

**Sample Completed Application for
FTZ Manufacturing Authority
(Temporary/Interim plus Permanent)**

The following is a fictitious example of a completed application for temporary/interim and permanent FTZ manufacturing authority. This example was created by the FTZ Board staff to help potential applicants understand the types of information that could be used to respond to individual questions in the FTZ Board's manufacturing application form.

If you have questions, please contact the FTZ Board staff at (202) 482-2862.

*"Progress is our
Maine objective"*

Haverhill Economic Development Commission
200 Summer Street, Haverhill, ME 01011 ☎ (207) 555-1212

July 24, 2006

Executive Secretary
Foreign-Trade Zones Board
Room 1115
1401 Constitution Ave., NW
Washington DC 20230

**RE: Foreign-Trade Zone 411, Haverhill, Maine
Application for FTZ Manufacturing Authority
for Ho-Ho Holiday Paper, Inc.**

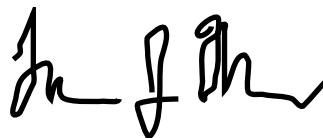
Dear Sir/Madam,

Please find enclosed the application of the Haverhill Economic Development Commission, grantee of FTZ 411, requesting temporary/interim manufacturing (T/IM) authority for Ho-Ho Holiday Paper, Inc. Attached to this application is the required concurrence from our local U.S. Customs and Border Protection port director for T/IM. We are also using this same application to submit a request for ultimate permanent manufacturing authority for Ho-Ho Holiday Paper. The application is submitted in accordance with 15 CFR, Part 400.31.

The Haverhill Economic Development Commission's Board has authorized the submission of the FTZ manufacturing application. The authority being requested is to manufacture gift wrap (foil-backed paper) within Site 1 of FTZ 411 for U.S. sales and for export. Approval of the application will benefit our local economy and the American economy by helping this U.S. factory compete with global competitors.

Ho-Ho Holiday Paper, Inc. has provided information in the application form about its background and operation, as well as their ability to operate under the requirements of both the Foreign-Trade Zones Board and U.S. Customs and Border Protection. We appreciate your consideration of this application. If you have any questions, please do not hesitate to contact us at (207) 555-1212.

Sincerely,



Frederick J. Muggs
Chairman
Haverhill Economic Development Commission

U.S. Customs and
Border Protection



100 Winter St.
Haverhill, ME 01011

July 15, 2006

Executive Secretary
Foreign-Trade Zones Board
1401 Constitution Ave. NW
Room 1115
Washington DC 20230

Dear Sir/Madam:

Our office has reviewed the proposed application of the Haverhill Economic Development Commission, grantee of FTZ 411, for temporary/interim manufacturing authority within Site 1 of FTZ 411 for Ho-Ho Holiday Paper, Inc. We have discussed the application with the company and do not believe that the proposal will pose any problems for our office. We therefore concur with the proposed application to the FTZ Board. (Matters regarding eventual activation of the company's space for manufacturing under FTZ procedures will be addressed directly with the company.)

Any questions may be directed to me at (207) 444-2323.

Sincerely,

A handwritten signature in black ink, appearing to read "Thisis N. Xample".

Thisis N. Xample
Port Director



The Foreign-Trade Zones Board

Application for FTZ Manufacturing Authority

In addition to the basic information to provide on this page, the form for FTZ manufacturing authority has four possible sections to complete. Most companies do **not** need to complete all four sections – complete **only** the sections that apply to you.

Our web site – <http://www.trade.gov/ftz> – explains the different types of manufacturing authority available and has sample completed applications. If you have questions, please contact the FTZ Board staff at (202) 482-2862.

➤ WHICH SECTIONS TO COMPLETE?

For all applications:

Section A All applicants must complete Section A (company/industry information).

All applications will also use at least one of the three "Products and Components" sections (Sections B, C, and D). Those sections are used to list a scope of products to be manufactured and foreign components to be used for the different types of manufacturing applications:

Section B Only used if you are requesting temporary/interim authority;

Section C Only used to define the **primary** scope if requesting permanent authority; and

Section D Only used to define an optional **secondary** scope (for permanent authority).

Only fill out the sections that are relevant to the authority you are seeking, answering the questions completely using the boxes provided. There is a continuation page at the end of Section A, if needed.

➤ SITE INFORMATION/COMPANY NAME

Zone/Subzone #: Site Number(s):

Site Address(es):

Company (Manufacturer) Name:

SECTION A (PRODUCT, COMPANY, & INDUSTRY INFORMATION)

For each section, please answer all questions completely within the appropriate box provided. (There is a continuation page provided at the end of this section, if needed.) Submission of incomplete or inaccurate information may delay the processing of your application.

➤ **APPLICATION LETTER**

- A1. Your application must include a letter identifying your company and summarizing the zone site(s) to be used, proposed FTZ manufacturing activity, and why approval of that activity would be beneficial for the United States overall. The letter must be currently dated and signed by an authorized officer of the grantee or operator.

➤ **TYPE OF AUTHORITY BEING REQUESTED**

- A2. At this time, are you submitting a request for temporary/interim manufacturing authority?
Yes ___ No ___ (If yes, also complete and submit Section B).
- A3. At this time, are you submitting a request for permanent authority for manufacturing?
Yes ___ No ___ (If yes, also complete and submit Section C [and Section D, if applicable]).

➤ **COMPANY, SOURCING, MARKET, AND INDUSTRY INFORMATION:**

Answer these questions completely based on the information available to you. (You may rely on your expert knowledge of the industry in addition to traditional, published resources.)

- A4. Explain in detail why approval of your proposed FTZ manufacturing authority would be beneficial overall to the United States:

- A5. Describe problems, challenges or strengths facing your company and the U.S. industry. (For example, have production, employment, and operating profits been falling or rising? Have there been changes in the cost of raw materials? Address any other relevant factors.)
- A6. List total employment company-wide: _____
- A7. List total employment at your proposed FTZ manufacturing plant: _____
- A8. How has your company's and plant's employment changed in the last 5 years?
- A9. Will FTZ-related savings likely lead to increased, stable, or decreased employment at your plant? Explain:
- A10. Briefly describe the specific manufacturing activity which you are seeking to conduct under FTZ procedures. (You will provide more detailed information relating to your requested FTZ manufacturing authority in the "Products and Components" section below.)

- A11. Does your company have other plants – in the U.S. or overseas – that conduct the same activity or similar activity? (If yes to either, please list the other plants' locations and explain.)
- A12. For the products you want to produce under FTZ procedures, list the percentages (or percent ranges) by value of: U.S. materials = _____%; foreign materials = _____%; and value added at your facility (labor, profit, overhead, etc.) = _____%.
- A13. Are the components that you purchase from abroad also available from U.S. suppliers (if yes, why are you unable to obtain those components domestically)? Explain.
- A14. Will FTZ -related savings affect your company's purchasing patterns? Explain.
- A15. What is the current annual production capacity at the plant for which you are seeking FTZ authority? Are there any planned capacity changes? (Indicate the units of measure used.)
- A16. What is your company's current share of the U.S. market for the type of products you want to make under FTZ procedures? _____ % (approximate)
- A17. List your major competitors in the U.S. market and their approximate U.S. market shares.

- A18. Are your competitors producing in the U.S. or abroad? Explain and give specific examples.
- A19. What is imports' share of the U.S. market for the type of products you want to make under FTZ procedures? _____ % (approximate)
- A20. Has imports' share of the U.S. market changed in the past 5-10 years? How? Why?
- A21. How would approval of your proposed FTZ manufacturing affect your domestic competitors?
- A22. Are the purchasing patterns of competing domestic manufacturers similar to your company's?
- A23. If you are granted authority to manufacture under FTZ procedures, would the other U.S. manufacturers be likely to seek access to zone procedures? Explain.
- A24. What are the competitive factors in your industry? Any other factors unique to your industry?

- A25. What percent of your production of the products you want to make under FTZ procedures is sold to export markets? _____ % (approximate)
- A26. Do you know your approximate share of the world-wide market for the products you want to make under FTZ procedures? Yes ___ No ___ If yes, list it. _____ %
- A27. List your major competitors in the world market and their approximate world market shares.
- A28. Briefly describe your company's background and current situation (including annual sales value or other indicator(s) of company's size and scope of operations).
- A29. Please list the main internet address(es) for information about your company and product(s).
- A30. Are you aware of any studies or reports that have been done recently regarding your industry or industry sector? If yes, please list the titles and authors/publishers below – you do not need to submit the studies/reports with the application. Note: The FTZ Staff may later ask for your assistance in obtaining a copy of these publications as part of the Staff's case-related research.

➤ **FTZ-RELATED SAVINGS**

- A31. What are the total estimated annual FTZ-related savings associated with the proposed activity you are describing in this application:
- A32. Provide the percentage breakdown for those savings into the following categories:

Logistical/Paperwork ¹	_____ %
Inverted Tariff	_____ %
Exports	_____ %

¹ e.g., Merchandise Processing Fee, broker/handling fees, weekly entry

Duty Deferral _____%

Scrap/Waste _____%

A33. Provide any additional explanation or special features of the above savings that may be relevant to the review or implementation of zone procedures (*e.g.*, formulas, Customs rulings, scrap as percentage of imported product).

A34. Provide an estimated cost figure for operating your proposed FTZ manufacturing facility each year. (Components of your annual operating cost could include record keeping/inventory control, fees to the zone grantee, etc.) \$ _____ per year.

A35. Do you commit to work with Customs & Border Protection, as appropriate, to meet future CBP requirements for its automated systems (*e.g.*, ACS, ACE)? Yes ___ No ___

➤ **PRODUCTS AND COMPONENTS**

A36. Describe in detail the specific manufacturing activity – including the main products and components – which you are seeking to conduct under FTZ procedures.

A37. Pursuant to the definition of "primary" components below, do you have components/inputs that are subject to antidumping ("AD") or countervailing duty ("CVD") duties? Are any of the components subject to quantitative restrictions (quotas)? Are you aware of any other trade-related issues affecting any of the components? If yes to any of these questions, explain.

CONTINUATION PAGE: You may use this page to continue any answer(s) for which you did not have adequate space in the box(es) provided above. Please precede any continued answer with the number of the question to which it pertains.

CLICK HERE TO ADD ANOTHER CONTINUATION PAGE

SECTION B (SCOPE FOR **TEMPORARY/INTERIM** AUTHORITY)

The information in this section will establish the scope of finished products and imported components/inputs if you wish to conduct activity under T/IM (up to two years) FTZ authority. Please answer all questions completely within the appropriate box provided. Incomplete or inaccurate information could delay the processing of your application.

➤ **CUSTOMS & BORDER PROTECTION CONCURRENCE**

B1. Is your application accompanied by the required letter of concurrence from your local Customs and Border Protection port director? Yes ___ No ___

➤ **FINISHED PRODUCTS** – From the FTZ Board's database of products eligible for the T/IM procedure, list the products (up to five) for which you are requesting temporary/interim manufacturing authority.

	6-digit HTSUS	Current duty rate
A.		
B.		
C.		
D.		
E.		

➤ **INPUTS** – List below up to 20 production inputs which are associated in the T/IM database with the finished products you have indicated above. Note that under T/IM procedures, you are allowed a maximum of 10 inputs subject to "inverted tariffs." (Also, all components that are subject to AD/CVD duties must be admitted to the zone in "privileged foreign" status.)

# 1	Input Description	6-digit HTSUS
	Current duty rate	Letter(s) of associated finished products listed above (A - E)
		Inverted tariff on this input? (Yes/No)

# 2	Input Description	6-digit HTSUS
	Current duty rate	Letter(s) of associated finished products listed above (A - E)
		Inverted tariff on this input? (Yes/No)

SECTION C (PRIMARY SCOPE FOR PERMANENT AUTHORITY)

The information in this section is for the "primary" scope of finished products and imported components/inputs if you wish to conduct activity under permanent FTZ authority. Your primary scope should only include: 1) the range of finished products and foreign-status inputs that your company plans to use in manufacturing under FTZ procedures and 2) finished products and foreign-sourced inputs that you believe that there is a significant likelihood that your company will need to use for FTZ manufacturing.

➤ SIMULTANEOUS TEMPORARY/INTERIM AND PERMANENT APPLICATIONS

- C1. a. Are you simultaneously submitting a request for temporary/interim authority (with a scope listed in Section "B")? Yes ___ No ___
- b. If you checked "Yes," do you wish to include the products and inputs for which you are requesting temporary/interim authority in your application for permanent authority? Yes ___ No ___ (If you checked yes, you do not need to list those products and inputs again in this section. You only need to list below the additional products and inputs for which you are seeking permanent authority.)

➤ FINISHED PRODUCTS – List the products for which you are requesting permanent manufacturing authority.

Product Description	HTSUS (6 Digit)	Duty rate
AA.		
AB.		
AC.		
AD.		
AE.		
AF.		
AG.		
AH.		
AI.		
AJ.		
AK.		
AL.		
AM.		
AN.		
AO.		
AP.		
AQ.		

AR.

AS.

AT.

AW.

AX.

AY.

AZ.

BA.

BB.

BC.

BD.

BE.

BF.

- **INPUTS** – List the production inputs for which you are requesting permanent manufacturing authority. (Please note that all inputs that are subject to AD/CVD duties must be admitted to the zone in "privileged foreign" status.)

Input Description	6-digit HTSUS	Current duty rate	Letters of associated finished product(s) above (A-E, AA-BD)
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NOTE: Because the applicant is not seeking a secondary scope for permanent manufacturing authority, Section D is not being submitted.