

## 7. Distribution and Retention of Permit Copies

Once the export permit has been approved, the exporter will receive an "Exporter's Copy" duly signed and authorized. This copy must be presented to Canada Customs at the port of export together with the appropriate shipping documents and Customs Declaration Form (if applicable). If the permit allows multiple shipments, then a photocopy of the "Exporters Copy" must be submitted to Customs for subsequent shipments.

The exporter must retain, at his/her place of business or residence, all documents in respect of each export made under an export permit whether it is a General Export Permit (GEP) or an Individual Export Permit (IEP), for a period of six years.

## 8. Amendments

Requests to amend existing export permits must be made in writing, addressed to the Director, Export Controls Division. All such requests should be received in the Division at least four weeks prior to the expiry date of the export permit. **Once the permit has expired, it cannot be amended.**

Requests for amendments are reviewed individually in light of the circumstances prevailing at the time of the request. Extensions will be approved on a one time basis only for permits originally issued with an expiry date of one year. Where a permit is issued with an expiry date of two years, an extension will not normally be granted. In most cases, the number of consignees per permit is limited to three. Amendments to consignees will be considered although no increase in the number of consignees beyond three will be allowed. Changes in consignee must be accompanied by End-use Certificates (EUC) or International Import Certificates (IIC), see Section H, below. Limited additional quantities of new items may be added to an existing permit. Requests to add new items or to change the quantities or values of items on existing permits will be reviewed on a case-by-case basis. Amendments to permits covering military goods (ECL Group 2) will generally be approved only when the changes are of a minor nature.

## 9. Access to Information

As a general rule, under the *Privacy Act* and the *Access to Information Act*, information in the possession of the federal government cannot be disclosed, regardless of the source of such information. However, both the *Privacy Act* and the *Access to Information Act* contain provisions which require the government to disclose certain information under certain circumstances. Please refer to the Acts for more information.

# H. What Supporting Documentation Is Required?

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Canada and its major industrialized trading partners have harmonized to a large extent their export control systems in order to prevent diversions or trans-shipments of controlled commodities to unauthorized end-uses or unauthorized destinations. In addition, required documentation for nuclear and nuclear-related dual-use items may be somewhat different. In some cases, government-to-government assurances from the end-user may be necessary. Applicants should bear such considerations in mind when planning their requirements for an export permit. Generally speaking, however, for end-use assurances, Canada has in place a system whereby these assurances appear in several internationally recognized forms:

- A. International Import Certificates (IIC);
- B. End-use Certificates (EUC), and/or Import Licences (IL);
- C. Delivery Verification Certificates (DV);
- D. End-use Statements (EUS).