



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

1 ☐ Operational → Go to question 4

2 ☐ Not currently operational

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

Why is this business or organization not currently operational?

B00309

2 ☐ Seasonal operations → Go to question 3a.

3 ☐ Ceased operations → Go to question 3b.

4 ☐ Sold operations → Go to question 3c.

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

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

7 ☐ 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 B00217 YYYY MM DD

When does this business or organization expect to resume operations?

Date B00218 YYYY MM DD → Go to question 4

3b. Ceased operations

When did this business or organization cease operations?

Date B00211 YYYY MM DD

Why did this business or organization cease operations?

B00311

1 ☐ Bankruptcy

2 ☐ Liquidation

3 ☐ Dissolution

4 ☐ Other  
Specify the other reasons for ceased operations

B00312

→ Go to question 4

3c. Sold operations

When was this business or organization sold?

Date B00212 YYYY MM DD

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?

B00213

YYYY

MM

DD

Date

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?

B00214

YYYY

MM

DD

Date

When does this business or organization expect to resume operations?

B00215

YYYY

MM

DD

Date

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?

B00216

YYYY

MM

DD

Date

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

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

☐ 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

☐ **Yes**

☐ **No → Go to next section**

6. When did the main activity change?

B00219

YYYY

MM

DD

Date

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	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
Expenses incurred on services purchased from non-residents	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

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		



## Contact person

1. Statistics Canada may need to contact the person who completed this questionnaire for further information.

If the contact person is the same as on cover page, please check ☐ → **Go to "Feedback"**

**Otherwise, who is the best person to contact about this questionnaire?**

First name

Last name

Title

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



## Feedback

1. How long did it take to complete this questionnaire?

**Include** the time spent gathering the necessary information. ....

Hours Minutes

2. We invite your comments about this questionnaire.

B00002

INFORMATION  
DO NOT USE TO

**Thank you for completing this questionnaire.**

**Please retain a copy for your records.**

Visit our website, [www.statcan.gc.ca](http://www.statcan.gc.ca)