

**International Transactions in Commercial Services, 2004**

Confidential when completed

Si vous préférez ce questionnaire en français, veuillez cocher

Please write in any changes of name or address

**ARE YOU A SERVICES EXPORTER OR IMPORTER?**

Generally speaking, if you bill a client abroad for any service that you provide, you are a services **exporter**, and if you buy any service from abroad, you are a service **importer**. You can be both an exporter and an importer of services. A variety of services are listed on the last page of this form.

Purpose of the survey

The aim of this survey is to compile data on all international transactions in services directly bought and sold abroad by businesses located in Canada. Please, **include** transactions conducted between the Canadian entity (surveyed by this questionnaire) and foreign related parties. However, **do not include** transactions between foreign related parties and non-related parties or transactions between two foreign related parties located outside Canada.

These services cover a variety of industrial, professional, trade and business services, as well as transactions in royalties and licenses.

This survey is **not** intended for: imports and exports of goods, freight and shipping transactions, travel, interest or profit/loss.

The data re required for the compilation of Canada's Balance of International Payments and the Gross Domestic Product. Such statistics are used as a major input in the conduct of monetary and exchange rate policies. Other uses of these data include the development and monitoring of international trade agreements, and for business planning, marketing and institutional research.

About reporting

- Authority:** This survey is conducted under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. Completion of this questionnaire is a legal requirement under the Statistics Act.
- Confidentiality:** Under the Statistics Act, your information is treated in strict confidence and cannot be released under the Access to Information Act.
- Due date:** Within four weeks of receipt.
- Please mail to:** Balance of Payments Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
- Courier address:** Statistics Canada
120 Parkdale Avenue
R.H.Coats Bldg. - 22nd Floor
Ottawa, Ontario K1A 9Z9
- Enquiries:** **Please telephone toll free number 1(866) 765-8143 or 1(613) 951-1852**
Fax 1(613) 951-9031
E-mail bop.surveys @ statcan.ca

Instructions on filling out the survey

- Period covered:** Please report for the calendar year 2004 or if not practicable, your nearest fiscal year ending

Day	Month	Year
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- Estimates:** If a particular category of services or geographic distribution is not readily available, please estimate.
- Coverage:** Please report all external service transactions **including those financed by government in Canada (for example, by CIDA)** or by other Canadian or international organizations (as World Bank). Do not include imports and exports of goods, freight and shipping transactions, travel, interest or profit/loss, as these are reported elsewhere.
Note: Amounts you report in Schedules A and B should include services transacted over the internet.
- Related parties:** In this survey you are asked to show transborder trade with foreign related parties and with other foreign (arm's length) parties. Related parties are entities in which investors have the ability to exercise significant influence by virtue of their investment. Foreign related parties include foreign parent companies, branches, subsidiaries and other related parties in which the parent owns at least 10% of the voting rights or is controlled by substantially the same shareholders (please refer to C.I.C.A. accounting standards).
- Definitions:** Please see definitions of services on page 4, and yellow sheet showing geographical codes.
- Note:** When this questionnaire is accompanied by the questionnaire "Transactions between Canada and Other Countries" (BP-21), the items "Total Revenues" and "Total Expenses" on this report should correspond with lines 32 and 34 on the BP-21 form.

Name and title of responsible officer	Telephone	Fax	E-mail
Signature	Date		

Please make a copy for your records

Thank you for your assistance

Schedule A - Exports of commercial services, 2004

For your operations in Canada, please report the value of services sold to customers abroad (revenues earned) during 2004 (or your nearest fiscal year)

Please report net of Withholding Tax, and in
Thousands of \$ Canadian

Services (see definitions on page 4) <div style="border: 1px solid black; padding: 2px; width: fit-content;">Includes transactions concluded over the internet</div>	ref. no.	Country		Country		Country		Country*		Total revenues on exports	
		Please enter country code from yellow sheet. eg: JPN for Japan									
		to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties	to foreign related parties	to other foreign parties
- Cdn. \$'000 -											
Telecommunications and related services	1										
Construction services	2										
Insurance claims received from non-resident insurers	3										
Financial services other than insurance	4										
Other computer services	5										
Information services	6										
Royalties & licenses for:											
-Patents & industrial designs	7										
-Trademarks	8										
-Franchises	9										
-Pre-packaged software sales	10										
-Other computer software	11										
-Copyrights and related rights except computer software	12										
-Other royalties	13										
Non-financial commissions and merchanting	14										
Legal services	15										
Accounting services	16										
Business management consulting services	17										
Other management and administrative services	18										
Equipment rentals	19										
Advertising and related services	20										
Research and development	21										
Architectural and engineering services	22										
Scientific and technical services	23										
Mining services	24										
Environmental services	25										
Real estate services	26										
Education, training, staff development	27										
Performing arts	28										
Other audio-visual services - films and videos	29										
Other audio-visual services - other	30										
Contract production abroad	31										
Other. Please specify in the Comments section below	32										
Total revenues	33										

FOR
INFORMATION
ONLY

Comments or qualifications about the data reported above

* Please use separate page(s) to report more than four countries.

Schedule B – Imports of commercial services, 2004

For your operations in Canada, please report the value of services purchased from suppliers abroad (expensed) during 2004 (or your nearest fiscal year)

Please report net of Withholding Tax, and in
Thousands of \$ Canadian

Services (see definitions on page 4)	ref. no.	Country		Country		Country		Country*		Total expenses on imports	
		Please enter country code from yellow sheet. eg: JPN for Japan									
		from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties	from foreign related parties	from other foreign parties
- Cdn. \$'000 -											
Telecommunications and related services	1										
Construction services	2										
Insurance premiums paid to non-resident insurers	3										
Financial services other than insurance	4										
Computer services	5										
Information services	6										
Royalties & licenses for:											
- Patents & Industrial designs	7										
- Trademarks	8										
- Franchises	9										
- Pre-packaged software sales	10										
- Other computer software	11										
- Copyrights and related rights except computer software	12										
- Other royalties	13										
Non-financial commissions and merchanting	14										
Legal services	15										
Accounting services	16										
Business management consulting services	17										
Other management and administrative services	18										
Equipment rentals	19										
Advertising and related services	20										
Research and development	21										
Architectural and engineering services	22										
Scientific and technical services	23										
Mining services	24										
Environmental services	25										
Real estate services	26										
Education, training, staff development	27										
Performing arts	28										
Other audio-visual services - films and videos	29										
Other audio-visual services - other	30										
Contract production abroad	31										
Other. Please specify in the Comments section below	32										
Total expenses	33										

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Comments or qualifications about the data reported above

* Please use separate page(s) to report more than four countries.
4-2500-162.1 BP-21S

Definitions and reference numbers

1. Telecommunications services (please note (i)b)

Two groups of respondents are asked to report in this category:

- (i) Carriers and interconnect suppliers to the public: please report
- charges to/from abroad for the usage of facilities that teletransport client information,
 - related consulting and facilities management.
- (ii) Non-telecommunications companies using own facilities or the private facilities of a related party: please report explicit or implicit charges that cover the use and management of these facilities in teletransporting client information to/from abroad.

Activities cover basic telecommunications as well as enhanced or value added services (as Email, EDI, teleconferencing, and paging). Excludes the value of subject matter teletransported (see #6).

2. Construction services supplied directly from or to Canada

Covers erection of structures, structural repairs, installation, refurbishing, special trades, demolition and site work. Please include any equipment rentals with operator.

Note: Where construction activity is an indistinct part of a turnkey project, please make a general estimate of the construction portion. Otherwise, assign here or to #22 (architectural and engineering services) according to where you believe the major value lies.

3. Insurance

Covers claims received from non-resident insurers (enter at schedule "A"), and premiums paid to non-resident insurers (enter at schedule "B"). Please include any agent commissions related to these transactions. Insurance comprises life, accident and health property, casualty, freight and other forms of risk protection.

4. Financial services other than insurance

Covers bank or trust company service charges (including custodial fees) not covered in interest amounts; loan guarantee fees; non-merchant charges for participation/administration of retail credit or debit card fees; or financial advisory services including merger/acquisition charges but excluding accounting, tax planning (see #16) or associated legal charges (see #15); .

Note: fees and commissions on securities (such as broking, placement of issues, futures trading) are excluded from this survey, as are commissions on insurance transactions.

5. Computer services

Covers design, engineering and management of computer systems (exclusive of the value of hardware). Covers the development and production of original software (including operating software and internet software), but excludes the export/import of prepackaged software units for general commercial or personal use (see #10). Computer processing services as well as equipment maintenance and repair should be reported here. This category also includes consulting and specific training related to the above (for general training see #27). For royalties, licences and other fees for the use of software see #10 and 11.

6. Information services

Covers on-line information retrieval services, including database services (the development of subject matter through to storage and dissemination) and computer assisted document searches and retrievals. Includes operations of internet service providers and other services which directly enable or support the provision of internet services. Also covers news agency services (as syndicated reporting services to the media). Database charges not separable from related telecommunications charges should be included here, unless the latter are thought to predominate, in which case please report under #1.

7. to 13. Headnote about royalties and licences

Items #7 to #13 below, refer to royalties or fees for the use of rights. Sale or acquisition of the rights themselves should be specified separately under #32 "Other". Further, the following items should be excluded: patent or trademark registration, or maintenance fees, and distribution rights specified at #28, #29 and #30.

7. Royalties and licences: Patents and industrial designs

Covers royalty or licence fees for the use of patents, industrial designs, industrial know-how or manufacturing rights. Includes payments for the use of unpatented industrial processes.

8. Royalties and licences: Trademarks

Covers royalties or fees for the use of trademarks, that is, words, symbols, designs or combinations thereof which distinguish the holder's products or services from those of another provider.

9. Royalties and licences: Franchises

Covers contractual privileges granted by an individual or corporation to another, permitting the sale of a product or service in a specified area and/or manner.

10. Royalties and licences: Pre-packaged (customized) software sales

Covers sales of exported or imported units of general-use software for automatic data processing machines, including that of a kind sold at retail or for commercial applications. These products may be sent in physical or internet form. The dollar value reported here should include royalties and licence fees for multiple use as well as license extensions for copies already provided to clients.

11. Royalties and licences: Computer software except on pre-packaged sales

Covers royalties, licences or other fees for the right to replicate, distribute or otherwise use software (whether or not over the internet).

12. Royalties and licences: Copyrights and related rights, except computer software

Covers royalties, licences fees for the use of artistic, literary, dramatic or musical originals. **Distribution rights** for performances and audio-visual productions for a limited time and/or a limited area should be reported at #28, #29 or #30. Royalties, licenses or other fees for the right to use computer programs are reported in #10 or in #11.

13. Royalties and licences: Other royalties

Includes royalties for the exclusive use of natural resources.

14. Non-financial commissions and merchanting:

Non-financial commissions: Covers commissions on goods and service transactions between (i) resident merchants, commodity brokers, dealers, manufacturers' sales branches and commission agents and (ii) non-residents. Includes auction commissions. Excluded are commissions already recorded in the price of goods imported and exported through Customs, and financial service commissions (whether involving insurance, credit, stock or bond issues).

Merchanting: Covers process by which a good is purchased by a Canadian resident from a non-resident and then subsequently resold to another non-resident; during the process, the good does not enter or leave Canada. The difference between the value of goods when acquired and the value of goods when resold is defined as the merchanting services.

15. Legal services

Covers legal advisory and representational services in any law, judicial and statutory procedures, and the drawing up of legal instruments or documentation.

16. Accounting services

Covers the recording of business and other accounts, including reviews and audits, book-keeping and preparation of related statements and returns. Includes corporate tax planning and consulting, and preparation of tax documents.

17. Business management consulting services

Covers business management consulting as well as public relations services, typically transacted with unrelated parties. Certain specialized management consulting however, should be reported with the service concerned: telecommunications (#1); computer and information services (#5 and #6); legal services (#15); accounting (#16); advertising (#20); architectural, engineering/construction (#22); environmental (#25); property management services (#26); education/training (#27).

18. Other management and administrative services

Covers charges between related parties for managerial and administrative services rendered by an individual or corporation and which cannot be allocated to another category on this survey.

19. Equipment rentals

Excepting construction equipment with operator, covers rentals with and without operator of: light or heavy machinery and tools, drilling rigs and supply vessels, rail or road/off-road vehicles, aircraft (short term leases). Also includes rental of containers; office machinery and equipment including computers; rentals of household and personal goods. Excludes financial leases, leases of telecommunication lines, leasing of real estate, car rentals to foreign travellers, and shipping charters.

20. Advertising and related services

Covers the design, creation and marketing of advertisements by advertising agencies; placing advertisements in newspapers, journals, radio, TV and other media, including the purchase and sale of advertising space; advertising on the internet or which otherwise supports e-commerce; participation in trade fairs and other promotional outlays, including direct mail services, telemarketing or delivery services. Also covered are market research services and public opinion polling.

21. Research and development

Covers charges related to investigations through experiment or analysis to develop a scientific or commercial advance or through the creation of new or significantly improved products or processes. R & D extends to the social sciences and humanities but excludes market research (see #20) and technical studies (see #23).

22. Architectural and engineering services

Covers all of consulting, design/pre-design, and contract supervision services; also integrated services but please see Note to #2. Covers urban planning and landscape architectural services, including the export or import of services for the management of projects after completion.

23. Scientific and technical services

Covers geological and geophysical services; mineral exploration and prospecting work; surveying and mapping services of or from land, sea and above-surface, including weather services; services of testing, analysis, inspection or certification of any materials or products. Medical and dental laboratory services are excluded here (please specify at #32).

24. Mining services

Covers drilling and field services including maintenance and inspection, but not equipment rentals (see #19) or sales. Services related to discovery - that is, mineral prospecting and exploration, as well as geological surveying - are reported at #23.

25. Environmental services

Covers sanitation services; waste storage, treatment, destruction; decontamination, cleanup/containment and pollution control; environmental consulting, covering biological and ecological consulting, environmental audits, impact and site assessments.

26. Real estate services

Covers sales commissions, fees/contracts for the management of properties, including hotels, resorts.

27. Education, training, staff development

Covers charges for employee training and development; also covers such services to the educational market as testing, consulting and the development and delivery/adaptation of course materials and systems. Educational equipment sales and replications of course material for general sale are excluded. Fees incurred for attending full time university and college programs are beyond the scope of this survey and should not be included here.

28. Performing arts

Cover fees to producers, directors, actors, crew and others engaged in staging theatrical and musical events, circus entertainment and other performances, whether for profit or not. Covers fees for distribution rights for the media (as TV, radio) for such productions.

29. Other audio-visual services - films and videos

Covers receipts and payments for the production of films and videos; includes receipts or payments for post-production, motion picture laboratory, rentals and distribution rights sold to the media for a limited number of showings in specified areas. Excluded here are copies for general or personal use of films, videos, programs, texts or musical compositions, together with software replications of such materials for retail sale.

30. Other audio-visual services - other

Covers receipts and payments for the production of programs for broadcast (live or taped), and musical recordings; includes receipts or payments for rentals and distribution rights sold to the media for a limited number of showings in specified areas. Excluded here are copies for general or personal use of films, videos, programs, texts or musical compositions, together with software replications of such materials for retail sale.

31. Contract production abroad

If you pay a producer abroad to produce a good which you then sell abroad (i.e. no export back to Canada), please report the revenue you receive, and the production expenses which the foreign producer bills you. (The producer may buy materials outside Canada on your behalf and bill for the whole cost, or you may export your own materials or master copy and pay only the transformation or reproduction charge). In the reverse situation, i.e. you are the contract producer, please report revenue from foreign parties who engage your services, and at #32 specify the value of the product shipped within Canada.

32. Other services

A variety of other services are included here, for example, interior, product and package design services, personnel, translation, and security services. Please specify international delivery revenues and expenses if you are a provider of courier services. Please identify the contents of your amount in line 32 by using space in the Comments section at the bottom of Schedule "A" and/or "B".