

- b. Frequent exporters may apply to the Export and Import Permits Bureau for the authority to be placed on the monthly billing system in place of individual payments for each application. Companies that wish to apply for this privilege should submit their request to the Director General, Export and Import Permits Bureau (EPD), Department of Foreign Affairs and International Trade, P.O. Box 481, Station "A", Ottawa, Ontario K1N 9K6. The following information should be provided with the request:
 - i. name and address of the company;
 - ii. company file number, if known;
 - iii. mailing address for forwarding monthly invoice;
 - iv. point of contact with telephone number or person responsible for payment of invoices; and
 - v. justification for request.

G. Supporting Documentation

1. Import Certificates/End-use Certificates/Import Licences

An International Import Certificate (IIC), End-use Certificate (EUC) or Import Licence (IL) may be required in support of proposed exports.

a. International Import Certificates

- i. When an IIC is required, the exporter must request the importer or consignee to obtain an IIC from the government of the importing country. By this document the importer gives his undertaking to the government of the importing country that the goods specified will not be diverted en route and that in the event of re-export this will be done in accordance with the export control laws of that country.
- ii. Where an IIC is required, it is the responsibility of the importer to complete the official form and to present it to the designated office of the importing country for validation. In preparing the form, it is necessary to describe fully the commodity which must correspond to the commodity description appearing on the export permit. In addition, the quantities and values shown on the export permit application must not exceed those on the corresponding IIC.
- iii. Once the IIC is validated by the foreign authorities, the original as well as the importer's office copy are returned to the importer. The original must then be sent by the importer to the Canadian exporter, who will forward it to the Export Controls Division.
- iv. Where there is a continuing business relationship between the importer and the exporter, the importer may prefer to obtain an IIC covering several successive orders. The same form is used as for a single transaction import certificate and the same procedure is followed.
- v. IICs usually have a limited validity period (normally 6 months) and must be submitted to the Export Controls Division within the validity period.

b. Delivery Verification Certificates (DV):

- i. Most countries that issue IICs also issue Delivery Verification Certificates (DV). DVs certify that the goods have arrived in the importing country. On some occasions, exporters may be required to provide DVs.
- ii. The certificates referred to above are normally issued by import or export control authorities in the country of final destination and are required to ensure that exported goods are not diverted or trans-shipped and that they arrive at the destination indicated. Canadian exporters must obtain such certificates from importers, who request them from authorities in their countries.
- iii. Delivery Verification certificates may also be required at any time there may be a concern regarding ultimate destination, end-user, etc. The DV provides official confirmation that the goods have been delivered in accordance with the terms of both the Canadian export permit and the foreign IIC.
- iv. The DV is issued by the designated office of the importing country. It is requested by the importer who forwards it to the Canadian exporter who, in turn, submits it to the Export Controls Division.

c. End-Use Statements (EUS)

Some governments do not issue any type of end-use certificates or assurances. In such cases an end-use statement from the importer may be acceptable. The original statement required is to be on the importer's letterhead (photocopy not acceptable) and must:

- i. identify the end-user as well as purpose and use of the imported products to be imported;

- ii. correspond to the commodity description which appears on the export permit application;
- iii. identify whether the goods are being used for civilian or military application; and
- iv. declare that the imported goods will not be diverted or re-exported.

d. End-Use Certificates (EUC)/ Import Licences (IL)

The Canadian exporter should request the importer to obtain the EUC or IL, whichever is required, from the designated authorities. The importer should forward this document to the Canadian exporter for delivery to the Export Controls Division making reference to the export permit application number.

2. General Waiver of Supporting Documentation

At the discretion of the Export Controls Division, the supporting documentation requirements may be waived for applications to export certain goods. In the individual waiver situations noted in paragraphs a, c, d, g, h and i below, the exemption applies only to ECL Group 1 goods.

Exporters who consider that their particular transaction qualifies for waiver of supporting documentation should state this in the body of the export permit application.

a. Single Items Less Than \$6,000 (Cdn)

Goods in ECL Group 1 only covered by a single item with a value of less than \$6,000 Canadian.

b. Government Departments or Agencies (All ECL Groups)

For an application to export goods to a government Department or Agency in any country, the government consignee as indicated on the B-13 Customs declaration form must take delivery of the goods directly.

- i. The term "government agency" does not include those government corporations, quasi-government agencies, and state enterprises which are engaged in principally commercial, industrial and manufacturing activities such as petroleum refineries, mines, steel mills, retail stores or automobile manufacturing plants;
- ii. Government Departments are entities operated by government-paid personnel performing governmental administrative functions: e.g. Ministry of Defence, Ministry of Health; etc.
- iii. Government Agencies considered to be government controlled (i.e. more than 50% government owned) are public service entities, such as transportation systems, postal, telephone, telegraph, broadcasting and hydro power systems.

c. Relief Agencies

For an application to export goods to recognized relief agencies for use in a relief project in a foreign country.

d. Educational Institutions

For an application to export goods to an accredited institution of higher learning (e.g. university, academy, college, research institute), the institution must have placed the order directly with the Canadian exporter, and must take delivery of the goods when they are received in the importing country, e.g. it must be the consignee indicated on the export permit application.

e. Temporary Permits (All ECL Groups)

For an application to export goods for exhibition, demonstration or testing purposes. In such a case, the export permit when issued, will include a condition that the export permit is for demonstration purposes only and that the goods must be returned to Canada.

f. Firearms (ECL Items 2001 and 2003 only)

To export rifles, carbines, revolvers or pistols (except those covered under ECL Item 5500) if the total shipment does not exceed fifteen of these firearms.

g. Maintenance/Repair Parts-Commercial Aircraft

For an application to export equipment and/or spare parts intended for the maintenance, repair or operation of commercial aircraft operated by commercial air carriers.