

**International Transactions in Commercial Services,
Quarterly**

BP – 21SQ

Confidential when completed

Correct pre-printed information, if necessary, using the section **Business or organization and contact information**.

Language preference C0010 1 English 2 French

HAVE YOU EXPORTED OR IMPORTED SERVICES?

You have exported services if you have charged a foreign client for services that you have provided. You have imported services if you have purchased services from a foreign provider. Enterprises producing mainly goods could also have international transactions in commercial services.

PLEASE READ BEFORE COMPLETING

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19
COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

Why we conduct this survey

The purpose of this survey is to collect data related to international trade in commercial services. The survey data you provide are used to produce estimates of Canada's balance of international payments and investment position. Such statements are used as a major input in the conduct of monetary and exchange rate policies by the Government of Canada. Your information may also be used by Statistics Canada for other statistical and research purposes.

Fax or email transmission disclosure

If you choose to transmit the questionnaire to Statistics Canada by facsimile or other electronic transmission, please be advised that there could be a risk of disclosure during the communication. However, upon receipt of your information, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Confidentiality

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*. Statistics Canada will use the information from this survey for statistical purposes.

Record linkages

To enhance the data from this survey and to minimize the reporting burden, Statistics Canada may combine it with information from other surveys or from administrative sources.

Filing of this questionnaire

A completed copy of this form should be returned within **three weeks** of receipt to:

Statistics Canada,
 150 Tunney's Pasture Driveway,
 Distribution Centre - SC-0505,
 Ottawa, Ontario, K1A 0T6.

If you need any clarification about reporting, please call toll free **1-833-977-8287**. Fax **1-888-505-8091**.
 Email: infostats@statcan.gc.ca.

What you will need to complete this questionnaire

In order to complete this questionnaire, you will need information on transboundary trade in commercial services, by country.

Commercial services cover intellectual property transactions, management and administrative services, insurance and financial services, information and communication services, research and development, scientific and technical services and other commercial services such as audiovisual services and other cultural services.

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 (such as World Bank). **You have to include services transacted over the Internet.**

Reporting period

Enter the starting and ending dates of the reporting period used for this questionnaire.

Start date:

	YYYY	MM	DD
C01000	<input type="text"/>	<input type="text"/>	<input type="text"/>

End date:

	YYYY	MM	DD
C01001	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reporting instructions

1. Provide information for the reporting enterprise on a **consolidated basis** including itself and all of its **Canadian subsidiaries**, associates and branches.
2. Report transactions in thousands of Canadian dollars, e.g., if the transaction is \$854,625.00 then enter "855".
3. Transactions below \$500.00 should be rounded to "0" (zero) and, therefore, need not to be reported.
4. Report transactions net of withholding tax.
5. If necessary, use the average exchange rate of the reporting period to convert foreign currency transactions into Canadian dollars.
6. When precise figures are not available, provide your best estimate.
7. Use enclosed Country Code List to identify countries.
8. A completed copy of this questionnaire should be returned within **three weeks** of receipt.

For this questionnaire

Include

- Commercial service transactions conducted between the **Canadian reporting entity** (surveyed by this questionnaire) and **all foreign parties**, related (parent, affiliates or associated entities) or not.
- Include also international transactions that took place on the Internet.

Exclude

- Transactions in physical products (goods), freight, and travel expenses. These are not covered in this questionnaire.
- Earnings and payments of interest and dividends, and gains and losses.
- Transactions between the Canadian reporting entity and other entities located in Canada (even if owned by foreign interests).

Business or organization and contact information

1. Please **provide** the business or organization's **legal and operating name**.

Legal name

Operating name (if applicable)

2. Please **provide the contact information** of the designated business or organization **contact person** for this questionnaire.

Note: The designated contact person is the person who should receive this questionnaire.

The designated contact person may not always be the one who actually completes the questionnaire.

First name

Last name

Title

Preferred language of communication

English

French

Mailing address (number and street)

City

Province, territory or state

Postal code or ZIP code

Example: A9A 9A9 or 12345-1234

Country

Email address

Example: user@example.gov.ca

Telephone number (including area code)

Example: 123-123-1234

Extension number

(if applicable)

Fax number (including area code)

Example: 123-123-1234

3. Please provide the current operational status of the business or organization identified by the legal and operating name.

B00323

Operational → Go to question 4

Not currently operational

e.g., temporarily or permanently closed, change of ownership

Why is this business or organization not currently operational?

B00309

Seasonal operations → Go to question 3a.

Ceased operations → Go to question 3b.

Sold operations → Go to question 3c.

Amalgamated with other businesses or organizations → Go to question 3d.

Temporarily inactive but will re-open → Go to question 3e.

No longer operating due to other reasons → Go to question 3f.

3a. Seasonal operations

When did this business or organization close for the season?

Date

When does this business or organization expect to resume operations?

Date → Go to question 4

3b. Ceased operations

When did this business or organization cease operations?

Date

Why did this business or organization cease operations?

B00311

Bankruptcy

Liquidation

Dissolution

Other
Specify the other reasons for ceased operations

B00312

→ Go to question 4

3c. Sold operations

When was this business or organization sold?

Date

What is the legal name of the buyer?

B00406

→ Go to question 4

3d. Amalgamated with other businesses or organizations

When did this business or organization amalgamate?

Date B00213 YYYY MM DD [][][][][][][][][]

What is the legal name of the resulting or continuing business or organization?

B00407 []

What are the legal names of the other amalgamated businesses or organizations?

B00408 []

→ Go to question 4

3e. Temporarily inactive but will re-open

When did this business or organization become temporarily inactive?

Date B00214 YYYY MM DD [][][][][][][][][]

When does this business or organization expect to resume operations?

Date B00215 YYYY MM DD [][][][][][][][][]

Why is this business or organization temporarily inactive?

B00313 []

→ Go to question 4

3f. No longer operating due to other reasons

When did this business or organization cease operations?

Date B00216 YYYY MM DD [][][][][][][][][]

Why did this business or organization cease operations?

B00314 []

4. Please verify or provide the current main activity of the business or organization identified by the legal and operating name.

Note: The described activity was assigned using the North American Industry Classification System (NAICS).

[]

B05002

001 This is the current main activity. → Go to next section

002 This is not the current main activity. Please provide a brief but precise description of this business or organization's main activity. e.g., breakfast cereal manufacturing, shoe store, software development

B05003 []

5. Was this business or organization's main activity ever classified as:

[]

B05111

1 Yes

2 No → Go to next section

6. When did the main activity change?

Date B00219 YYYY MM DD [][][][][][][][][]

COMMERCIAL SERVICES TRANSACTIONS WITH NON-RESIDENTS		During current quarter	
		Country Code	CAN\$ '000
(Please report in thousands of Canadian dollars)			
Revenues earned on services sold to non-residents * Please use separate page(s) to report more than ten countries.	1	C1001 [][][][]	C11001 \$ []
	2	C1002 [][][][]	C11002 \$ []
	3	C1003 [][][][]	C11003 \$ []
	4	C1004 [][][][]	C11004 \$ []
	5	C1005 [][][][]	C11005 \$ []
	6	C1006 [][][][]	C11006 \$ []
	7	C1007 [][][][]	C11007 \$ []
	8	C1008 [][][][]	C11008 \$ []
	9	C1009 [][][][]	C11009 \$ []
	10	C1010 [][][][]	C11010 \$ []
Total revenues earned from all countries		C1099 T T L	C11099 \$ []
Expenses incurred on services purchased from non-residents * Please use separate page(s) to report more than ten countries.	1	C2001 [][][][]	C22001 \$ []
	2	C2002 [][][][]	C22002 \$ []
	3	C2003 [][][][]	C22003 \$ []
	4	C2004 [][][][]	C22004 \$ []
	5	C2005 [][][][]	C22005 \$ []
	6	C2006 [][][][]	C22006 \$ []
	7	C2007 [][][][]	C22007 \$ []
	8	C2008 [][][][]	C22008 \$ []
	9	C2009 [][][][]	C22009 \$ []
	10	C2010 [][][][]	C22010 \$ []
Total expenses incurred for all countries		C2099 T T L	C22099 \$ []

INFORMATION COPY TO REPORT
 DO NOT USE TO REPORT

DEFINITIONS

Canadian reporting entity:

The **Canadian reporting entity**, should provide a **fully consolidated** report including itself and all of its **Canadian** subsidiaries and associates. This survey is not intended only for enterprises from the service sector. Enterprises producing mainly goods could also have international transactions in commercial services.

The **Canadian reporting entity**, as a statistical unit, is defined as the organisational unit of a business that directs and controls the allocation of resources relating to its domestic operations, and for which consolidated financial and balance sheet accounts are maintained from which international transactions, an international investment position and a consolidated financial position for the unit can be derived.

If one of your Canadian subsidiaries or associates covered by the reporting entity is also surveyed by this questionnaire, please call toll free **1-833-977-8287**, Fax **1-888-883-7999**, Email: infostats@statcan.gc.ca for more information.

Services delivered remotely

Commercial services **delivered remotely** are services supplied across the border. The supplier does not travel to the country of the foreign party, nor does the foreign party come to Canada. Services delivered remotely include services delivered via internet, email, telephone, text, etc.

Commercial services cover a vast range of services such as:

Charges for the use of intellectual property (earnings from royalties and licences) which include:

- patents and industrial designs
- trademarks
- franchises
- copyrights
- rights and licences on computer software products and on audiovisual products

Management and administrative services, insurance and financial services which include:

- administrative, business and management consulting and public relation services
- accounting service
- advertising and related service
- legal services
- financial and insurance services

Information and communications technology which includes:

- computer services
- information services
- telecommunication services

Research and development, scientific and technical services which include:

- research and development
- architectural and engineering services
- education, training and staff development
- environmental services
- health services
- mining services
- other scientific and technical services
- construction services
- maintenance and repair services
- manufacturing services on physical inputs owned by others (contract production)

Other commercial services which include:

- equipment rentals (operating leasing services)
- merchanting and non-financial commissions (trade-related services)
- performing arts
- other audiovisual services - films and videos
- other audiovisual services - other
- other services not elsewhere indicated.

Country Code List

The country or territory is defined as the location of the foreign party your entity has conducted transactions with. Countries are listed in alphabetical order.

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
AFG	Afghanistan	CAF	Central African Republic	GRC	Greece
ALA	Åland Islands	TCO	Chad	GRL	Greenland
ALB	Albania	CHL	Chile	GRD	Grenada
DZA	Algeria	CHN	China	GLP	Guadeloupe
ASM	American Samoa	CXR	Christmas Island	GUM	Guam
AND	Andorra	CCK	Cocos (Keeling) Islands	GTM	Guatemala
AGO	Angola	COL	Colombia	GGY	Guernsey
AIA	Anguilla	COM	Comoros	GIN	Guinea
ATA	Antarctica	COG	Congo, Republic of the	GNB	Guinea-Bissau
ATG	Antigua and Barbuda	COD	Congo, The Democratic Republic of the	GUY	Guyana
ARG	Argentina	COK	Cook Islands	HTI	Haiti
ARM	Armenia	CRI	Costa Rica	HMD	Heard Island and McDonald Islands
ABW	Aruba	CIV	Côte d'Ivoire	VAT	Holy See (Vatican City State)
AUS	Australia	HRV	Croatia	HND	Honduras
AUT	Austria	CUB	Cuba	HKG	Hong Kong Special Administrative Region
AZE	Azerbaijan	CUW	Curaçao	HUN	Hungary
BHS	Bahamas	CYP	Cyprus	ISL	Iceland
BHR	Bahrain	CZE	Czech Republic	IND	India
BGD	Bangladesh	DNK	Denmark	IDN	Indonesia
BRB	Barbados	DJI	Djibouti	IRN	Iran
BLR	Belarus	DMA	Dominica	IRQ	Iraq
BEL	Belgium	DOM	Dominican Republic	IRL	Ireland, Republic of
BLZ	Belize	ECU	Ecuador	IMN	Isle of Man
BEN	Benin	EGY	Egypt	ISR	Israel
BMU	Bermuda	SLV	El Salvador	ITA	Italy
BTN	Bhutan	GNQ	Equatorial Guinea	JAM	Jamaica
BOL	Bolivia	ERI	Eritrea	JPN	Japan
BES	Bonaire, Sint Eustatius and Saba	EST	Estonia	JEY	Jersey
BIH	Bosnia and Herzegovina	ETH	Ethiopia	JOR	Jordan
BWA	Botswana	FLK	Falkland Islands (Malvinas)	KAZ	Kazakhstan
BVT	Bouvet Island	FRO	Faroe Islands	KEN	Kenya
BRA	Brazil	FJI	Fiji	KIR	Kiribati
IOT	British Indian Ocean Territory	FIN	Finland	PRK	Korea, North
BRN	Brunei Darussalam	FRA	France	KOR	Korea, South
BGR	Bulgaria	GUF	French Guiana	XKO	Kosovo
BFA	Burkina Faso	PYF	French Polynesia	KWT	Kuwait
MMR	Burma (Myanmar)	ATF	French Southern Territories	KGZ	Kyrgyzstan
BDI	Burundi	GAB	Gabon	LAO	Laos
KHM	Cambodia	GMB	Gambia	LVA	Latvia
CMR	Cameroon	GEO	Georgia	LBN	Lebanon
CAN	Canada	DEU	Germany	LSO	Lesotho
CPV	Cape Verde	GHA	Ghana	LBR	Liberia
CYM	Cayman Islands	GIB	Gibraltar	LBY	Libya

Country Code List - Continued

The country or territory is defined as the location of the foreign party your entity has conducted transactions with. Countries are listed in alphabetical order.

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
LIE	Liechtenstein	PNG	Papua New Guinea	SWZ	Swaziland
LTU	Lithuania	PRY	Paraguay	SWE	Sweden
LUX	Luxembourg	PER	Peru	CHE	Switzerland
MAC	Macao Special Administrative Region	PHL	Philippines	SYR	Syria
MKD	Macedonia, Republic of	PCN	Pitcairn	TWN	Taiwan
MDG	Madagascar	POL	Poland	TJK	Tajikistan
MWI	Malawi	PRT	Portugal	TZA	Tanzania
MYS	Malaysia	PRI	Puerto Rico	THA	Thailand
MDV	Maldives	QAT	Qatar	TLS	Timor-Leste
MLI	Mali	REU	Réunion	TGO	Togo
MLT	Malta	ROU	Romania	TKL	Tokelau
MHL	Marshall Islands	RUS	Russian Federation	TON	Tonga
MTQ	Martinique	RWA	Rwanda	TTO	Trinidad and Tobago
MRT	Mauritania	BLM	Saint Barthélemy	TUN	Tunisia
MUS	Mauritius	SHN	Saint Helena	TUR	Turkey
MYT	Mayotte	KNA	Saint Kitts and Nevis	TKM	Turkmenistan
MEX	Mexico	LCA	Saint Lucia	TCA	Turks and Caicos Islands
FSM	Micronesia, Federated States of	MAF	Saint Martin (French part)	TUV	Tuvalu
MDA	Moldova	SPM	Saint Pierre and Miquelon	UGA	Uganda
MCO	Monaco	VCT	Saint Vincent and the Grenadines	UKR	Ukraine
MNG	Mongolia	WSM	Samoa	ARE	United Arab Emirates
MNE	Montenegro	SMR	San Marino	GBR	United Kingdom
MSR	Montserrat	STP	Sao Tome and Principe	USA	United States
MAR	Morocco	XSQ	Sark	UMI	United States Minor Outlying Islands
MOZ	Mozambique	SAU	Saudi Arabia	URY	Uruguay
NAM	Namibia	SEN	Senegal	UZB	Uzbekistan
NRU	Nauru	SRB	Serbia	VUT	Vanuatu
NPL	Nepal	SYC	Seychelles	VEN	Venezuela
NLD	Netherlands	SLE	Sierra Leone	VNM	Viet Nam
ANT	Netherlands Antilles	SGP	Singapore	VGB	Virgin Islands, British
NCL	New Caledonia	SXM	Sint Maarten (Dutch part)	VIR	Virgin Islands, United States
NZL	New Zealand	SVK	Slovakia	WLF	Wallis and Futuna
NIC	Nicaragua	SVN	Slovenia	PSE	West Bank and Gaza Strip (Palestine)
NER	Niger	SLB	Solomon Islands	ESH	Western Sahara
NGA	Nigeria	SOM	Somalia	YEM	Yemen
NIU	Niue	ZAF	South Africa, Republic of	ZMB	Zambia
NFK	Norfolk Island	SGS	South Georgia and the South Sandwich Islands	ZWE	Zimbabwe
MNP	Northern Mariana Islands	SSD	South Sudan		
NOR	Norway	ESP	Spain		
OMN	Oman	LKA	Sri Lanka		
PAK	Pakistan	SDN	Sudan		
PLW	Palau	SUR	Suriname		
PAN	Panama	SJM	Svalbard and Jan Mayen		

