

- legal and translation services;
- international courier, freight and shipping of project documents and supporting material;
- obtaining bid or performance bonds;
- purchase of bid or tender documents;
- consultants' fees, including local agents' fees (up to 25 per cent of the total PEMD contribution).

Applicants are responsible for all other costs.

Permanent Sales Office Abroad

PEMD assistance to establish permanent sales offices abroad is designed to enable firms **currently active in an export market** to expand their existing sales base through a sustained effort.

The office to be established must employ a full-time employee of the company as manager.

Technical and support operations centres, retail stores and showrooms are not eligible.

PEMD Contribution

The PEMD contribution for establishing a permanent sales office abroad is 50 per cent of the cost of:

- office rental;
- office equipment rental;
- one support staff member;
- a general manager (PEMD contribution of up to \$37 500 a year);
- legal fees to establish and incorporate outside Canada.

The applicant is responsible for all other costs.

The maximum PEMD contribution is \$125 000 over two years with a limit of two approvals (not concurrent). If one of the projects is successful and the PEMD contribution has been fully repaid, the company is eligible to submit a new application.