



October 13, 2005

New Form 16 (Importer's Information Report) and New Form 13 (Application for Import Permit)

Dear Importer,

Please be advised that the Explosives Regulatory Division (ERD) now has new versions of the two forms for the importation of explosives (Forms 13 and 16). The Importer's Information Report, Form 16, had originally been introduced to gather vital statistics on the importation of explosives into Canada and has now been redesigned to ensure data integrity and proper reporting by more clearly specifying the fields to be completed. The Application for Import Permit, Form 13, has also been reformatted to ensure completeness and accuracy.

Listed below are the major changes to the procedures for the reporting on Form 16 (Importer's Information Report):

- You will be expected to submit a completed Form 16 after the delivery of each shipment. The completed forms can be forwarded after each shipment or in a single bulk transmittal at the end of each month for those having annual permits. For each general permit and corresponding shipment, a completed Form 16 will be expected after the importation has occurred.
- The Division will be contacting you if Form 16 has not been received. Please note that applications and application renewals will not be processed until all information reports have been received.
- Please ensure Form 16s are submitted accurately and on time as the previous point will be strictly enforced.
- Form 16 reporting will now be the sole responsibility of the importer; please assign an internal contact person who is knowledgeable about the shipments and can prepare the information for the Form 16.
- In the future, the capability for electronic reporting will be instituted to automate and simplify the transmission of data; however, at this time, we will continue to receive Form 16s by fax or mail to the coordinates below.

The new Form 13 (Application for Import Permit) is very similar in content to the previous form, but has new formatting for ease of completion.

Please use the new Form 13 (Application for Import Permit) and Form 16 (Importer's Information Report) for all of your import permit applications and information reports from **November 1, 2005, onwards**. The forms are available in interactive PDF format on the ERD web site at [www.nrcan.gc.ca/mms/explosif/licen/permit\\_e.html](http://www.nrcan.gc.ca/mms/explosif/licen/permit_e.html) or may be obtained upon request by calling Patrick Nolan by telephone at (613) 948-5205 or by e-mail at [panolan@nrcan.gc.ca](mailto:panolan@nrcan.gc.ca).

Please direct any comments or suggestions regarding the new forms to the contact below.

Thank you for your support and cooperation.

Sarah Jane Ferguson  
Program Analyst  
Explosives Regulatory Division

**Explosives Regulatory Division (ERD)**

1431 Merivale Road  
Ottawa, Ontario

K1A 0G1

Tel: (613) 948-5209 Fax: (613) 948-5195

E-mail: [sferguso@nrcan.gc.ca](mailto:sferguso@nrcan.gc.ca)

Web Site <http://www.nrcan.gc.ca/mms/explosif>