

D. Issuance of an Export Permit

1. Introduction

- a. The Export Controls Division examines all applications for export permits on a case-by-case basis. The turnaround time for an application will vary depending on the nature and sensitivity of the product and the country of destination. Please allow for up to 30 days for the processing of the application. The approved "Application for Permit to Export Goods" shall not be altered or amended except by or on behalf of the Minister.
- b. All export permits for military goods (ECL Group 2 • Munitions or ECL Item 5500) are issued on condition that a quarterly report of shipments made against each export permit be submitted to the Export Controls Division.

2. Temporary Export Permits

- a. Exporters wishing to export controlled goods for trade shows, exhibitions, demonstrations, etc., must apply for an export permit in the usual manner. Exporters should clearly identify this in the body of the application. Applications for such permits may be subject to the same consultative procedures as regular permit requests.
- b. If an export permit is issued, the exporter must agree to comply with all terms and conditions attached to the export permit. These conditions may include:
 - i. adhering to the period of validity governing export of the goods;
 - ii. ensuring that the goods are properly supervised while abroad; and
 - iii. providing verification when the goods are returned to Canada.Other conditions may also apply.

3. Approvals-in-Principle

- a. Requests for approval-in-principle must provide full information on an eventual export transaction, including a complete description of the product(s) and their use, identity of the end-user and any special circumstances.
- b. Approval-in-principle involves the same intra/interdepartmental consultation and the same turnaround time as formal permit applications.
- c. The receipt of an approval-in-principle does not negate the requirement to apply for and obtain a specific export permit. While it provides some assurance that an export permit would be approved, this is conditional on the circumstances surrounding the potential export not changing appreciably between the time the approval-in-principle is granted and the submission of an export permit application.

4. Validity Period of Permits

- a. As a general rule, export permits for ECL Groups 1, 4 (Part II only), 6, 7 and 8 as well as for ECL Item 5400 are valid for two years. Extensions will not be considered.
- b. Permits for ECL Groups 2, 3 and 4 (Part I only) as well as most goods in Group 5 are valid for one year or less. A one year extension of these permits will be considered on a case-by-case basis.

5. Single Shipment Permits (Offensive Military Equipment)

As a general rule, export permits for military goods falling under ECL items 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009 (a) and (g), 2010 (a), 2016, 2017 (b), 2023, 2026 and ECL Item 5500 will be issued for single shipment/single consignee only. The export permit becomes invalid after the first shipment is made even if the shipment was only a partial one. Exporters would have to re-apply for a new export permit to cover any shortfall.

6. Multiple Shipments/Single Consignee Permits (Non-offensive Military/Atomic Energy Equipment)

Other ECL items in Group 2 not identified above and all items in ECL Groups 3 and 4 (Part I only) may be permitted to a single consignee on a multiple shipment basis.

7. Multiple Shipments/Multiple Consignee Permits (Strategic/Other Goods)

An exporter may use an export permit for more than one shipment to the consignees specified on the export permit (maximum of three consignees per permit allowed) and up to the value and quantity noted on the permit, unless otherwise indicated on the export permit. This procedure applies to all goods in Groups 1, 4 (Part II only), 5 (except ECL Item 5500), 6, 7 and 8.

8. Forest Products

An "Application for Permit to Export Goods" of forest products from all provinces classified under items 5101, 5102 or 5103 of the ECL should be forwarded to the Export Controls Division. For additional information, please refer to sub-section F.

9. Technical Information

Complete technical specifications of the goods to be exported must accompany each application in order for the Technical Officer in the Export Controls Division to determine if the goods are controlled, under what ECL item the goods are controlled, and at what level the goods are controlled. Upon receipt of the application, a technical officer will assess the product. The lack of technical documentation will delay the processing of applications.

10. Supporting Documentation

- a. Canada and its major industrialized trading partners have harmonized their export control systems in order to prevent unauthorized diversions or transshipments of controlled commodities.
- b. Canada has therefore introduced, along with members of the various non-proliferation regimes, as well as certain other countries, a procedure of end-use assurances. End-use assurances appear in the form of International Import Certificates (IIC), End-use Certificates (EUC), Import Licences (IL), Delivery Verification Certificates (DV) and End-use Statements (EUS). Complete details on these end-use assurances are contained in sub-section G.
- c. In order to expedite the processing of export permit applications exporters are encouraged to obtain IICs, DVs, EUCs, ILs or EUSs from the importers well in advance of applying for an export permit. This ensures that applications are processed with minimal delays.
- d. Under certain defined circumstances, the need for an EUC, IIC, IL, EUS or DV may be waived. Please refer to sub-section G where the waivers are explained in detail.

11. Export Permit Fees

A fee of \$15.00 is charged only for those export permits covering items under ECL Group 5 with the exception of ECL Items 5400, 5401 and 5500. There is no charge for permits classified under any other ECL Item numbers. This fee, in the form of a cheque or money order payable to the Receiver General of Canada (no cash) must accompany each export permit application. An export permit will not be issued unless full payment has been received (See Notice to Exporters No. 50 "Export and Import Permits and Certificates Fees Orders, 1989" for complete details).

12. Application for Permit

An "Application for Permit to Export Goods" (form EXT 1042) can be obtained from the Export Controls Division or from any federal International Trade Centre located in each province. The specific offices where these forms may be obtained are identified on the back cover of this Guide. Instructions on how to complete the application form are contained on the back of the last page of the form itself and are reproduced on the last page of this Guide.

13. Status Enquiries

Exporters may obtain information regarding the processing of their permit application by contacting the direct telephone number (613)996-2387 and citing the red I.D. number on the export permit application. Without this number it is very difficult to provide a timely response. Please allow at least five (5) working days from time of mailing before enquiring as to the status of applications.

14. Distribution of Permit Copies

- a. Once the export permit has been approved, the exporter will receive an "Exporters Copy" duly signed and authorized. This copy must be presented to 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.
- b. 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 be a General Export Permit (GEP) or an Individual Export permit (IEP), for a period of six years.