



## INTERNATIONAL CHECKLIST

AMTEC Corporation, (AMTEC) is committed to serving our customers' requirements. Please read this document carefully so that we may better serve your needs and minimize errors in this complicated process.

Send sales inquiries to: Matt Eckel, [matt.eckel@amteccorp.net](mailto:matt.eckel@amteccorp.net), and Rob Frazier, [rob.frazier@amteccorp.net](mailto:rob.frazier@amteccorp.net)

### GENERAL PROCEDURES

Approximate order to ship time is 90 to 180 days from receipt of:

- 1) A correctly completed purchase order
- 2) A correctly completed DSP-83
- 3) An End Use Certificate with a proper statement of intended end-use
- 4) Properly signed ITAR and FCPA certifications
- 5) State/Commerce Department License approval
- 6) Import Permit or Import Waiver letter (as required)
- 7) Receipt of agreed payment terms

All "Out Continental U.S." (OCONUS) shipments require complete payment or mutually agreed and executed (ILOC) prior to acceptance and production schedule planning by AMTEC. AMTEC will not recognize any order for OCONUS shipments until this checklist is fully complied with.

**Emergency orders will receive consideration on a case-by-case basis. Long processing times for State Department approval, lead times in obtaining raw supplies for large orders, and challenges in locating HAZMAT ammunition shippers to most countries, may preclude taking orders requiring delivery in 60 days or less.**

### OBTAINING FURTHER INFORMATION

POC for Compliance Questions: Rob Frazier at 1-608-752-2699. [rob.frazier@amteccorp.net](mailto:rob.frazier@amteccorp.net)

**IN-COUNTRY ADVICE:** We strongly encourage and advise you to visit your in-country State Department or the local U.S. Embassy/Consulate for advice on International Business Processes with the United States of America. Visit this link for locations of U.S. Embassies and Consulates: [www.usembassy.gov](http://www.usembassy.gov)

### LICENSING REQUIREMENTS & PROCESSING

Most AMTEC products require State Department or Commerce Department licensing. AMTEC must submit accurate paperwork to the U.S. State Department or U.S. Commerce Department and license approval must be received unless, the items are No License Required (NLR).

It is imperative that all underlined forms on the following list be completed using these specific instructions before an order is accepted and input into our daily orders. **ALL FORMS MUST BE SUBMITTED IN ENGLISH. THE U.S. STATE DEPARTMENT DOES NOT TRANSLATE LANGUAGES.**

**1. DSP-83 Form:** You must use the official U.S. State Department DSP-83 form. It can be downloaded at: [http://pmdrtc.state.gov/licensing/documents/DSP\\_83.pdf](http://pmdrtc.state.gov/licensing/documents/DSP_83.pdf). DSP-83 certificates must be certified and stamped by ALL agencies and government entities involved in ordering the product. Do not use Post Office Box addresses. The U.S. State Department will refuse the license request. **All addresses must be physical street addresses. The DSP-83 must be submitted in its original form. The application process will not be completed until the original is received.**

**2. End User Certificate:** Nomenclatures and quantities must match the Purchase Order exactly. **Please reference AMTEC's quotation for this information. In addition, the end user price must be on each line item. Any changes after the order is input may result in a 90 to 120 day delay.**

A Statement of Intended Use must be provided on an End User Letterhead (in English) such as: civil disobedience, antiterrorism, prisoner control, military, test and evaluation, etc. AMTEC will require the intended use and end use entity in order to provide the proper licensing templates for the application.

3. Import Permit or Permit Waiver: is required by most countries. Please inquire with your Government Authorities.

4. Purchase Order: from either the customer or consignee (in English).

a. Orders must include a complete delivery address and **must not be a P.O. BOX.**

b. Orders must include phone numbers of the purchaser and the consignee and email contact information.

c. Nomenclatures and quantities must match the DSP-83. **Please reference AMTEC's quotation for this information that must be used on the DSP83 & Purchase Order.**

5. If you intend to use your own freight forwarder, please put that information on the Purchase Order. In the absence of that information, AMTEC will use its' own freight forwarder on a reimbursable basis. Be advised that all freight forwarders will be checked against the US Debarred List, and that AMTEC will not be held responsible for any costs related to a non-AMTEC approved freight forwarder. In the absence of this information, AMTEC will put its' list of freight forwarders on the export license application. In addition, if you use your preferred freight forwarder you must provide all contact information for the freight forwarder, including complete address, phone number, and email. If they do not have a proven track record moving explosives/hazardous material they may be disqualified. **If an ILOC is to be used to fund the transaction, AMTEC reserves the right to retain the freight forwarder of its choice.**

6. Financial Details: Wire Transfers, Cashier's Checks or International Irrevocable Letters Of Credit.

**(ILOCs must be pre-approved, A draft copy of the proposed ILOC must be provided for negotiation and amendment prior to order acceptance. No order is accepted until all terms have been agreed upon and an AMTEC acceptance confirmation has been provided.)**

Prepayment 'deposit' of **50%** of the product value in the form of wire transfer is our preferred method of funds transfer. The cost of wire transfers is substantially less than ILOC's. If wire transfers are the chosen method of funds transfer, the final wire transfer will cover the remaining product value and freight charges and must be received before the product departs our factory. If Cashier's Checks are utilized for payment, they must be mailed certified. International Irrevocable Letters of Credit can be negotiated in USD\$ for the total product value of the order & estimated freight charges. All ILOC's are to be advised and confirmed by a U.S. money center bank (Bank of New York, Citibank, etc.). Each country has a relationship with a U.S. money center bank. The 2<sup>nd</sup> Advising Bank for our company is US Bank of Wisconsin International Dept. The ILOC must have a statement that 50% of the product value of the order is to be released to AMTEC Corporation, upon receipt of State Department or Commerce License approval and that the remainder (remaining product value & freight charges) is to be released upon US Bank of Wisconsin International Department's confirmed receipt of necessary shipping documents. US Bank of Wisconsin [thru the chosen money center bank] will notify the International customer when all necessary documents are received and will advise customer that final funds release is approved. If the ILOC is the Buyer's preferred method of funds transfer, all banking fees for the ILOC are to be paid by the Buyer. **Due to the nature of the product, total payment for product and freight will occur before the product departs the AMTEC facility.**

7. State or Commerce Department approval must be received prior to shipment of orders. **Approval times average 3-5 weeks but can be longer depending upon end-user country of ultimate destination. For orders containing "Bureau of Alcohol, Tobacco, Firearms & Explosives" serialized and controlled munitions, State Department licenses must be approved prior to obtaining BATFE approvals. BATFE approvals take a minimum of 30 – 45 days.**

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