



APPLICATION TO BECOME AN EXCOL RECOGNIZED USER

I, _____, understand that I have been named as an individual that is authorized to access and submit electronic applications, report submissions

and transactions on behalf of

_____.

I understand that I will be provided with an individual access code that is for my use only and that it, and the resulting EXCOL Login, cannot be shared with any other person from inside or outside my company. I understand that my Access Code, to be used once during the on-line enrolment process for EXCOL, will be delivered to my business email address. I understand that my access rights can be withdrawn anytime at my request or by the company officer or at the discretion of International Trade Canada (ITCan).

I understand that my company may be held responsible and liable for any false statements contained in a submission made by me or with my login credentials made via the Internet. I understand that each electronic submission made to EXCOL by me on behalf of my company shall constitute my certification and the certification of the applicant company as described above.

PRIVACY NOTICE

We remind you that participation in **Export Controls On-Line (EXCOL)** is voluntary. The collection of your name and business contact information (such as address, email, phone and fax) is for the purpose of EXCOL enrolment and the establishment of your secure on-line account(s) and for communications relevant to Export Controls (such as Policy Notices, system availability, etc). The data will not be used for any secondary purpose (e.g., create profiles, marketing, or follow-up research/survey) without first obtaining your explicit consent.

All the information collected will be retained for a minimum of 2 years and a maximum of 7 years after the last administrative use, stored within the program records of the Export Controls Division of the Export Import Controls Bureau, and noted under the following Personal Information Bank: Export Import Controls.

All personal information created, held or collected by the Export Import Controls Bureau of ITCan is protected under the federal [*Privacy Act*](#). At any point of collection you will be asked for consent to collect your information, and you will be informed of the purpose for which it is being collected and how to exercise your right of access to that information.



CONSENT FOR COLLECTION, RETENTION, SHARING OF LIMITED PERSONAL INFORMATION

"I consent to this collection of my below-listed personal information. I understand the information I provide will be used to create my EXCOL account and for communications relevant to Export Controls (such as Policy Notices, system availability, etc). I also agree that International Trade Canada may supply this information to other Government Departments during any consultation process of export permit approval. I understand that this information will be retained as part of the export permit application process, for a minimum of 2 years, and a maximum of 7 years."

I, the undersigned, certify that all information below is true and accurate.

Company Name	
EICB No.	
Name	
Title	
Unique Email Address (Business Only)	
Business Address	
City	
Province	
Postal Code	
Telephone Number incl. Area Code	
Fax Number incl. Area Code	

Signature

Date