



## CONTROLLED GOODS DIRECTORATE

### Application for Exemption from Registration

#### VISITOR

CGD No.

<b>A – Eligibility Criteria (check one)</b> A visitor is eligible to apply for exemption from registration only if a registered person submits an application	
1. Registered Person's Name	2. Registered Person's Address
<b>B – Visitor Information</b>	
3. Surname (last name)	4. Full given name(s) (no initials, <u>underline usual name used</u> )
5. Date of Birth (YY-MM-DD)	6. Citizenship
7. Employer name (if applicable)	8. Employer address
<b>C – Description of Controlled Goods, including the country of origin, that the visitor will examine, possess or transfer</b>	
9. Description of Controlled Goods	10. Country of origin
<b>D – Expected duration and purpose of visit</b>	
11. Purpose of Visit	Expected duration of visit From _____ YYYY-MM-DD To _____ YYYY-MM-DD



**E – Certification of Designated Official**

I, the undersigned, certify that the information contained in this application is true, complete and correct and that the person is a “visitor” as per the definition outlined on the attached instruction sheet.

\_\_\_\_\_

Signature Date (YYYY-MM-DD)

12. Mailing Address

Telephone No.	Facsimile No.	E-mail address
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**IT IS AN OFFENCE UNDER THE DEFENCE PRODUCTION ACT (DPA) TO MAKE A FALSE OR MISLEADING STATEMENT  
WHEN COMPLETING THIS APPLICATION FOR EXEMPTION FROM REGISTRATION TO THE CGD.  
YOU CAN BE CHARGED WITH AN OFFENCE UNDER THE DPA**

**Privacy Act Statement**

The information you provide in this application is collected under the authority of the *Defence Production Act* (DPA) and will be stored in personal information bank\_\_\_\_\_. Your disclosure of personal information is in accordance with the *Personal Information Protection and Documents Act*, subsections 7(3)(c.1)(iii) and 7(3)(h.2)(i). Personal information you provide is protected under the provisions of the *Privacy Act* and may be shared in accordance with section 8 of that same Act or for any other purposes stated in the DPA.

**Duration**

The exemption from registration regarding a visitor is valid for up to three years from the date on which the exemption is approved.



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### Application for Exemption from Registration

#### Visitor

#### Instructions for Completion

##### General

This form is to be completed by the Designated Official of the Registered Person. The Designated Official will be advised of the approval or denial of the application.

Incomplete applications will result in delays or rejection of the application.

Complete all sections. If an item is not applicable, indicate "N/A" in the space provided. If additional space is required, use an extra sheet of paper and attach to the application.

##### Section A and Section B

Complete as requested.

##### Section C

The description of controlled goods should provide sufficient detail so as to disclose the goods true identity and avoid the use of trade names, generic names or general terms that do not adequately describe the goods.

All controlled goods should be itemized in numerical order as indicated in the Export Control List.

##### Section D

The purpose of the visit must clearly indicate specific information related to a program, project or contract for which the visitor may be required to examine possess or transfer controlled goods. Please indicate the expected duration of the visit.

##### Section E

It is the Designated Officials responsibility to ensure that the visitor meets the definition of a "visitor" for the purpose of the Controlled Goods Directorate (CGD). A "visitor" means an individual who is not an officer, director or employee of a person registered under the Controlled Goods Regulations and who is not a Canadian citizen ordinarily resident in Canada or a permanent resident ordinarily resident in Canada.

For further information, contact 1-866-368-4646.



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**Any changes to information contained in this application must be reported promptly to:**

Mail:

CONTROLLED GOODS DIRECTORATE  
C/O CENTRAL MAIL ROOM  
PLACE DU PORTAGE PHASE III  
11 LAURIER ST GATINEAU  
3RD FLOOR  
2745 IRIS ST  
OTTAWA ON K1A 0S5

Facsimile:

(613) 948-1722