



Annual Telecommunications Survey

Purpose

This survey serves statistical as well as monitoring purposes and is necessary for Statistics Canada and the Canadian Radio-Television and Telecommunications Commission (CRTC) to fulfill their mandate as set out in their respective Acts.

Statistics Canada will use data from the survey to produce national and regional estimates of activity in telecommunications industries.

The CRTC will use data from the survey to produce the Communications Monitoring Report, and to maintain contact details for the entity, Response Manager and Registration Lists.

Authority

This survey is collected under the authority of the *Statistics Act, Revised Statutes of Canada 1985, Chapter S-19*, and under the authority of the *Telecommunications Act, Section 37* and the *Broadcasting Act*. The *Telecommunication Act* applies for all forms, and the *Broadcasting Act* and the *Statistics Act* for a sub-set of forms: each form indicates the authority or authorities that apply.

Completion of this survey is a legal requirement under the *Statistics Act*, the *Telecommunications Act* and the *Broadcasting Act*.

Confidentiality

The information collected will be dealt with by the CRTC in accordance with the provisions of the *Telecom Circular CRTC 2007-17*, Ottawa, 18 October 2007, the *Broadcast Circular CRTC 2007-7*, Ottawa, 18 October 2007, and by Statistics Canada in accordance with the provisions of the *Statistics Act*, as outlined below:

The CRTC will not knowingly disclose confidential information from this survey or knowingly allow it to be disclosed, unless the confidential status of the information is withdrawn by a representative of your organization; or the CRTC considers the information to be relevant to the determination of a matter before it, and determines that the disclosure is in the public interest.

Statistics Canada is prohibited by law from divulging information collected for its own purposes, which relates to any identifiable business without the previous written consent of that business. The data from this survey will be treated in strict confidence by Statistics Canada, used for statistical purposes, and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by the *Access to Information Act* or any other legislation.

Data Sharing Agreements

To reduce respondent burden, Statistics Canada has entered into data sharing agreements with provincial and territorial statistical agencies and other government organizations, which must keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the [Statistics Act](#) provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the [Statistics Act](#). Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are Section 11 agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Collection Registration Number: STC/SAT-430-60105



Privacy Notice

This Statement explains the purpose and use of certain personal information that is collected as part of the annual Telecommunications Survey.

The collection and use of personal information for this survey is authorized by the *Telecommunications Act*, the *Broadcasting Act* and the *Statistics Act*. The CRTC collects, uses and discloses personal information in accordance with the federal *Privacy Act*. The personal information may be disclosed without your consent for purposes not outlined in this Statement pursuant to subsection 8(2) of the *Privacy Act*.

The CRTC will use your personal information for the following purpose: to maintain and update contact information for Canadian Carriers required to register with the Commission pursuant to *Telecom Circular CRTC 2003-1*, Ottawa, 11 December 2003, *Telecom Circular CRTC 2005-4*, Ottawa, 9 February 2005, *Telecom Circular CRTC 2007-17*, Ottawa, 18 October 2007, *Broadcast Circular CRTC 2007-7*, Ottawa, 18 October 2007, and/or to publish registration lists on the CRTC's Website at <http://www.crtc.gc.ca/eng/8180/8180a.htm>. The personal information collected by this system will be retained for a maximum of 10 years and will be processed by the Information Management Directorate at the CRTC.

The *Privacy Act* states that you have the right to access your personal information and request changes to incorrect information. To access your personal information, notify us about incorrect information or to withdraw participation after submitting your information, contact our office either electronically by using the DCS contact form (<https://services.crtc.gc.ca/pub/SDC-Contact-DCS/>) or by telephone at (819) 997-4597 or toll-free at (866) 845-6036, or by Fax at (819) 994-0218. For more information about your right to access, see the section entitled "About the Privacy Act" on the following web site: <http://www.infosource.gc.ca/emp/emp01-eng.asp>.

If you require clarification about this Statement, contact our Privacy Coordinator at (819) 997-4274 or toll-free at (877) 249-2782. For more information on privacy issues and the *Privacy Act* in general, consult the Privacy Commissioner at http://www.privcom.gc.ca/index_e.asp or by phone at (800) 282-1376.

Instructions

Please complete all parts of the forms and then either email them to cd-dc@crtc.gc.ca, fax them to: DCS Help Desk at (819) 994-0218, or mail them to: DCS Help Desk - CRTC, Ottawa, Ontario, K1A 0N2.

For additional instructions, please consult our web site at <http://www.crtc.gc.ca/dcs/eng/current/index.htm>.

For any questions, our Help Desk can be reached by phone at **(819) 997-4597** or toll-free at **(866) 845-6036**, by fax at (819) 994-0218, by email at: cd-dc@crtc.gc.ca or electronically at: <https://services.crtc.gc.ca/pub/SDC-Contact-DCS/>.

Due date

The due date for the return of the forms for the Annual Telecommunications Survey is **March 31, 2017**



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Simplified Registration Form – Filed in Confidence

This Simplified Registration Form is to be completed by each legal entity that supplied at least one of several telecommunications-related services or products, and/or owned or managed telecommunications facilities in Canada on a commercial basis at any point during the year.

Part A – Entity Information

Entity ID:

a1.	Legal name of entity	
a2.	Trade name	
a3.	Street address	
a4.	City	
a5.	Province	
a6.	Postal code	
a7.	Country	
a8.	Telephone number	
a9.	Fax number	
a10.	Regulatory email	
a11.	Web Site	

Part B – Response Manager Information

b1.	Language of preference / Langue de préférence	<input type="checkbox"/> English <input type="checkbox"/> Français
	Please specify your language(s) of preference for future communications. Veuillez préciser dans quelle(s) langue(s) vous désirez recevoir vos documents à l'avenir.	
This form must be signed by the Response Manager, who is the single point of contact in managing the form completion process on behalf of the applicable entity.		
b2.	Salutation	
b3.	First name	
b4.	Last name	
b5.	Title	
b6.	Company	
b7.	Street address	
b8.	City	
b9.	Province	
b10.	Postal code	
b11.	Country	
b12.	Telephone number	
b13.	Fax number	
b14.	Email	



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Part C – Entity Details

Please provide the following information about the reporting entity's operations.

c1.	Fiscal year ended (YYYY-MM)	
c2.	Type of reporting Entity Please identify the type of reporting Entity	<input type="checkbox"/> Single corporation <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Provincial government system <input type="checkbox"/> Joint venture <input type="checkbox"/> Municipal system <input type="checkbox"/> Partnership <input type="checkbox"/> Part of a corporation <input type="checkbox"/> Co-operative <input type="checkbox"/> Other _____
c3.	Legal changes	<input type="checkbox"/> No changes <input type="checkbox"/> New business <input type="checkbox"/> Ceased operations <input type="checkbox"/> Change of ownership <input type="checkbox"/> Merger <input type="checkbox"/> Amalgamation <input type="checkbox"/> Split-up <input type="checkbox"/> Spin-off <input type="checkbox"/> Other/explanation: _____
c4.	Financial statements last available When were your last financial statements available?	_____ (YYYY-MM-DD)
c5.	Financial statements end date What was the end date for these latest financial statements?	_____ (YYYY-MM-DD)
c6.	Gross revenues What were your total operating revenues last year?	
c7.	Financial statements months Which months do these financial statements cover?	
c8.	Financial statements URL If your financial statements are available on-line, please specify the URL	
c9.	Business number (GST/HST number) Enter your 9 digit business number provided by CRA	

Part D – Telecommunications Monitoring

Please provide the following information about the reporting entity's telecommunications operations.

d1.	Fiscal year ended (YYYY-MM)	
d2.	Canadian telecommunications operating revenues Please provide revenues in dollars	\$ _____
d3.	Telecommunications services For which telecommunications services did the reporting entity have billed revenues?	<input type="checkbox"/> No telecommunications services <input type="checkbox"/> Local & access (Access dependent) <input type="checkbox"/> Local & access (Access independent) - VoIP <input type="checkbox"/> Long distance <input type="checkbox"/> Data link <input type="checkbox"/> Private line <input type="checkbox"/> Internet <input type="checkbox"/> Mobile & paging <input type="checkbox"/> Payphone <input type="checkbox"/> IXPL <input type="checkbox"/> Calling cards
d4.	Did you own or operate telecommunication transmission equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d5.	Did you own or operate DSLAM equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d6.	Did your entity provide BDU services during the fiscal year?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Part E – Registration Lists

There is a requirement for telecommunications entities to register with the CRTC. Please check the boxes provided to confirm and/or update your registration status. If there is a requirement for your entity to appear on a registration list not shown below, i.e. a CLEC, Non-Dominant Carrier, Basic International Telecommunications Services (BITS) licensee or a Wireless Carrier, your entity must register. Please consult our website (<http://www.crtc.gc.ca/eng/8180/8180e.htm>) for information on how to register.

		Add to or already on list	Remove from or not on list
e1.	Competitive Pay Telephone Service Providers (CPTSP)	<input type="checkbox"/>	<input type="checkbox"/>
e2.	Digital Subscriber Line Providers (DSL)	<input type="checkbox"/>	<input type="checkbox"/>
e3.	Resellers of Telecommunications Services (Reseller)	<input type="checkbox"/>	<input type="checkbox"/>
e4.	Resellers of High Speed Retail Internet Service (RHSRIS)	<input type="checkbox"/>	<input type="checkbox"/>

Part F – Contact Person for Registration Lists Publication

This information is being collected to maintain the CRTC Telecommunications Registration Lists and some of this information may be published on the CRTC web site.

Please confirm that the information provided in Part B is to be used for all registration lists (by checking the box below), or update the necessary details in the space provided. The CRTC will use the information provided for all relevant registration lists (as per Part E). If you require distinct publication details for each registration list, please provide the information on a separate page, specifying the registration lists and corresponding contact information.

Use Response Manager information as provided in Part B

		<i>If Contact Person information is different than Response Manager:</i>
f1.	Salutation	
f2.	First name	
f3.	Last name	
f4.	Title	
f5.	Company	
f6.	Street address	
f7.	City	
f8.	Province	
f9.	Postal code	
f10.	Country	
f11.	Telephone number	
f12.	Fax number	
f13.	Email	

Authorization and Signature

By submitting this Simplified Registration Form, you are confirming that you have:

- 1) shown the specific Privacy Notice Statement to any individual on whose behalf you are submitting personal information (e.g. phone number, fax number, e-mail address) shown in Part F; and,
- 2) obtained their consent to submit such information to the CRTC for the purpose for which it is being collected.

Signature

Date

Please indicate if you wish to submit this form online next year, using our web-based Data Collections Systems (DCS):

Yes No