

## Canadian Commercial Corporation Exporter Services Application

### EXPORTER SERVICE REQUIREMENTS – SELECT AS MANY AS REQUIRED

#### Prime Contractor Package

- Prime Contractor Package: includes Project Promotion, Contract Advisory Services, Post-Contract Services, Performance Guarantee of the Government of Canada, Government-to-Government Arrangement (where applicable), and Foreign Exchange Service.

#### Project Promotion

- Letter of Introduction  
 Letter of Reference  
 Letter of Project Support\*  
 In-Country Buyer Briefing

#### Contract Advisory Services

- Bid/Proposal Preparation  
 Contract Structuring and Negotiation

#### Post-Contract Services

- Contract Monitoring and Administration  
 I do not know what services I require at this time.

---

\* CCC conducts a due diligence review on your company's technical, managerial and financial ability to meet the terms and conditions of the contract.

---

---

Information of a financial, commercial, scientific or technical nature—obtained in confidence from a Canadian company by CCC—is not subject to disclosure under the *Access to Information Act*.

---

---

If applying for Letter of Introduction or Letter of Reference, you are only required to complete the Applicant and Buyer Information sections and include your application fee. For all other services, please ensure you complete the entire application form.

---

## APPLICANT INFORMATION

Legal Name of Applicant:

Trade Name (if applicable):

Legal Status:

- |  |  |
|--|--|
| <input type="checkbox"/> Public Company  | <input type="checkbox"/> Government Organization       |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Sole Proprietorship           |
| <input type="checkbox"/> Partnership     | <input type="checkbox"/> Non-Governmental Organization |

Type of Business:

- |   |  |
|---|--|
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> Trading House |
| <input type="checkbox"/> Manufacturer     | <input type="checkbox"/> Contractor    |
| <input type="checkbox"/> Wholesaler       | <input type="checkbox"/> Other         |

Year Established:

No. of Employees:

Previously Exported to:

No. of Management Employees:

Number of Years of Export Experience:

List of Owned Premises:

Unionized Work Force:

Size of Facilities (m<sup>2</sup>):

- No  
 Yes

Total Annual Sales (CDN\$):

If yes, contract expiry date:

Contact:

Surname:

Telephone:            ext.

Given Name:

Toll free number:

Job Title:

Facsimile:

Street:

E-mail:

City:

Web Site:

Province:

Postal Code:

Registered in SourceCAN:

- No  
 Yes

If yes, registration number:

Names of affiliated companies (if any):

Where did you hear about the CCC?

## BUYER INFORMATION

Buyer Legal Name:

Country:

Organization Type:

Contact:

Surname:

Given name:

Job Title:

Street:

City:

Country:

Telephone: ext.

Toll free number:

Facsimile:

E-mail:

Web Site:

Any previous sales to this buyer?

No

Yes

If yes, please elaborate:

Buyer Credit Protection

Confirmed Irrevocable  
Letter of Credit

Irrevocable Letter of Credit

Credit Insurance

Advance Payment

Other

## PROJECT INFORMATION

What are you selling in this export project?

Applicant's competitive advantage (include anticipated competition):

### PROJECT INFORMATION (CONTINUED)

Solicitation Number:

Tender Date:

Proposal  P.O.  Contract

Are Royalties a consideration?

No  Yes

If yes, please elaborate:

Is investment required in new equipment, facilities or human resources?

No  Yes

If yes, please elaborate:

Solicitation Type:

Bid/Proposal Closing Date:

Estimated Project Value:

Currency Type:

Estimated Start Date:

Contract Duration:

Has this product or service been previously produced and sold by the applicant?

No  Yes

Is Product Customization required?

No  Yes

If yes, please elaborate:

Per cent of workload in relation to maximum plant capacity:

Can you segregate the work in progress for this project from that of your other projects?

No  Yes

### BRIEF DESCRIPTION OF SIMILAR ONGOING/RECENT CONTRACTS

Product/Service:

Customer:

Value (CDN\$):

Country:

Start Date:

Duration:

Financed By:

Product/Service:

Customer:

Value (CDN\$):

Country:

Start Date:

Duration:

Financed By:

### **LIST OF KEY SUPPLIERS AND SUB-CONTRACTORS FOR THIS PROJECT**

Name:

Supplied Item or Service:

Payment Terms:

Dollar Value (CDN\$):

Lead Time:

Name:

Supplied Item or Service:

Payment Terms:

Dollar Value (CDN\$):

Lead Time:

### **BRIEF DESCRIPTION OF INTERNAL QUALITY CONTROL PROGRAM**

Certification (e.g. ISO 9000):

## APPLICANT CREDIT INFORMATION

Principal Financial Institution:

Account Manager

Surname:

Telephone:

Given Name:

Facsimile:

Job Title:

E-mail:

Street:

Web Site:

City:

Province:

Postal Code:

Operating Line of Credit Value:

Current Balance:

Other Sources of Financing Currently Available:

Value:

Have you informed your financial institution that a CCC application has been submitted?

No  Yes

## ADDITIONAL PROJECT INFORMATION

Bonding Requirements:

- Bid
- Performance
- Warranty
- Labour and Materials
- Other

Permit Requirements:

- Export
- Import
- Environmental
- Not Known
- Other
- None

Total Value (CDN\$):

Warranty Period:

Shipping Information

Shipping Terms (e.g. FOB):

Inspection Location:

Acceptance Location:

Delivery Schedule:

Inspected By:

Accepted By:

Payment Information

Buyer's Method of Payment:

Payment Milestones:

Payment Terms:

**PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION**

- \$525 (\$500 application fee + GST)  
(VISA<sup>™</sup> or cheque payable to Canadian Commercial Corporation)

Please include the following with your application for all CCC services excluding CCC's Letter of Introduction or Letter of Reference.

- Business Plan
- Corporate structure along with management biographies
- Complete set of financial statements for the last two years, including latest three-month interim statements
- Current aged accounts payable and accounts receivable, as at the same date
- Detailed project description/work plan/milestone schedule
- Monthly project cash flow
- Company cash flow
- Certificate of Insurance (if applicable)  
(property, third party, CGL coverage, credit insurance)
- Operating Line of Credit term sheet from bank or financial institution
- Copy of the Purchase Order/Request for Proposal/Tender Documents/  
Draft Contract
- History of corporate sales for this product or service
- For affiliated entities, complete set of financial statements for the last two years,  
including three-month interim statements

## SIGNATURE

I have reviewed the general terms and conditions upon which CCC will consider participating in the proposed project; and I understand that CCC may require security over and above the work in progress, depending on the nature of the project. The information that I am hereby submitting is true and correct to the best of my knowledge and belief. I understand that the application review process cannot begin until such time as a complete application, including all required documents and the application fee, has been received by CCC. I hereby authorize CCC to obtain credit information from and to share information with my financial institutions as it relates to this Application for Exporter Services.

Name:

Title:

Signature:

Date:

## PAYMENT DETAILS

Please make your cheque payable to **Canadian Commercial Corporation**.

## TO SUBMIT YOUR APPLICATION

**Save your completed form then send it to us as an attachment via e-mail to [appl@ccc.ca](mailto:appl@ccc.ca).**

**OR** FAX the printed copy to (613) 995-2121

**OR** print a copy, write the date at the top, and then mail the application to the following

**MAILING ADDRESS:**

CCC Application Office  
1100-50 O'Connor Street  
Ottawa, Ontario K1A 0S6

If you have questions regarding this application form, please call our Info Desk at 1-800-748-8191 (toll-free in Canada) or (613) 996-0034.