TO: All Liaison Agencies to the International Trade Centre

Dear Sir,

When the Centre was being planned last summer, all liaison agencies were asked to send information primarily about their import regulations, with the added request that subsequent amendments to such regulations should be forwarded regularly. This type of information is, of course, still needed.

As enquiries from exporters have begun to arrive at the Centre, however, their nature has demonstrated that documentation with a much broader commercial coverage is necessary. This letter is being addressed to all liaison agencies to seek their assistance in the compilation of this additional documentation by the Centre.

Enclosed is a copy of our Documentation Unit's classification system. This gives an indication in some detail of the coverage the Centre hopes eventually to acquire, and will show you the extent to which the assistance of liaison agencies is being sought. We realize that material may not be immediately available under each of the headings on the attached list, but we should be most grateful if you could arrange for the collection, and despatch to the Centre, of the maximum relevant documentation possible, including information from non-government sources.

Would it be possible for you to give us an indication as soon as possible of the documentation that you think you might be able to supply? We should appreciate such material being forwarded as it becomes available.

Thank you for your co-operation in this essential project.

Yours faithfully,

H.L. Jacobson
Head, International Trade Centre

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