

International Transactions between insurance brokers in Canada and their foreign affiliates, agents, and other companies or persons outside Canada, 2009.

Confidential when completed

Please make a copy for your records

Si vous préférez que s'effectue la future correspondance en français veuillez cocher ou vous pouvez nous contacter pour obtenir ce questionnaire en français.

Statistics Canada,
Balance of Payments Division
1 (866) 765-8143
Facsimile: 1 (613) 951-9031
bop.surveys@statcan.gc.ca

Please write in any changes of name or address

HAVE YOU EXPORTED OR IMPORTED SERVICES?

You have exported services if during the year you have charged a foreign client for any service that you provided and you have imported services if you purchased any services from a foreign provider.

Commercial services definition

Commercial services include, in part the following services: management, telecommunication, financial, insurance, computer, research and development, professional, education, health, audiovisual, cultural services and rights, licenses and royalties.

Excluded from this survey: trade in goods, transportation, travel spending, interest, profits and loss.

This survey **does not only target businesses in the service sector** but those in all activity sectors (resources extraction and manufacturing for example).

Reporting entity

Please **only include** transactions conducted by the Canadian entity whose legal name appears above. Do not include transactions conducted by foreign related parties of the Canadian entity (its parent companies, branches and subsidiaries) with other foreign entities or with Canadian unrelated parties. If the Canadian entity whose legal name appears above is at the head of a **business consolidation**, please report all international transactions conducted by businesses that are part of the consolidation and that **reside in Canada**.

Purpose of the survey

The data are 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 information is collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. **COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS 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
100, Tunney's Pasture Driveway
R.H.Coats Bldg. - 22nd Floor
Ottawa, Ontario K1A 0T6

Enquiries: Please telephone toll free number 1(866) 765-8143 or 1(613) 951-2950
Fax 1(613) 951-9031
E-mail: bop.surveys@statcan.gc.ca

Instructions on filling out the survey

Period covered: Please report for the calendar year 2009 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). **You have to include services transacted over the Internet.**

Related parties: You are asked to report transboundary trade with foreign related parties and with other foreign parties (not related). Foreign related parties are either foreign entities that have the ability to exercise significant influence on the Canadian unit or either foreign entities in which the Canadian entity have the ability to exercise significant influence. In general, there is significant influence when an entity owns 10% or more of the ordinary shares or voting power of another entity (for an incorporated enterprise) or the equivalent (for an unincorporated enterprise). Foreign related entities include parent companies, subsidiaries and branches. For more details, 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.

Reporting guide: A guide designed to assist you as you complete the 2009 Survey of International Transactions in Commercial Services is available upon request (see "Enquiries" for contact information).

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

Please make a copy for your records

Thank you for your assistance

Schedule A - Exports of commercial services, 2009

For your operations in Canada, please report the value of services sold to customers abroad (revenues earned) during 2009 (or your nearest fiscal year)

REPORT NET OF WITHHOLDING TAX, AND IN THOUSANDS OF CANADIAN DOLLARS

Services (see definitions on page 4) Includes transactions concluded over the Internet	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
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Telecommunications and related services	1										
Construction services	2										
Insurance (direct claims paid by unregistered 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 (non customized)	10										
-Other computer software	11										
-Copyrights and related rights except computer software	12										
-Other royalties. Please specify in the Comments section below	13										
Non-financial commissions and merchanting	14										
Legal services	15										
Accounting services	16										
Admin., business & management consulting & public relations serv.	17										
Maintenance and repair 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										
Health 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 services. Please specify in the comments section below	32										
Total revenues	33										

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, 2009

For your operations in Canada, please report the value of services purchased from suppliers abroad (expensed) during 2009 (or your nearest fiscal year)

REPORT NET OF WITHHOLDING TAX, AND IN THOUSANDS OF CANADIAN DOLLARS

Services (see definitions on page 4) Includes transactions concluded over the Internet	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
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Telecommunications and related services	1										
Construction services	2										
Insurance (direct premiums paid by unregistered 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 (non customized)	10										
-Other computer software	11										
-Copyrights and related rights except computer software	12										
-Other royalties. Please specify in Comments section below	13										
Non-financial commissions and merchanting	14										
Legal services	15										
Accounting services	16										
Admin., business & management consulting & public relations serv.	17										
Maintenance and repair 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										
Health services	26										
Education, training, staff	27										
Performing arts	28										
Other audio-visual services - films and videos	29										
Other audio-visual services - other	30										
Contract production abroad	31										
Other services. Please specify in the comments section below	32										
Total expenses	33										

Comments or qualifications about the data reported above

* Please use separate page(s) to report more than four countries.
4-2500-164.1 BP-17

DEFINITIONS OF SERVICES CATEGORIES AND REFERENCE NUMBERS

<p>1. Telecommunications and related services encompasses the transmission of sound, images or other information by telephone, telex, telegram, radio and television cable and broadcasting, satellite, electronic mail, facsimile services etc., including business network services, teleconferencing and support services. It does not include the value of the information transported. Also included are cellular telephone services, Internet backbone services and on-line access services, including provision of access to the Internet. Excluded are installation services for telephone networks equipment (included in construction services #2), and database services (included in information service #6).</p>	<p>17. Administrative, business and management consulting and public relations services Covers business and 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 (#32); education/training (#27). Covers also 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.</p>
<p>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.</p> <p>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.</p>	<p>18. Maintenance and repair services Covers maintenance and repair work by residents on goods that are owned by non-residents (and vice versa). The repairs may be performed at the site of the repairer or elsewhere. Repairs and maintenance on ships, aircraft, and other transport equipment are included in this item. Construction repairs and construction maintenance are excluded; they are included under construction (#2). Repairs and maintenance of computers are included under computer services (#5).</p>
<p>3. Insurance Covers (a) direct insurance claims to Canadian policy holders by insurers not registered in Canada. While we recognize that these claims are normally settled directly between the insured and the insurance company, we ask the brokers to estimate the amount of claims paid during the year. (b) direct insurance premiums paid by Canadian policy holders to insurers not registered in Canada. Reinsurance premiums and claims should not be reported, as they are included in reports from the ceding and assuming insurance companies. Please report commission revenues and expenses for insurance and reinsurance at # 14.</p>	<p>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.</p>
<p>4. Financial services other than insurance Covers financial intermediation and auxiliary services, usually provided by banks and other financial intermediaries and auxiliaries. Included are services related to financial activity, such as advisory, custody and asset management services, merger and acquisition services, deposit taking and lending, letters of credit, credit card services, commissions and charges related to financial leasing, factoring, and clearing of payments but excluding accounting, tax planning (see #16) or associated legal charges (see #15).</p> <p>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.</p>	<p>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 exhibition services, telemarketing or delivery services. Also covered are market research services and public opinion polling. Call center telemarketing services are covered here. Call center customer assistance services and other call center services are reported at #32.</p>
<p>5. Computer services Covers design, engineering and management of computer systems (exclusive of the value of hardware). Covers the development and production of original (customized) 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.</p>	<p>21. Research and development Covers charges related to systematic investigations through experiment or analysis to achieve a scientific or commercial advance for 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).</p>
<p>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.</p>	<p>22. Architectural and engineering services Covers any 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.</p>
<p>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 Services". Further, the following items should be excluded: patent or trademark registration, or maintenance fees, and distribution rights specified at #28, #29 and #30.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>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 number.</p>	<p>26. Health services Covers services provided by hospitals, doctors, nurses and paramedical and similar personnel, as well as laboratory and similar services, whether rendered remotely or on-site. Health services provided to non-residents travelling to Canada or Canadians who travel abroad are excluded. Veterinary services are included in Scientific and technical services (#23).</p>
<p>10. Royalties and licences: Pre-packaged software sales (non customized) 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 licence extensions for copies already provided to clients.</p>	<p>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.</p>
<p>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).</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>13. Other royalties Include all other royalties not covered in lines 7 through 12. Please specify the type of royalties reported using the "Comments" section at the bottom of Schedule "A" and "B" and report the amounts on line 13. For example, in the case of royalties for the exclusive use of natural resources, report the amounts on line 13 and specify that it is of this type of royalties in the "Comments" section.</p>	<p>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.</p>
<p>14. Non-financial commissions and merchandising: 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). Merchandising: 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 merchandising services.</p>	<p>31. Contract production abroad If you pay a producer abroad to produce a good which you then directly sell abroad (i.e. no export back to Canada), please report (on Schedule B at #31) the production expenses which the foreign producer bills you. Report (on Schedule A at #32) the revenue received from the direct sales. In the reverse situation, i.e. you are the contract producer, please report (on Schedule A at #31) revenue from foreign parties who engage your services, and (on Schedule B at #32) specify the value of the products shipped within Canada.</p>
<p>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.</p>	<p>32. Other services A variety of other services are included here, for example, real estate services, interior, product and package design services, personnel, translation, and security services. Call center telemarketing services are reported at #20. Call center customer assistance services and other call center services are covered here. 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".</p>
<p>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.</p>	