

Completion of Application Form—General Rules

The following general rules apply with respect to the completion of an export permit application:

1. When there is insufficient space on the Application form, an annex may be attached. Each page of the annex must include the application number, be signed, sequentially numbered and provided in quadruplicate.
2. All annex documents that are submitted become part of the export permit, e.g., list of products, list of consignees, etc.
3. Only application forms identified by No. EXT-1042 may be used. These forms have a preprinted red identification number located in the top right hand corner. The exporter should quote this number when enquiring as to the status of the application. Applications will generally not be accepted by facsimile transmission.
4. Incomplete or improperly completed forms will be returned without action. The Export Controls Division cannot complete them on the exporter's/applicant's behalf, as they are legal documents.
5. Any amendments to applications, once submitted, must be requested in writing and approved by the Export Controls Division.

Area Control List (ACL)

Exporters are advised that even if goods are not identified in any of the ECL Groups in this Guide, export permits are required for the export of all goods to ACL countries.

Submission of Applications

Once the application form is completed and the necessary technical and supporting documentation is compiled, forward all documentation together with the application to the address noted on the inside of the front cover of this Guide (except for wild fauna and flora controlled under Item 5000, see next paragraph).

Endangered Wild Fauna and Flora—Applications

Canada is a signatory to the Convention on International Trade in Endangered Species (CITES). Controlled fauna and flora are included under Item 5000 of this Guide. Export permits are required and issued by:

The Administrator
Convention on International Trade in
Endangered Species
Canadian Wildlife Service
Environment Canada
Ottawa, Ontario
K1A 0H3
(819) 997-1840

Atomic Energy Goods

The export of any goods controlled under Groups 3 and 4 of this Guide also requires a licence issued by the Atomic Energy Control Board (AECB). This licence is granted on the export permit and does not need to be requested separately.