

## HOW TO COMPLETE THE APPLICATION

**DATE:** Enter the date on which the application has been completed. (Top right hand corner).

**EXPORTER:** Indicate full name, street address, city, province, country, postal code, telephone number and name of the person that should be contacted regarding this application.

**APPLICANT:** Complete this area if the person applying for the individual export permit is different from the exporter, or if the exporter is a non-resident of Canada. **THE APPLICANT MUST BE A RESIDENT OF CANADA.** Print or type full name, street address, city, province, country, postal code, telephone number and the name of the person who becomes legally responsible for the use of the export permit, if issued.

**CONSIGNEE:** Insert the full name, street address, city and country of final destination. The country of final destination is the country in which the goods are to be consumed or finally remain. **MAXIMUM THREE CONSIGNEES PER APPLICATION.**

**CANADIAN PORT:** Indicate the Canadian Customs Port where the Customs entry form B-13 or equivalent export documentation covering the goods will be validated.

**PERCENTAGE OF U.S. CONTENT: COLUMN 1(A):** Specify what percentage of the total value of each good being exported is U.S. content as defined by ECL item 5400. If items vary in U.S. content, indicate the U.S. content for each item.

**COUNTRY OF ORIGIN: Column 1(B):** If not of U.S. origin, indicate the country of origin.

**ECL ITEM NO.:** Column 2: Indicate the Export Control List Item number which controls your goods proposed for export.

**COMMODITY CODE:** If known, please provide the Harmonized System (HS) code for each line item.

**DESCRIPTION:** Column 3: Describe the goods concerned in sufficient detail so as to disclose their true identity and avoid the use of trade names, generic names or general terms that do not adequately describe the goods. Where there is insufficient space on the application form, an annex may be attached. All annex documents that are submitted become part of the export permit. Each page of the annex should include the application I.D. number and be sequentially numbered.

**TOTAL QUANTITY:** Column 4: Specify the total quantity of each line item identified in the description column.

**UNIT VALUE:** Column 5: Specify in Canadian dollars the selling price of each of the items listed.

**TOTAL VALUE:** Column 6: For each line item identified in the description column 3, specify in Canadian dollars the total value derived by multiplying column 4 and 5 for that line.

**APPROX. NET WEIGHT:** Column 7: Specify the total weight of each line item identified in the description column.

**TOTAL VALUE OF ALL GOODS PROPOSED FOR EXPORT:** Total column 6 and enter the total value of all goods to be exported in the space provided.

**IIC/EUC:** In certain instances International Import Certificates (IIC), End Use Certificates (EUC), etc., are required prior to issuance of an export permit. If you have included one of these documents with your application, please indicate by marking an X in the appropriate box.

**TECHNICAL INFORMATION/DESCRIPTION:** In order to determine if the goods are controlled, under what ECL item the goods are controlled, and at what level the goods are controlled, full technical specifications must accompany each application. Mark (x) the appropriate box if this information accompanies the application.

**PERMIT TO BE SENT TO/BY:** Indicate by marking the appropriate box who the export permit is to be returned to (i.e. exporter or applicant) and how the export permit is to be returned. **NOTE:** Export permits requested to be returned by courier are at the expense of the exporter/applicant, whichever the case may be.

**CERTIFICATION:** The exporter or applicant must sign and date the application form.

**DEPARTMENTAL USE ONLY:** Do not complete or enter any information in the bottom part of this application which is indicated **FOR DEPARTMENTAL USE ONLY.**

## REMEMBER TO SIGN THE APPLICATION FORM

INCOMPLETE OR IMPROPERLY COMPLETED FORMS WILL BE RETURNED WITHOUT ACTION