER CONSIDERATIONS

#### Where to Submit Your Application

Submit visits, trade fairs and marketing agreements applications to the appropriate International Trade Centre located in the regional offices of Industry, Science and Technology Canada, as per the list at the end of this handbook.

Project bidding, permanent sales offices abroad and special activities – food, agriculture and fish – applications are to be submitted to the Export and Investment Programs Division (TPE) of External Affairs in Ottawa at the address noted in the last chapter of this handbook.

#### When to Submit Your Application

You must submit your application at least four weeks before your planned activity is to begin.

A letter or telex of intent to submit an application is acceptable for project bidding assistance in order to establish an effective date for eligible costs. A completed application form, however, must follow within three weeks of that date.

#### How Applications are Processed

Once your application has been received, it will be examined by a project officer, who will evaluate it according to the applicant and project eligibility criteria and the availability of program funds. The project officer will also obtain comments on the activity, the market, or other relevant considerations from External Affairs missions abroad; International Trade Centres; Industry, Science and Technology Canada; and other federal and provincial departments. The project will be assessed in detail in light of any comments received, and the estimated costs will be examined to see whether they need to be revised or reduced.

If your application is approved, you will be notified and a legal agreement will be prepared and sent to you.

If your application is turned down, you will be notified in writing with an explanation.

You may cancel or withdraw your application at any time, as long as a legal agreement has not been signed.

#### Activity Periods

Duration of the activity periods, from the project's effective date or date of receipt of the application to the activity expiry date is outlined below:

Type of Assistance	Activity Period
- Trade Fairs	6 months
- Visits	6 months
- Project Bidding	2 years*
- Establishment of Permanent Sales Office Abroad	2 years
- Marketing Agreements	1 or 2 years (to be specified)
- Special Activities	1 or 2 years (to be specified)

\* Extensions of up to one year to the activity period for project bidding only may be considered. The maximum time for which assistance may be approved, including extensions, is three years. A written request for an extension must be submitted to the project officer no later than 30 days prior to the activity expiry date and must be approved in writing by the appropriate signing authority. If the extension is approved, the legal agreement must be amended. Any other form of extension is not valid.

#### Claims for Payment

Companies must submit their claim for payment, with a summary of the activity, no later than 30 days after the activity expiry date. **Claims received later than 30 days after the activity expiry date will not be accepted.**