



Submit Applications by email to: inquire@sasktrade.sk.ca

STEP Member Profile

Company Name: _____
(include operating name if different from legal name)

Address: _____

Telephone: _____ E-Mail: _____

Website: _____

Contact: _____ Title: _____

Incoming Buyer Profile

Company Name: _____
(include operating name if different from legal name)

Address: _____

Telephone: _____ E-Mail: _____

Website: _____

Contact: _____ Title: _____

Dates of Visit to Saskatchewan: _____

Type of Business (ex. Distributor, importer, wholesales, dealer, buyer): _____

Number of Years in Business: _____

Markets/Territories Served: _____

Purpose of Inviting Buyer to Saskatchewan - Please identify the specific opportunity you plan to advance and information on specific buyer/partner you wish to bring to Saskatchewan:

Please provide as much detail as possible.

Does this buyer currently represent or import your products or services? Yes No

If yes, please identify what products/services:



Are you currently negotiating a new business arrangement or is this part of ongoing business relationships with this buyer to represent or import your Saskatchewan products or services? Yes No

Are you or the buyer receiving any additional funding from a Canadian Government source (federal, provincial, or municipal) for this visit? Yes No

If yes, what government agency? _____

Please indicate what costs this funding is intended to cover? _____

Is this this buyer's first visit to Saskatchewan? Yes No Unsure

Does this buyer's itinerary include business in provinces other than Saskatchewan? Yes No Unsure

Proposed Outcomes

Anticipated Results:

Sales (\$): _____ Distribution: _____ Joint Venture: _____ Representation: _____

Other: _____

A completed application must be received 30 days prior to the activity for evaluation and processing

Program Conditions:

1. This application becomes a valid contract when signed by the applicant and approved by Saskatchewan Trade & Export Partnership.
2. The applicant indemnifies STEP from any liability whatsoever.
3. CLAIMS FOR PAYMENT – **Within twenty-one (21) days of the buyer visit, the applicant company will submit to STEP the Evaluation form and the proof of payment for buyer expenses incurred in relation to the event.** (Copies of invoices, receipts, cancelled cheques, bank statements are acceptable).
 - a. Upon receipt of all required documentation, reimbursement will be issued by cheque within four weeks in Canadian dollars.
 - b. The cheques will be made out to the company/legal entity, not the individual.
 - c. If the applicant is unable to meet the conditions and timelines noted above, then he/she will be considered in default of the program, his/her eligibility will be rescinded and he/she will not receive reimbursement.

On behalf of my company, I hereby make application for assistance as described in the STEP Premium Member Incoming Buyer Program application form, and agree that if the application is approved, I will comply with the terms and conditions of the contract.

Date: _____ Applicant Signature: _____

FOR STEP USE ONLY:

Application Approved

Senior Vice President, Marketing & Membership Development _____ Date

Vice President, Trade Development _____ Date

Director – Trade Development _____ Date