

to an immigration officer at the port of entry. It is also recommended that you carry a passport.

CANADIAN BUSINESS VISITORS ENTERING THE UNITED STATES

Business visitors must meet the "General Qualifying Criteria" listed above. Canadian business visitors entering the United States can request a record of entry document (I-94) to facilitate temporary entry when engaged in activities requiring frequent cross-border movement or an extended stay. The I-94 is inserted into your passport and can be issued for a period of up to six months. I-94's can be obtained from U.S. ports of entry; they do not have to be applied for in advance.

CANADIAN BUSINESS VISITORS ENTERING MEXICO

Canadian business visitors entering Mexico must meet the "General Qualifying Criteria" listed above and complete an FMN form; this can be obtained at no charge from travel agencies, airlines, and Mexican immigration officers at ports of entry. The FMN asks for information such as:

- personal data;
- the type of activity to be carried out; and
- the name and address of the enterprise to which you are affiliated, as well as that of the principal enterprise or natural person in Mexico with which you will be performing the described activity or activities.

The period of validity of the FMN is 30 days but it can be extended once for an additional 30 days if the circumstances of entry into Mexico have not changed and if you are unable to leave and return to Mexico with a new FMN. The FMN must be handed back to immigration officers on departure from Mexico.

U.S. AND MEXICAN BUSINESS VISITORS ENTERING CANADA

Business visitors seeking temporary entry into Canada must meet the "General Qualifying Criteria" listed above. Generally, no immigration document is issued to a business visitor; however, if terms and conditions are imposed on your entry you will be issued a visitor record. A visitor record can also facilitate frequent cross-border entry into Canada or serve as documentation for extended stays. In addition, after-sales service personnel will be issued a visitor record if the intended stay is to be longer than two days.

TEMPORARY IMPORTATION OF GOODS

A business visitor may temporarily import certain goods duty-free. Goods that qualify are professional equipment

(tools of the trade), equipment for the press or for radio or television broadcasters, cinematographic equipment, goods for sports purposes, and goods for display or demonstration. As a condition of duty-free entry, a country may require that these goods not be sold or leased while in its territory, and that they be accompanied by a bond if they are not goods originating in the visitor's country of residence. Commercial samples, advertising films and printed advertising materials (e.g., brochures, pamphlets, leaflets, trade catalogues, yearbooks published by trade associations, tourism promotional materials and posters) may also be imported temporarily without payment of duty.

In addition, none of the member countries may assess customs duty on goods that, pursuant to a warranty, are exported for repair or alteration to another member country and then are re-imported. This is true regardless of the origin of the goods and regardless of whether the goods could have been repaired or altered in the exporting member country.

EXPORTING GOODS

It is part of the Department of Foreign Affairs and International Trade's mandate to provide Canadian exporters with comprehensive information, counselling and problem-solving services related to each country's export and purchasing laws and regulations, including customs, NAFTA rules, government procurement, agricultural quotas, standards, etc. Information or assistance can be obtained from the Department's InfoCentre by telephone at 1-800-267-8376 or by fax at (613) 996-9709.

Canadian enterprises requiring additional information on U.S. or Mexican federal procurement processes for goods, services, and construction services should contact the Department's Tariffs and Market Access Division by telephone at (613) 995-3921 or by fax at (613) 992-6002. U.S. and Mexican enterprises requiring more information on Canadian government procurement processes should contact Government Services and Public Works Canada by telephone at 1-800-361-4637.

AFTER-SALES SERVICE

The purpose of a business visitor entering a member country when performing after-sales service must be to install, repair or service, or to supervise these functions, or to train workers to perform services; and in each case the activity must be pursuant to a warranty or service contract entered into as an integral part of the sale of commercial or industrial equipment, machinery or computer software purchased from an enterprise located outside of the country

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