

A. Handling of Application for Technical Consultancy Services (MPEX, CAPE, FS, EA, CP)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits and fills-out customer's profile and qualifying form	1. Receipt and recording of filled out customer's profile and qualifying form	None	2 minutes	Provincial Science and Technology Director or Staff
2. Allows the Provincial Science and Technology and Regional Office Technical Representatives to visit the site of business operations	2. Evaluation of customer's profile and qualifications (including site visit)		4 days	Provincial Science and Technology Director and Staff, and Regional Office TCS staff
	3. Matching of customer and consultant based on appropriate consultancy program		1 day	
	4. Endorsement and submission of the Technical Consultancy Services Beneficiary to the Regional Office		1 day	Provincial Science and Technology Director
	4. Regional Director's Appropriate Action		1 day	Regional Director
	5. Inform customer on the Regional Director's final action		1 day	Regional Office TCS staff and Provincial Science and Technology Director