

A SHORT PRIMER ON EXPORT PROCEDURES

In order to apply for an export license, MACH I must submit a purchase order; an end use statement and, in some cases, a signed DSP-83 form. A DSP-83 form is required for materials determined to be *Significant Military Equipment*. An example end use statement is attached to this primer. If you need assistance in determining whether you need a DSP-83, we will be happy to help you.

Please also include the name, address and contact information of your freight forwarder in the U.S. (such as BAX Global, Kühne & Nagel, etc) If you do not have one, MACH I will provide you with a freight quote from our forwarder. Also provide the name and address of the clearing agent in your country who will receive the product and arrange for in-land shipment. **This information must be included at the time of application.**

When applying for an export license, the foreign end user is considered to be the party actually using the product. If you are conducting research for a program that may be utilized by a military group, you must identify the branch of service and the government agency or Ministry of Defense. If you are a distributor purchasing the material on behalf of a foreign consignee, you are the *intermediate consignee*. All end use statements must come from the consignee using the product.

Once we receive all your documentation, MACH I will apply for an export license using *D-Trade*, the State Department's electronic licensing system. *D-Trade* allows MACH I to follow the progress of your application on a daily basis. The average time to obtain a license is 6-8 weeks from date of submission. There may be some delays which are beyond our control, but MACH I makes every effort to closely watch and guide your application through the process.

Please feel free to [contact](#) MACH I if you have any questions about the export process.

[COMPANY LETTERHEAD]

[date]

Office of Defense Trade Controls Licensing
US Department of State
2401 E Street NW
Washington, DC 20037

To Whom It May Concern:

[COMPANY, ADDRESS] intends to purchase [quantity] of [MATERIAL NAME AND NUMBER] from MACH I, Inc., 340 E. Church Road, King of Prussia, PA 19406 USA. THE DC 4-8012 will be used [SPECIFIC PURPOSE OF USE. INCLUDE AS MANY DETAILS AS POSSIBLE.]

We certify that we are the ultimate end user in this case. We also certify that the [MATERIAL] will not be transferred or reexported to any other parties outside of those identified in the corresponding license application, as approved by the U.S. State Department. We further certify that the [PRODUCT] will not be used for any purpose connected with chemical, biological, or nuclear weapons.

Very truly yours,

[printed name]
[title]