

5. Ask your colleagues what they know about the local company and compile a collective viewpoint.
6. Do not comment on the local company's creditworthiness. Refer the client to a credit specialist. Use the related standard letter).

Questions and Answers:

Q. What should I do if I do not find any information on the local company identified by the client?

A. Respond to the client indicating that you did not find any references to the company or its activities in the data banks readily available at the post. You should also indicate that according to your sources, the company is not registered as a member of (name sectoral associations, local Chambers of Commerce and other sources contacted for this research). Also, explain that the company name does not appear in the Yellow Pages. Finally, refer the client to a list of reputable companies that may be able to provide the requested information for a fee.

Average time you should spend:

- Limit your time if the information is not easily available. For example, make a couple of phone calls to trade associations or Chambers of Commerce.
- You may spend more time researching a local company if, for example, the client has indicated that a relationship with the company could bring significant benefits to Canada.