

CHECKLIST, QUESTIONNAIRE AND NOTES FOR DEFENSE TRADE CONTROLS REGISTRATION

Upon receipt of the information requested below Excelerate will prepare the Registration application. The application packet will be sent to you for your review, signature, and submission to Defense Trade Controls (DTC). DTC charges \$1,750 for one year and \$3,500 for a two year registration and your company check needs to accompany your application.

Processing of the registration packet usually takes about two weeks but we have seen it go to four if they are busy or it is a holiday period. Once registered you will be asked to identify and notify DTC your company's "Empowered Official" for license processing.

What follows is a description of the information we will need to process your registration application.

Required Information

The following is a checklist of information that we will need to complete your application registration with the Directorate of Defense Trade Controls (DDTC). Complete business name and home office address as found on your federal income tax forms. If company is a wholly owned subsidiary you will need to register under the parent company. Please let us know if you have any questions.

1. Which term applies best to your business - Individual, Partnership, Company or Corporation?
2. Provide a copy of State Incorporation Certificate or State Certificate of Good Standing or State, County, or City Business License or State Articles of Incorporation, sole proprietorship, partnerships, limited liability partnership/company, and corporations
3. Advise the date, city, county and state where business commenced if information is not found in item 2 above.
4. Provide full legal name with middle initial, business title, birth date, place of birth (city and state), social security number, home address, and country of citizenship for all Board of Directors, Officers, Partners, Owners and Empowered Official. Please note that the Empowered Official will be the individual signing the registration application, certifying that the information is correct and will be the person responsible for updates to the registration and following the requirements in the ITAR.
5. Name and address of any U.S. or foreign subsidiaries wholly or partially owned of applicant that may manufacture or export defense material or services in the future.
6. Full name, address, telephone, fax of foreign person/company and percent breakdown of any foreign ownership if applicable.
7. Will any foreign persons have the authority to establish or direct the general policies or day to day operations?

Notes

- A. If any of the above information changes notify Excelerate as DDTC must be notified within five or sixty days depending on the nature of the change.
- B. Records must be maintained by the registrant for five years for manufacture, acquisition and disposition of defense hardware, technical data, defense services, brokering activities and information on political contributions, or fees or commissions furnished or obtained.



- C. Any gift, loans or donations that are made, offered or agreed to be made in excess of \$2,500 for political contribution received from U.S. suppliers or vendors may need to be reported to DDTC.

- D. Any gift, loans or donations that are made, offered or agreed to be made to the registrant in excess of \$50,000 and disproportionate to services rendered that are received from U.S. domestic suppliers or vendors may need to be reported to DDTC.