

## Exporting Info-Guide

This Info-Guide is a document designed to help you navigate through the different government programs, services and regulations and identify those of interest. The selected items provide a helpful overview. This list is not exhaustive. Further information on each item can be obtained by contacting the organization directly or by contacting the Canada/Nova Scotia Business Service Centre at 426-8604 or 1-800-668-1010 or visiting our Web site; [Canada/Nova Scotia Business Service Centre](#) .

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#### **1. TRAINING AND EXPORT COUNSELLING**

##### **International Trade Centres - ITC**

Taking You One Step Closer to Global Markets - Industry Canada's International Trade Centres (ITCs) provide **Export Counselling** and **Market Entry Support** to Canadian small and medium companies that are prepared and committed to exporting their products or services. ITC staff can help you through one-on-one export advice, market studies, trade fairs and missions, and market development financing.

*For further information:*

Please call (902) 426-7540

See the document [International Trade Canada \(Regional Offices\)](#)

Visit the Web site: <http://itc.ic.gc.ca>

##### **Agri-Food Trade Service** - Agriculture and Agri-food Canada

The Agri-Food Trade Service (ATS) provides simplified centralized access to international market information and intelligence, export trade counselling and export support activities, which will take the exporter from initial enquiry to foreign market.

*For further information:*

Please call (902) 426-7171

See the document [Agri-Food Trade Service \(ATS\)](#)

Visit the Web site: [http://www.agr.gc.ca/index\\_e.phtml](http://www.agr.gc.ca/index_e.phtml)

##### **Atlantic Trade and Investment Partnership (ATIP)** - Atlantic Canada Opportunities Agency

The Atlantic Trade and Investment Partnership (ATIP), an important component of the Atlantic Investment Partnership, seeks to ensure that new and existing

exporters are equipped with the requisite export skills and opportunities for successful market entry and sustained export activity and that new initiatives are implemented to attract increased Foreign Direct Investment.

The initiative draws on the following five key elements:

- Team Canada Atlantic Trade Missions
- Sector Export Strategies
- Trade Education and Skills Development
- Export Internship
- Atlantic Investment Strategy

*For further information:*

Call: 1-800-565-1228

See the document [Atlantic Trade and Investment Partnership \(ATIP\)](#)

### **Export USA**- International Trade Canada

Export USA consists of three programs:

- **NEBS**, or the New Exporters to Border States Program, is a key export education tool offered by trade offices in the U.S. that targets Canadian companies not yet exporting to the United States. NEBS provides companies with vital practical orientation by introducing them to the essentials of exporting as well as by giving them first-hand exposure to markets located in U.S. border states.
- **EXTUS**, or Exporters to the United States program, is a program similar to NEBS that serves Canadian companies already exporting to the U.S. border states. Formerly known as NEBS Plus, EXTUS focuses on expanding the markets of successful Canadian exporters to other regions of the United States.
- The **Reverse NEBS** program serves Canadian companies not yet exporting to the United States by providing informative seminars in Canada on the essentials of exporting.

*For further information or for a listing of upcoming NEBS/EXTUS missions:*

Please call (902) 426-7540

See the document [ExportUSA](#)

Visit the Web site: <http://www.dfait-maeci.gc.ca/can-am/export/menu-en.asp>

### **Forum for International Trade Training (FITT)**

FITT provides interested exporters with the training and skills necessary to compete in the international market. FITT programs and services include:

- FITTskills is a comprehensive package of courses consisting of eight individual modules focusing on the day-to-day mechanics of international business, including entrepreneurship, marketing, finance, logistics, market entry and distribution, research, legal aspects and trade management.
- FITT's Prior Learning Assessment and Recognition (PLAR) process allows individuals to obtain recognition for previous education and experience in international trade by challenging any of the FITTskills program modules.
- AgFITT is an export training program designed for small and medium sized companies in the agri-food industry focused on the unique aspects of exporting agri-food products. The program consists of a series of workshops, workplace assignments, and instructor support via telephone.
- FITTservices is a six workshop professional development program for people in the services sector who wish to develop skills in exporting services.
- EnterpriseFITT offers organizations the expertise and experience available through FITT to deliver high quality, concrete, applicable and company or organization-specific training products and services that increase performance and bring results.
- Certified International Trade Professional (C.I.T.P.) is the Canadian, national mark of excellence in international trade practice which guarantees competence and signifies professional status. It signifies practical, theoretical and experiential know-how in the complex and high risk business of international trade.

**Note:** Many community colleges and some boards of education offer courses in international marketing and import/export methods. Several universities operate Centres for International Business Studies or offer international business oriented MBA programs. Industry and trade associations offer various seminars on trade.

*For further information:*

Please call 1-800-561-FITT (3488) or fax /e-mail your request to (613) 230-6808 / corp@fitt.ca

See the document [Forum for International Trade Training - FITT Inc.](#)

Visit the Web site: <http://www.fitt.ca/index.asp>

**Trade Commissioner Service** - International Trade Canada

The Department of Foreign Affairs and International Trade (DFAIT) has an extensive network of trade commissioners and officers in Canada and abroad to assist Canadian export ready companies and promote Canadian trade, investment and tourism.

Services abroad - Trade Commissioners abroad help Canadian exporters deal with the challenge of complex foreign business environments. They understand local conditions, business cultures and business practices and can open doors to foreign markets. Canadian businesses are advised to develop a systematic marketing plan and contact only those trade commissioners in their target market area.

Services in Canada - DFAIT and Industry Canada have established International Trade Centres (ITC) in cities across Canada to provide local trade-related services to Canadian firms that are export ready or currently involved in international business.

For information on a full range of trade development services, see the document [International Trade Canada \(Regional Offices\)](#). To obtain the name and number of the appropriate geographic trade commissioner for your interested territory call your local CBSC office.

*For further information or to obtain a copy of the Trade Commissioner Directory:* Please call the Enquiries Services Centre at 1-800-267-8376, (613) 944-9136 (TTY)

See the document [The Canadian Trade Commissioner Service - TCS](#)  
Visit the Web site: <http://www.infoexport.gc.ca>

**Trade Team Nova Scotia**- associated with Team Canada Inc

Trade Team Nova Scotia is a federal, provincial, and private sector group dedicated to helping Nova Scotian companies export their products and services.

*For further information:*

Please call 1-888-811-1119

Visit the Web site: <http://ttns.gov.ns.ca>

## **2. EXPORT FINANCING & WAGE SUBSIDIES**

### **2.1 Export Financing**

**Business Development Program (BDP)** - Atlantic Canada Opportunities Agency (ACOA)

Through its Business Development Program, ACOA provides interest-free, unsecured business loans to certain business types: information technology and

knowledge-based businesses, manufacturing and processing, aquaculture, tourism and businesses that provide a service to business. It does not finance retail, wholesale, purchase of an existing business, services of a personal nature, real estate or government services. Representatives are located throughout the Province.

See the document [Business Development Program](#)

*For the representative nearest you:*

Please call a Business Information Officer at the Canada/Nova Scotia Business Service Centre at 426-8604 or 1-800-668-1010 (Press 1 and 2)

Visit the Web site: <http://www.acoa-apeca.gc.ca/>

In Cape Breton, **ACOA's** programs are delivered by the ***Enterprise Cape Breton Corporation***.

Visit the Web site: <http://www.ecbc.ca/e/default.asp>

### **Canadian Commercial Corporation (CCC)**

The Canadian Commercial Corporation (CCC) provides Canadian exporters with a range of export sales and contracting services which enhances their access to market opportunities and significantly increases their ability to land export sales on improved terms. Here are examples of the type of financing available at CCC:

#### ***International Prime Contractor Service***

The Canadian Commercial Corporation (CCC) offers Canadian companies a range of export contracting services that support business growth through exports. These services help Canadian exporters close sales on the best possible terms and conditions, including waived performance bonds and advanced payment guarantees, in markets around the world.

See the document [International Prime Contractor Service](#)

#### ***Progress Payment Program***

Small and medium-sized exporters may obtain pre-shipment financing through the Canadian Commercial Corporation's Progress Payment Program, developed in collaboration with Canadian financial institutions. The Progress Payment Program helps firms export products and services by providing progress payments worth up to 90 percent of the costs incurred on a specific export transaction. CCC assumes the role of prime contractor, meaning in effect that the foreign buyer is contracting with the government of Canada. This enhances the supplier's credibility while increasing the customer's confidence.

See the document [Progress Payment Program](#)

#### ***Sales to the U.S. Department of Defense and NASA***

The Canadian Commercial Corporation (CCC) specializes in sales to the U.S. Department of Defense (DoD) and NASA, and is responsible for maintaining the

Canada/U.S. Defense Production Sharing Arrangement (DPSA). This service provides Canadian exporters with privileged access to one of the largest procurement markets in the world. See the document [Sales to the U.S. Department of Defense and NASA](#)

*For further information:*

Please call 1-800-748-8191

Visit the Web site: <http://www.ccc.ca/eng/home.cfm>

### **Canadian International Development Agency (CIDA)**

CIDA is designated as a department for the purposes of the Financial Administration Act by Order-in-Council P.C. 1968-923 of May 8, 1968. The authority for the CIDA program and related purposes is found in the Department of Foreign Affairs and International Trade Act, in the Annual Appropriations Act and in the International Development (Financial Institutions) Assistance Act. CIDA is the lead government organization responsible for Canada's Official Development Assistance (ODA) and reports to Parliament through the Minister for International Cooperation.

Here are examples of the type of financing available at CIDA:

#### ***Industrial Cooperation Program (INC)***

CIDA Industrial Cooperation Program (INC) can provide financial support and advice to Canadian businesses planning sustainable business activities in developing countries in a variety of sectors. All projects must, however, include integration of women in development and the environment in their activities.

See the document [Industrial Cooperation Program - CIDA-INC](#)

#### ***Central and Eastern (CEE) Technical Cooperation Program***

The CEE Technical Cooperation Program provides funds to a variety of Canadian partners to allow the transfer of knowledge, skills and expertise to countries of Central and Eastern Europe (CEE) in specific sectors. The CEE Technical Cooperation Program supports the transition of recipient countries to market-based economies; increase Canadian trade and investment links with the region; and promotion of democratic development.

See the document [Central and Eastern Europe \(CEE\) Assistance Program](#)

#### ***Development Information Program (DIP)***

The Canadian International Development Agency's Development Information Program (DIP) provides financial support for communications projects that promote public understanding of international-development issues, as well as the role that Canadians play in developing countries and countries in transition. The program supports mainly TV and radio productions, magazine features, newspaper articles, and exhibits.

See the document [Development Information Program \(DIP\)](#)

*For Further information:*

Please call 1-800-230-6349

Visit the Web site: <http://www.acdi-cida.gc.ca/index-e.htm>

### **Enterprise Cape Breton Corporation**

Enterprise Cape Breton Corporation (ECBC) assists in the financing and development of industry on Cape Breton Island and a portion of mainland Nova Scotia in and around the town of Mulgrave. The Corporation is charged with the responsibility for promoting and assisting the financing and development of industry in the region, providing employment outside the coal-producing sector and broadening the base of the local economy.

*For further information:*

Please call (902) 564-3600, Toll Free: 1-800-705-3926 or Fax: (902) 564-3825

Mail or visit the office: 15 Dorchester Street, P. O. Box 1750, Sydney, N. S. B1P 6T7

See the document [Enterprise Cape Breton Corporation](#)

Visit the Web site: <http://www.ecbc.ca/e/default.asp>

### **Financing Services for Smaller Business Exporters** - Export Development Canada

Export Development Canada (EDC) helps Canadian exporters compete in world markets by providing a wide range of financial and risk management services, such as export credit insurance, financing to foreign buyers of Canadian goods and services and guarantees. EDC's Emerging Exporter Team can deliver a range of financial services to small exporters.

*For further information:*

Please call 1-800-850-9626

See the document [Export Development Canada - Mandate](#)

Visit the Web site: [http://www.edc.ca/index\\_e.htm](http://www.edc.ca/index_e.htm)

*For additional information on EDC's financial and risk management services:*

See the document [NORTHSTAR Trade Finance Inc.](#)

See the document [Export Receivables Insurance](#)

See the document [Financing Services for Smaller Capital Goods Exporters](#)

### **Innovation Loans** - Business Development Bank of Canada (BDC)

Today's small businesses must offer state-of-the-art, original and improved products to increasingly demanding clients. The BDC has created the Innovation Loan to help innovative businesses position themselves to take advantage of new markets and new technologies available to today's global players. This new

loan will help businesses adapt to ever-changing rules, develop new practices, and invent new products to improve their chances of success. It's a one-word winning strategy: Innovation.

See the document [Innovation Financing Solution](#)

There are four locations in Nova Scotia. For the BDC nearest you, call: 1-877-232-2269.

Visit the web site: <http://www.bdc.ca/en/home.htm>

### **Nova Scotia Business Inc.**

This organization provides loans and loan guarantees mainly to manufacturing, processing and technology based industries, although businesses in many other sectors are also eligible. Not eligible are: charitable clubs and organizations; residential or rental accommodation, except for tourist facilities; lending, financial and insurance businesses; real estate development; retail, wholesale and construction; taverns, lounges, billiard halls and similar establishments.

#### *For further information*

Please call (902) 424-6650

Toll-free within Nova Scotia: 1-877-297-2124

Toll-free within North America: 1-800-260-6682 (NOVA)

E-Mail: [nsbi@gov.ns.ca](mailto:nsbi@gov.ns.ca)

See the document [Business Financing](#)

Visit the web site: <http://www.novascotiabusiness.com/>

### **Program for Export Market Development (PEMD)** - International Trade Canada

PEMD is the federal government's primary international business development program managed by the International Trade Canada and is jointly administered with Industry Canada, through the regional International Trade Centres. It supports a variety of activities to help Canadian companies expand into export markets. The program is comprised of four major components: Market Development Strategies, New-to-Exporting Companies, Capital Projects Bidding, Trade Association Activities. PEMD is a repayable contribution based on the new sales made by the company or the contracts obtained. Preference is given to firms with annual sales between \$250 000 and \$10 million.

The New-to-Exporting Companies component of PEMD recognizes that a significant number of Canadian companies have little export experience. A maximum contribution of \$7 500 is available to such companies to either visit a potential market or participate in an international trade fair.

#### *For further information or to obtain a PEMD application form:*

Please call the Enquiries Services Centre at 1-800-267-8376, (613) 944-9136

(TTY)

See the document **Program for Export Market Development (PEMD)**

**Trade Fairs and Missions** - International Trade Canada

A number of trade fairs and trade missions are sponsored and organized by the International Trade Canada and other member departments of Team Canada. These fairs and missions help Canadian companies expand their export trade. Market information, financial assistance and assistance with the logistical details associated with participating in these events are provided by Team Canada member departments, freeing a company to concentrate on its marketing efforts. DFAIT develops and delivers an annual program of trade fairs and missions around the world under the Program for International Business Development (PIBD). Companies must be incorporated, produce a product or service with at least 60 percent Canadian content, have fulfilled reporting repayment requirements on all PEMD projects and must be registered with DFAIT's Virtual Trade Commissioner data bank or Industry Canada's Canadian Company Capabilities. The cost to participating companies varies and is based on cost-sharing.

*For further information:*

Please call (902) 426-7540

Visit the Web site: <http://www.dfait-maeci.gc.ca/menu-en.asp>

**Trade Routes** - Canadian Heritage

Trade Routes is the Department of Canadian Heritage's strategy to expand international markets for Canada's arts and cultural sector and will facilitate their access to international business opportunities. Additionally, organizations that have international business development projects in arts and culture can submit applications to be considered for funding. Applicants must be Canadian owned and controlled, profit or non-profit cultural organizations (corporations and associations) in activity for at least one year.

<http://www.mgmt.dal.ca/cibs>

### **3. SOURCES OF TRADE INFORMATION**

**Team Canada Inc. 1-888-811-1119 - Export Information Service** - International Trade Canada

The toll-free Team Canada Inc export information service connects businesses to the full range of government export services and expertise. Whether you are currently exporting or new to the opportunities of global markets, this service will make it easier to find the right program, service or expert to consult. Your call is answered by a trained information agent ready to provide answers to your questions and transfer your call directly to the many export services available.

The service is available Monday to Friday, from 9:00 to 5:00 in every time zone in Canada through the network of Canada Business Service Centres.

*For further information:*

Please call Team Canada Inc at 1-888-811-1119

See the document [Team Canada Inc](#)

Visit the Web site: <http://exportsource.ca/gol/exportsource/site.nsf/en/index.html>

*For further information on the Canada Business Service Centres:*

Please call 1-800-668-1010

See the document [Canada Business Service Centres - CBSC](#)

Visit the Web site: <http://www.cbsc.org/ns>

### **Atlantic Canada Export Club**

Founded in 1988, the Atlantic Canada Export Club is an industry directed organization that provides the tools for member to work together to facilitate export growth and development. Membership is open to any individual, company or organization involved in the agri-products, seafood, horticulture, or health food industry within Atlantic Canada; or any service provider with dealings with one or more of these industries within Atlantic Canada. The Club provides: a venue for members to share personal exporting experiences; networking opportunities; information about various export markets and opportunities; transportation information; forum to work toward resolving trade issues.

*For further information:*

Visit the Web site: <http://www.atlcanadaexport.ca>

### **CMHC International** - Canada Mortgage and Housing Corporation

CMHC International supports and promotes the export of Canadian housing products and expertise by identifying market opportunities and providing practical information and advice to the housing industry.

*For further information:*

Please call (902) 426-8529 or 1-800-668-2642

See the document [CMHC International](#)

Visit the Web site: <http://www.cmhc-schl.gc.ca/en/index.cfm>

### **Enquiries Services Centre - International Trade Canada**

The Enquiries Services Centre offers information, reference and consultation services to Canadian exporters, to companies interested in international markets and to anyone interested in Canadian foreign policy. Callers can request general information, counselling and publications on trade, foreign policy and consular services.

FaxLink Domestic and FaxLink International Service FaxLink Domestic offers information on trade and foreign policy for people residing in Canada. FaxLink International caters to people outside Canada and offers information on investing and doing business in Canada. For both FaxLink services, call from a fax machine and respond to the system requests using the Touch-Tone™ keypad. FaxLink Domestic can be reached at (613) 944-4500; for FaxLink International dial (613) 944-6500.

*For further information:*

Please call the Enquiries Services Centre at 1-800-267-8376, (613) 944-9136 (TTY)

E-mail: [enqserv@dfait-maeci.gc.ca](mailto:enqserv@dfait-maeci.gc.ca)

See the document [Enquiries Service](#)

Visit the Web site: <http://www.infoexport.gc.ca/ie-en/Help.jsp>

#### **4. TRADE INFORMATION PRODUCTS - Web Sites**

##### **Businesswomen in Trade - International Trade Canada**

"Businesswomen in Trade" Web site provides a unique focal point on the Internet for Canadian businesswomen. The site was created to support businesswomen with information relevant to exporting and export activities. It provides an Internet entry point to a wealth of information on how to prepare for and to succeed in the export marketplace, including direct links to other useful Internet resources and sources of information of interest to Canadian businesswomen.

*For further information:*

Please call (613) 996-4785

See the document [Businesswomen in Trade](#)

Visit the Web site: <http://www.dfait-maeci.gc.ca/businesswomen/menu-en.asp>

##### **Carnet - The Canadian Chamber of Commerce**

A single Carnet enables you to visit an unlimited number of ATA (Admission Temporaire/Temporary Admission) countries during its one-year period of validity. You do not need to have your goods with you; they can be sent ahead if you prefer. Your goods can also enter and leave countries at different points.

The ATA Carnet is a simple international customs document with two vouchers for presentation for each foreign country you wish to visit, and two vouchers for presentation to customs when leaving and returning to Canada.

*For further information:*

Please call (613) 238-4000

Visit the Web site: <http://www.chamber.ca/article.asp?id=269>

**ExportSource**- Team Canada Inc

*ExportSource*(Export Source) is Team Canada Inc's on-line resource for Canadian businesses seeking export information. This unique tool provides a one-stop shop for new and experienced exporters, with access to multiple sources of export-related information. Trade information from over 800 government and private links is brought directly to your work space to find the information you need, on everything from foreign markets, trade statistics and export financing to the logistics of delivery, trade shows, export missions and sources of assistance. The Web site is a federal government partnership initiative between numerous Departments and Agencies.

*For further information:*

Please call Team Canada Inc at 1-888-811-1119

See the document [ExportSource](#)

Visit the Web site: <http://exportsource.ca/gol/exportsource/site.nsf/en/index.html>

**Export Readiness Program** - Team Canada Inc.

The Export Readiness Program is a software that you download to verify your level of preparation. It helps potential exporters in identifying, in a systematic and objective way, internal organizational structure, and product strengths and weaknesses in terms of export potential.

*For further information or to order a copy of this diskette:*

Please call the Enquiries Services Centre at 1-800-267-8376, (613) 944-9136 (TTY)

See the document [Export Diagnostic](#)

Visit the Web site:

<http://www.exportsource.ca/gol/exportsource/site.nsf/en/es02487.html>

**InfoExport** - International Trade Canada

InfoExport is the International Trade web site of the International Trade Canada. The InfoExport web site is designed to help Canadian companies in their efforts to export. Through this site, you will find information and services to help you measure your export potential, prepare for a new foreign market, and develop and implement a market entry strategy. Step by step, InfoExport will direct you to service points and additional sources of information on topics such as training programs, financial assistance, business opportunities, and trade related activities. You will also find a series of sector-specific market reports which are extremely useful in preparing your export plan.

*For further information:*

Please call Team Canada Inc at 1-888-811-1119

See the document [ARCHIVE - Infoexport](#)

Visit the Web site: <http://www.infoexport.gc.ca/ie-en/Help.jsp>

### **Interactive Export Planner** - Team Canada Inc

The Interactive Export Planner (IEP) is a computer software program that uses the capabilities of the Internet to assist you in preparing an export plan or an export-focused business plan for a new or existing business. With the Interactive Export Planner, you will:

- be guided through each section of your plan using a question and answer format;
- learn definitions and tips, and view sample plans to help you to write your own plan;
- have financial projections prepared for you, based upon the information you provide; and
- use the power of the Internet to assist you in researching your export plan or business plan.

*For further information:*

Please call Team Canada Inc at 1-888-811-1119

See the document [Interactive Export Planner - IEP](#)

Visit the Web site:

<http://exportsource.ca/gol/exportsource/site.nsf/en/es01875.html>

### **Strategis - Trade, Investment** - Industry Canada

Strategis is Industry Canada's Web site of business information. It provides you with the latest information on Canada's industries, export opportunities, international intelligence and business contacts, new technologies and processes, and much more to further develop and expand markets, create alliances and find new clients. The International Business Opportunities, Trade and Investment category of Strategis has valuable information to assist you in your export research and planning.

The Strategis Hotline can respond to general inquiries about Strategis; provide technical support to access Strategis; provide navigation aid and provide assistance to register and update Canadian Company Capabilities records.

*For further information:*

Please call 1-800-328-6189 or e-mail: [hotline.service@ic.gc.ca](mailto:hotline.service@ic.gc.ca)

See the document [Strategis](#)

Visit the Web site: [http://strategis.gc.ca/sc\\_mrkti/engdoc/homepage.html](http://strategis.gc.ca/sc_mrkti/engdoc/homepage.html)

**Export Your Services...Take a World View!** - Industry Canada

Take a World View is a comprehensive information site for service exporters. This export-readiness tool will help you in any stage of your operation, from shedding light on exporting services, to helping you prepare the tools to export your services, to stepping onto the world stage.

A CD-ROM edition is available at no charge from the International Trade Canada (ITCan) Enquiries Service at 1-800-267-8376 , (613) 944-9136 (TTY).

See the document [Export Your Services...Take a World View](#)

Visit the Web site:

<http://www.exportsource.ca/gol/exportsource/site.nsf/en/es02487.html>

**5. TRADE INFORMATION PRODUCTS - Sourcing Products**

**Directory of Aboriginal Exporters** - International Trade Canada

A directory of Aboriginal small - and medium-sized enterprises that are:

- exporting;
- export-prepared; or
- export-oriented.

*For further information or to obtain a copy of the Directory:*

Please call the International Trade Canada at 1-800-267-8376

See the document [Directory of Aboriginal Exporters](#)

Visit the Web site: <http://www.dfait->

[maeci.gc.ca/aboriginalplanet/750/business/directory2002-en.asp](http://www.dfait-maeci.gc.ca/aboriginalplanet/750/business/directory2002-en.asp)

**Canadian Company Capabilities** - Industry Canada

Canadian Company Capabilities is an on-line database which profiles approximately 40,000 Canadian companies. It offers free registration to Canadian companies and is available globally through Strategis, Industry Canada's Internet site. This database contains vital company information that can be searched to locate Canadian suppliers and distribution channels, to determine competition, to form partnerships and to uncover export ventures. Registration is voluntary and free of charge. Companies are encouraged to register electronically.

Companies that do not have Internet access should contact 1-800-328-6189, or fax their request to (613) 954-1894 to obtain a registration form.

See the document [Canadian Company Capabilities](#)  
Visit the Web site: [http://strategis.gc.ca/sc\\_coinf/ccc/engdoc/homepage.html](http://strategis.gc.ca/sc_coinf/ccc/engdoc/homepage.html)

### **Virtual Trade Commissioner (VTC)** - International Trade Canada

The Virtual Trade Commissioner (VTC) is your personal gateway to the Canadian Trade Commissioner Service. Over 30 000 qualified Canadian exporters of goods and services take advantage of this internal government computer database (formerly known as WIN Exports). The VTC provides your company with access to market information, international business opportunities, and much more. Registration to the VTC is free.

DFAIT trade staff around the world and Team Canada partners across Canada use the VTC for their marketing activities and tracking of their client companies. These include recruiting for trade shows and missions and delivering market information and intelligence. DFAIT employees and the International Business Opportunities Centre (IBOC) also use the database to answer foreign trade enquiries annually.

To receive your personalized VTC, all you have to do is register as a client of the Trade Commissioner Service by completing the registration form, available at <http://www.infoexport.gc.ca/ie-en/Help.jsp>

**Note: WIN Exports is now part of the Virtual Trade Commissioner service.**

*For further information :*

Please call 1-800-551-4946

See the document [Virtual Trade Commissioner - VTC](#)

## **6. TRADE INFORMATION PRODUCTS - Statistical Products**

### **Trade Data** - Statistics Canada

Statistics Canada maintains records related to sales, inventories and operating data for retail and wholesale businesses and the number and value of new motor vehicles sold in Canada. Statistics Canada also maintains detailed trade data by commodity or industry and records related to exports and imports on a customs basis. Statistics Canada has the following trade analyzers products:

- **World Trade Atlas - Canada Edition** is a data and software product providing up to five years of the most recent data on 18,000 import and 6,000 export commodities with 250 of Canada's trade partners  
: <http://www.atlas.gc.ca>

- **The World Trade Analyzer (WTA)** shows international trade flows (exports and imports of goods), created from adjusted data reported by United Nations members countries. This database includes nearly 20 years of annual data on trade in over 800 commodities among 180 trade partners : <http://www.atlas.gc.ca>

*For further information:*

Please call 1-800-263-1136

See the document [Trade Data and Statistics](#)

Online Catalogue: <http://www.statcan.ca/english/search/ips.htm>

### **Trade Data Online** - Industry Canada

Trade Data Online is an information database accessible through Strategis. This database provides Canadian, US. and European Union trade statistics by commodity (HS Code), industry (SIC Code) and geographical location. This product provides annual information on the value of imports and domestic exports in terms of dollars or percentages from/to over 200 countries for over 5 000 commodities and over 500 industries for the latest five complete years and the current year to date. Month to month information is also available for the last two years.

*For further information:*

Please call Strategis Hotline at 1-800-328-6189

See the document [Trade Data Online](#)

Visit the Web site: [http://strategis.ic.gc.ca/sc\\_mrkti/tdst/engdoc/tr\\_homep.html](http://strategis.ic.gc.ca/sc_mrkti/tdst/engdoc/tr_homep.html)

## **7. TRADE INFORMATION PRODUCTS - Publications/Video**

### **CanadExport** - International Trade Canada

CanadExport is a bilingual, online trade newsletter published twice each month by International Trade Canada. This publications covers many topics, including, but not limited to: current trade-related stories, trade fairs, Canada-US trade relations and best practices. CanadExport is available through an email subscription.

View CanadExport online: <http://www.pwgsc.gc.ca/cgsb/pubs/pubcat-e.html>

### **Step-by-Step Guide to Exporting** - Team Canada Inc

The *Step-by-Step Guide to Exporting* is designed to give you an understanding of the realities of exporting and to provide you with solid, straightforward information

on how to assess your export capabilities. It also steers you through the process of planning and executing your first exporting venture.

*For further information:*

Please call 1-888-811-1119

See the document [Step-by-Step Guide to Exporting](#)

A companion product to *A Step-by-Step Guide to Exporting* is available on *ExportSource* at

<http://www.exportsource.ca/gol/exportsource/site.nsf/en/es01868.html>

## **8. REGULATIONS**

**Administrative Monetary Penalty System (AMPS)** - Canada Border Services Agency - CBSA

The proposed Administrative Monetary Penalty System (AMPS) is a graduated system of administrative monetary penalties for failure to comply with Customs legislative, regulatory or program requirements. It will provide a flexible and effective sanctions regime necessary to ensure and preserve the public trust in the fairness and integrity of the Customs program.

*For further information:*

Please call 1-800-461-9999

See the document [Administrative Monetary Penalty System \(AMPS\)](#)

Visit the Web site: <http://www.cbsa-asfc.gc.ca/general/amps/menu-e.html>

**Automated Customs Information Service (ACIS)** - Canada Border Services Agency - CBSA

ACIS is an automated telephone service providing information on customs-related topics such as: personal importing; travellers' exemptions; commercial importing and exporting; currency exchange rates; postal importing and refunds; CANPASS; Free Trade Agreements (North American, Israël, and Chile); customs news and current events specific to each calling area.

*For further information:*

Please call 1-800-461-9999

See the document [Automated Customs Information Service - ACIS](#)

Visit the Web site: <http://www.cbsa-asfc.gc.ca/eservices/acis/menu-e.html>

**Business Number - Importer/Exporter Account Number** - Canada Border Services Agency - CBSA

All Canadian individuals or businesses exporting on a commercial basis must obtain a business number in order to account for their goods. Canada Customs & Revenue Agency uses this number to identify a business and to process Customs accounting documents. Application forms are available from all Canada Customs & Revenue Agency offices that clear commercial shipments, and from Business Window sites, where you may also submit completed forms.

*For further information:*

Please call your nearest Canada Customs & Revenue Agency Business Window Office at 1 800-959-5525

See the document [Business Number - BN](#)

See the document [Business Window - Supplement](#)

See the document [Importer/Exporter Account Number](#)

Visit the Web site: <http://www.ccra-adrc.gc.ca/tax/business/bn/menu-e.html>

### **Exports of Prohibited and Controlled Goods - Canada Border Services Agency - CBSA**

Some government departments prohibit certain goods from entering or leaving Canada. Certain other goods are controlled, meaning that permits, certificates, labelling or authorizations from a federal department are needed before the goods can be released by Canada Customs & Revenue Agency, which holds them until the importer or exporter meets all the requirements.

*For further information, or for a listing of federal departments which control certain goods:*

Please call 1-800-461-9999

See the document [Requirements for Imports and Exports of Prohibited and Controlled Goods - Other Federal Government Departments](#)

Visit the Web site: <http://www.cbsa-asfc.gc.ca/E/pub/cm/d19-0-0>

### **Export and Import Permits Act - Export Permits - International Trade Canada**

Export Permits are required when the destination is a country on the Area Control List or when the goods are on the Export Control List. The Export Controls Division of International Trade Canada provides assistance to exporters in determining if export permits are required and publishes brochures and Notices to Exporters that are freely available on request.

*For further information:*

Please call the Export Controls Division of International Trade Canada at (613) 996-2387, fax your request to (613) 996-9933.

See the document [Export Permits](#)

Visit the Web site: <http://www.dfait-maeci.gc.ca/eicb/menu-en.asp>

### **Reporting of Exports - Canada Border Services Agency - CBSA**

Using Form B13A, Export Declaration, exporters must report commercial shipments valued at CAN \$2,000 or more that are shipped to a foreign country other than the United States, as well as any goods being shipped through the United States to another country. Exporters must also submit a permit or certificate when shipping controlled, regulated or prohibited goods that require a permit, licence or certificate. Exporters can now use the Canadian Automated Export Declaration (CAED) program to electronically report goods. The CAED program can be found at the Internet address below.

*For further information:*

Please call your nearest Canada Border Services Agency Trade Administration Services Office at 1-800-959-5525

See the document [Reporting of Exports](#)

See the document [Customs Offices - Supplement](#)

Visit the Web site: <http://www.statcan.ca/english/exports>

### **Temporary Importation/Exportation Programs - Canada Border Services Agency - CBSA**

All goods entering Canada, even those being imported temporarily or those goods which were exported temporarily, are subject to duty and tax on their full value, unless there is a provision to relieve the duties and taxes owing.

*For further information:*

Please call (902) 426-2724 or 1-800-461-9999

See the document [Temporary Importation/Exportation Programs](#)

Visit the Web site: <http://www.cbsa.gc.ca>