

## *Administrative Details*

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### **APPLICATION PROCEDURES**

Applications must be received at least six weeks prior to the planned activity. Companies cannot presume support until written approval is obtained through the legal agreement. No verbal assurances of approval can be provided at any time.

An activity period is established for each PEMD activity. This period is the allowable time frame within which to carry out the activity and claim reimbursement. It begins on the effective date which is the approval date for MDS and Small or New-to-Exporting Companies and the date of receipt of a fully completed application or notice of intent in the case of Capital Projects Bidding.

Project expenses are eligible only if incurred during the allowable activity period.

### **MDS AND SMALL OR NEW-TO-EXPORTING COMPANIES**

After discussing your proposal with an officer at the International Trade Centre in your area (see the Annex), prepare the appropriate application form and submit it along with supporting documentation as required (e.g. the marketing plan) to the International Trade Centre.

### **CAPITAL PROJECTS BIDDING AND SPECIAL ACTIVITIES**

Applications must be submitted along with required documentation directly to the Export and Investment Programs Division (TPE), External Affairs and International Trade Canada, 125 Sussex Dr., Ottawa, Ontario K1A 0G2. Fax (613) 995-5773.