



APPLICATION FOR REGISTRATION

Warning: Any false statement, misrepresentation, or concealment of any material fact on this application or any document presented in support of this application may lead to denial, suspension, or revocation of your application and be grounds for criminal prosecution under subsection 45(2) of the *Defence Production Act*.

In any instance where this form does not allow sufficient space for a complete answer, attach a separate page as required. Incomplete or illegible applications will not be processed and will be returned to the applicant. The Controlled Goods Program has a service standard of 32 business days to process complete applications.

Privacy notice

The information requested is collected by the Controlled Goods Program to determine the current and ongoing entitlement of your company to register with the Controlled Goods Program. The information is collected under the authority of the [Defense Production Act](#) and the [Controlled Goods Regulations](#).

Refusal to provide personal information or the provision of incorrect information will result in you being prohibited from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

Your personal information is used, protected, or disclosed in accordance with the [Privacy Act](#) and is described in the Personal Information Bank, Controlled Goods Program, [PWGSC PPU 045](#). Under the *Privacy Act*, you have the right to access your personal information and to request corrections if you believe that your personal information is inaccurate or incomplete. The personal information provided in this form will be retained for a period of 5 years after the last administrative action, and then destroyed.

If you require clarification about this privacy notice, you may contact the Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the [Office of the Privacy Commissioner of Canada](#).

A – Preferred language of correspondence

English	French
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B – Type of application

New	Renewal	Amendment
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For **all** applications: if a section does not apply, indicate 'N/A' (not applicable).

For **new** and **renewal** applications, complete all sections of the form.

For **amendment** applications, complete sections A, B, C and I, as well as any other section where there are changes from the original application.

C – Business information

1 - Type of business (attach evidence of the legal status of the business)	2 - CRA Business Number
Corporation	Academic institution
Not-for-profit	Sole proprietorship
Partnership	Other (specify)
3 - Legal name	4 - Business name (if different than legal name)
5- Head office civic address	



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6 - Head office mailing address (if different from civic address)

7 - Telephone	8 - E-mail
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9 - Organization website

10 - Indicate the number of employees in your organization:

11 - Indicate the number of employees in your organization who are or will be in a position to examine, possess or transfer controlled goods:

D – Registration requirement

12 - Describe your organization's general business activities as well as activities relating to the examination, possession or transfer of controlled goods. If you are bidding on a contract involving controlled goods, provide details of the contract here.

Business relationship / work obligations

13 - Identify with which industry organization or government department you have or will have controlled goods work obligations.

14 - Work agreement start date (year-month-day)	15 - Work agreement end date (year-month-day)
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Third party contact person (reporting authority)

16 - Identify the person or reporting authority from 12 who can confirm the requirement for your organization to register.

17 - Name	18 - Title
19 - Telephone	20 - E-mail



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Controlled goods information

21 - Refer to the [Guide to the Schedule to the Defence Production Act](#) to populate the first two columns of the table below.

Refer to [the United States Munitions List \(USML\)—part 121 of the United States International Traffic in Arms Regulations](#) (ITAR) for U.S. ITAR defence articles that are manufactured in the U.S. or manufactured from technical data (technology) that is currently controlled under the USML to populate the last two columns of the table below. Please list the category number to its greatest extent.

Use "N/A" if not applicable, as scenarios vary. **Do not leave any table cells blank.**

Schedule / Export Control List (ECL) number	Description of controlled goods	Controlled by the USML – part 121 of the United States ITAR?	USML category number
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THE FOLLOWING ARE EXAMPLES ONLY:

2-6.a.	Military tank	Yes	No	VII a.1.
N/A	Ground vehicle suspension for military vehicle	Yes	No	VII g.10
2-7.b.2.b.	2-chlorovinyldichloroarsine (CAS 541-25-3);	Yes	No	N/A

BEGIN BELOW:

Yes	No

E – Head office site information – site 1

22 - Will controlled goods be kept at your head office? Yes No
If you answered yes, respond to 23 and 24 below. If you answered no, skip to 25.

23 - Will **all** of the controlled goods identified in section D 21 be kept at your head office? Yes No

24 - If you answered no to 23, identify which controlled goods listed in section D 21 will be kept at this location by noting the respective ECL number:

25 - Will records of transfers of controlled goods be kept at the head office? Yes No

26 - Will records of employee security assessments be kept at the head office? Yes No

If you answered no to questions 25 or 26 or to add more business sites where controlled goods, records of transfers and/or security assessments are kept, go to annex 1, attached.



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Designated official(s)			
27 - Identify the (proposed) designated official(s) who will be responsible for your head office. Designated official eligibility is defined in section 11 of the <i>Controlled Goods Regulations</i> . All designated officials will be subject to a security assessment.			
Surname		Given name	
Telephone		E-mail	
Surname		Given name	
Telephone		E-mail	
F – Ownership information			
28 – Identify individuals and/or businesses that own this organization and indicate percentage of ownership. For businesses identified, provide complete ownership information up to and including the ultimate owner in the corporate tree (regardless of percentage of ownership), and whether the organization is publicly traded, using the format below. As an option, you may instead attach a separate chart/diagram containing this information. Individual owners of 20% or more of the voting shares or interests will be subject to a security assessment. Refer to Appendix 1 for examples.			
Is your organization publicly traded? Yes No		Stock Exchange	
1a - Name		% of ownership	
Head office address			
Publicly traded? Yes No		Stock Exchange	
1b - Name		% of ownership	
Head office address			
Publicly traded? Yes No		Stock Exchange	



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1c - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	
2a - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	
2b - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	
2c - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	

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3a - Name		% of ownership
Head office address:		
Publicly traded?		Stock Exchange
Yes	No	
3b - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	
3c - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	

G – Business officials

29 - Identify all Officers, Directors, Partners and Proprietors. The individual identified in section I must also be listed in this section. For new and renewal applications, list all business officials. For amendments only, check either the Added or Removed boxes for each individual.

To be:	Added	or	Removed
Surname	Given name		Title
Residential address			Telephone



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To be:	Added	or	Removed
Surname		Given name	Title
Residential address			Telephone
To be:	Added	or	Removed
Surname		Given name	Title
Residential address			Telephone
To be:	Added	or	Removed
Surname		Given name	Title
Residential address			Telephone

If more space is required for business officials, go to annex 2, attached.

H – Web consent

30 - Subsection 37 (2) of the *Defence Production Act* prohibits a person who is registered or who is exempt from registration from knowingly transferring a controlled good to a person who is not registered or who is not exempt from registration or permitting the examination of a controlled good by such a person.

To assist registered and exempted persons in exercising due diligence when transferring controlled goods, the Controlled Goods Program publishes on its website a list of registered persons who have provided their consent to be listed.

If you consent to be listed on the Controlled Goods Program website your information will be available to the public.

Select one of the following options:

I consent to have the following information posted on the Controlled Goods Program's website (**select 1 of the 2 boxes below**):

- (a) Name of registered person, full address, registration expiry date and general contact number
- (b) Name of registered person, full address, registration expiry date, general contact number, name(s) of designated official(s) and contact number of the designated official(s)

I do not consent to have the organization's information posted on the Controlled Goods Program's website

I – Statement of authorized individual

31 - An individual identified as a business official in section G above should complete this section. This authorized individual will be subject to a security assessment.

I, the undersigned, as the individual authorized by the applicant, do hereby certify that the information contained in and accompanying this application to be true, complete, and accurate. I acknowledge and agree to comply with the responsibilities outlined in the *Defence Production Act* and the *Controlled Goods Regulations* with respect to the examination, possession, or transfer of items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

32 - Surname	33 - Given name	34 - Title
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35 - Business mailing address	
36 - Telephone	
Signature of authorized individual	Date (year-month-day)

Annex 1 – Additional business site(s)		
Provide all of your business site addresses where controlled goods, records of transfers and/or security assessments will be kept.		
Site 2 - To be: Added or Removed		
1 - Site 2 civic address		
2 - Site 2 mailing address (if different from civic address)		
3 - Will controlled goods be kept at site 2? If you answered yes, respond to 4 and 5 below. If you answered no, skip to 6.		Yes No
4 - Will all of the controlled goods identified in section D 21 be kept at site 2?		Yes No
5 - If you answered no to 4, identify which controlled goods listed in section D 21 will be kept at this location by noting the respective ECL number:		
6 - Will records of transfers of controlled goods be kept at site 2? Yes No		
7 - Will records of employee security assessments be kept at site 2? Yes No		
Designated official(s)		
8 - Identify the (proposed) designated official(s) who will be responsible for site 2. Designated official eligibility is defined in section 11 of the <i>Controlled Goods Regulations</i> . All designated officials will be subject to a security assessment.		
Surname	Given name	Title
Telephone	E-mail	
Surname	Given name	Title
Telephone	E-mail	



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Site 3 - To be:	Added	or	Removed
1 - Site 3 civic address			
2 - Site 3 mailing address (if different from civic address)			
3 - Will controlled goods be kept at site 3? If you answered yes, respond to 4 and 5 below. If you answered no, skip to 6.			Yes No
4 - Will all of the controlled goods identified in section D 21 be kept at site 3?			Yes No
5 - If you answered no to 4, identify which controlled goods listed in section D 21 will be kept at this location by noting the respective ECL number:			
6 - Will records of transfers of controlled goods be kept at site 3? Yes No			
7 - Will records of employee security assessments be kept at site 3? Yes No			
Designated official(s)			
8 - Identify the (proposed) designated official(s) who will be responsible for site 3. Designated official eligibility is defined in section 11 of the <i>Controlled Goods Regulations</i> . All designated officials will be subject to a security assessment.			
Surname	Given name		Title
Telephone	E-mail		
Surname	Given name		Title
Telephone	E-mail		
Site 4 - To be:	Added	or	Removed
1 - Site 4 civic address			
2 - Site 4 mailing address (if different from civic address)			
3 - Will controlled goods be kept at site 4? If you answered yes, respond to 4 and 5 below. If you answered no, skip to 6.			Yes No
4 - Will all of the controlled goods identified in section D 21 be kept at site 4?			Yes No
5 - If you answered no to 4, identify which controlled goods listed in section D 21 will be kept at this location by noting the respective ECL number:			



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6 - Will records of transfers of controlled goods be kept at site 4?	Yes	No
7 - Will records of employee security assessments be kept at site 4?	Yes	No

Designated official(s)

8 - Identify the (proposed) designated official(s) who will be responsible for site 4. Designated official eligibility is defined in section 11 of the *Controlled Goods Regulations*. All designated officials will be subject to a security assessment.

Surname	Given name	Title
Telephone	E-mail	
Surname	Given name	Title
Telephone	E-mail	

Site 5 - To be: **Added** or **Removed**

1 - Site 5 civic address

2 - Site 5 mailing address (if different from civic address)

3 - Will controlled goods be kept at site 5? Yes No
If you answered yes, respond to 4 and 5 below. If you answered no, skip to 6.

4 - Will **all** of the controlled goods identified in section D 21 be kept at site 5? Yes No

5 - If you answered no to 5, identify which controlled goods listed in section D 21 will be kept at this location by noting the respective ECL number:

6 - Will records of transfers of controlled goods be kept at site 5?	Yes	No
7 - Will records of employee security assessments be kept at site 5?	Yes	No
Designated official(s)		
8 - Identify the (proposed) designated official(s) who will be responsible for site 5. Designated official eligibility is defined in section 11 of the <i>Controlled Goods Regulations</i> . All designated officials will be subject to a security assessment.		
Telephone	E-mail	
Surname	Given name	Title
Telephone	E-mail	



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Annex 2 – Additional business officials		
Identify all officers, directors, partners and proprietors.		
To be:	Added	Removed
Surname	Given name	Title
Residential address		Telephone
To be:	Added	Removed
Surname	Given name	Title
Residential address		Telephone
To be:	Added	Removed
Surname	Given name	Title
Residential address		Telephone
To be:	Added	Removed
Surname	Given name	Title
Residential address		Telephone
To be:	Added	Removed
Surname	Given name	Title
Residential address		Telephone

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To be:	Added	or	Removed
Surname	Given name		Title
Residential address	Telephone		
To be:	Added	or	Removed
Surname	Given name		Title
Residential address	Telephone		
To be:	Added	or	Removed
Surname	Given name		Title
Residential address	Telephone		

Appendix 1 – Ownership examples (Section F)**Ex. 1 – ABC Corporation applying to register in the Controlled Goods Program and is traded on the Toronto Stock Exchange.**

Is your organization publicly traded? Yes No	Stock Exchange Toronto
1a - Name	
Head office address:	
Publicly traded? Yes No	Stock Exchange
1b - Name	
Head office address	



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Publicly traded?	Stock Exchange
Yes	No

1c - Name	% of ownership
Head office address	
Publicly traded?	Stock Exchange
Yes	No

Ex. 2. JJ Smith Limited is applying to register in the Controlled Goods Program and is owned by: Jane Smith (35%), Joe Smith (35%), Alex Smith (15%) and Michael Smith (15%).

Is your organization publicly traded?	Stock Exchange
Yes	No

1a - Name Jane Smith	% of ownership 35
Head office address 123 Main St. Smithville, ON K1K 1K1	

Publicly traded?	Stock Exchange
Yes	No

1b - Name	% of ownership
Head office address	

Publicly traded?	Stock Exchange
Yes	No

1c - Name	% of ownership
Head office address	

Publicly traded?	Stock Exchange
Yes	No

2a - Name Joe Smith	% of ownership 35
Head office address 123 Main St. Smithville, ON K1K 1K1	

Publicly traded?	Stock Exchange
Yes	No

2b - Name	% of ownership
Head office address	

Publicly traded?	Stock Exchange
Yes	No

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2c - Name		% of ownership
Head office address		
Publicly traded?	Stock Exchange	
Yes	No	
3a - Name No other individual or business owns 20% or more		% of ownership 30
Head office address		
Publicly traded?	Stock Exchange	
Yes	No	
3b - Name		% of ownership
Head office address		
Publicly traded?	Stock Exchange	
Yes	No	
3c - Name		% of ownership
Head office address		
Publicly traded?	Stock Exchange	
Yes	No	
Ex. 3. Military Aerospace Inc. is applying to register in the Controlled Goods Program. Its ownership is as follows: 40% - Global Military Ltd. - Traded on the New York Stock Exchange; 40% - Canada Aerospace Corp. - 100% owned by Jean Tremblay; 20% - True North Strong Inc. - 100% owned by Confederation Inc. - Traded on the Toronto Stock Exchange.		
Is your organization publicly traded?	Stock Exchange	
Yes	No	
1a - Name Global Military Ltd.		% of ownership 40
Head office address 5 Wade Ave. Ottawa, ON K1K 1K1		
Publicly traded?	Stock Exchange New York	
Yes	No	
1b - Name		% of ownership
Head office address		
Publicly traded?	Stock Exchange	
Yes	No	

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1c - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	
2a - Name Canada Aerospace Corp.		% of ownership 40
Head office address 456 Line Drive Ottawa, ON K2T 2B8		
Publicly traded?		Stock Exchange
Yes	No	
2b - Name Jean Tremblay		% of ownership 100
Head office address 4 Lister Ave. Ottawa, ON K3C 2T3		
Publicly traded?		Stock Exchange
Yes	No	
2c - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	
3a - Name True North Strong Inc.		% of ownership 20
Head office address 14 Putnam Way Ottawa, ON K5C 2T4		
Publicly traded?		Stock Exchange
Yes	No	
3b - Name Confederation Inc.		% of ownership 100
Head office address 35 Minor Cresc. Ottawa, ON K6S 3G5		
Publicly traded?		Stock Exchange Toronto
Yes	No	
3c - Name		% of ownership
Head office address		
Publicly traded?		Stock Exchange
Yes	No	