



# TRADE MISSION APPLICATION

## Page 1 of 2

Information provided to the Department of Commerce in connection with this trade mission may be made publicly available. However, to the extent allowed by law including the Freedom of Information Act, the Department will withhold any information that it determines to be confidential commercial information, the disclosure of which would be likely to cause Company/Participant substantial competitive harm. To assist in our determination, please identify the information you believe meets those criteria.

In providing the information requested in this application, please feel free to attach additional pages as necessary.

<b>1. Name, Date, and Site of Trade Mission:</b>	<b>2. Name and Title of Person (s) Expected to Participate in Trade Mission:</b>
<b>3. Company's/Participants's Name, Address, Telephone and Fax Numbers and E-mail Address:</b>	<b>4. Contact Name(s), Title(s), and Contact Information (if different from #3):</b>

**5. Export Experience**

a) Has Company exported before?     Yes     No  
 If yes, please provide the names of the countries to which you and exported and the approximate dollar value of the Company's worldwide exports for the last two calendar years:

b) Has Company exported to trade mission country/countries before?     Yes     No  
 If yes, please provide the approximate dollar value of the Company's exports, for each of the last two calendar years, to the country or countries targeted by this trade mission:

**6. Number of U.S. Employees:**

1-5     6- 20     21-50     51-100     101-500     501-1000     1001+

**7. (a) Please identify Company's/Participant's industry sector(s) and principal line(s) of business (i.e., product or service to be exported) related to this trade mission:**  
 (e.g. telecommunications, environmental services)

(b) Please describe the nature of Company's/Participant's business, as it relates to the goals of this trade mission (e.g., Company is a manufacturer of telecommunications equipment which is bidding on a contract to provide cellular phone equipment to Country A. In addition, Company provides consulting services in the infrastructure, energy and environmental services sectors to companies interested in exporting to Countries A and B.)

The U.S. Department of Commerce is authorized to collect this information under 15 U.S.C. 1512, Reorganization Plan No. 3 of 1979 (5 U.S.C. Appendix 1). We use this information to determine whether or not the applicant should be selected to participate in the trade mission, as set forth in the mission statement.

Although you are not required to respond, no agreement may be concluded for Company's/Participant's participation in a U.S. Department of Commerce trade mission unless a completed Trade Mission Application has been received. If information is not provided, the Department may either reject the application or take the lack of information into account when it evaluates the applications relating to the mission.

Following completion of a trade mission, the trade mission file will be made available to the public. Information provided by applicants that would be protected against disclosure under the Freedom of Information Act, and other types of information exempt from disclosure, will be redacted from the publicly available files.

**The Paperwork Reduction Act of 1995** Notwithstanding any other provision of law, the Paperwork Reduction Act of 1995 says that no one is required to respond to a collection of information unless it displays a valid OMB control number, which for this form is 0625-0147. The time required to complete this form is estimated to be 30 minutes per response, including time to review instructions, search data resources, gather the data needed, and complete and review the information collection. If you have comments about this burden estimate or any other aspect of this collection of information, including suggestions for improving this form or reducing this burden, please write to: Reports Clearance Officer, International Trade Administration, U.S. Department of Commerce, Room 4001, 14<sup>th</sup> Street and Constitution Avenue, N.W., Washington, DC 20230.

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**8. Please rank Company's/Participant's top three objectives in participating in this trade mission (1=highest, 3=lowest):**

- |   |  |   |
|---|--|---|
| _____ A. Finding a sales representative     | _____ B. Finding licensees               | _____ C. Finding joint venture partners |
| _____ D. Exposure to new business prospects | _____ E. Product testing/market research | _____ F. Immediate sales                |
| _____ G. Finding a distributor              | _____ H. Government meetings             | _____ I. Other (specify below)          |
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**9. Please provide a brief description of how Company's/Participant's participation is consistent with the goals and objectives of this mission, as set forth in the accompanying mission statement:**

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**10. Company/Participant may provide any information that it considers relevant to the purpose of the trade mission regarding diversity and/or traditional under-representation in business:**

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**11. For each of the goods and/or services that Company/Participant intends to export through this trade mission -**

Is the good or service manufactured or produced in the United States?  Yes  No

If the answer is no for any of the goods or services, are they manufactured or produced outside the United States but marketed under the name of a U.S. firm and have U.S. content representing at least 51 percent of the value of the finished good or service?  Yes  No

If the percentage of U.S. content is less than 51 percent of the value of the finished goods or services please explain why the products and/or services should be considered for promotion during this mission.

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**12. Additional Certification**

In connection with its participation in this trade mission, Company/Participant certifies that:

- (A) The export of the products and services that it wishes to sell would be in compliance with U.S. export controls and regulations;
- (B) Company/Participant has identified to the Department of Commerce for its evaluation any business pending before the Department of Commerce that may present the appearance of a conflict of interest;
- (C) Company/Participant has identified any pending litigation (including any administrative proceedings) to which it is a part that involves the Department of Commerce; and
- (D) Company/Participant agrees that it and its affiliates (1) have not and will not engage in the bribery of foreign officials in connection with Company's/Participant's involvement in this mission, and (2) maintain and enforce a policy that prohibits the bribery of foreign officials.

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**The undersigned hereby certifies that the information provided above is true and correct.**

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Signature of Duly Authorized Company/Participant's Representative

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Date

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Print Name and Title



## Trade Mission Application

### Supplemental Form for Secretarial Trade Missions

1. Please provide the following personal information, which will not be used as selection criteria, but rather will be used for the purpose of a security screening should you be selected to participate on a trade mission led by the Secretary of Commerce:
  - a. date of birth of participant \_\_\_\_\_  
place of birth of participant (city and state) \_\_\_\_\_
  - b. social security number of participant (optional) \_\_\_\_\_
  - c. passport number of participant \_\_\_\_\_  
issuing country \_\_\_\_\_  
date of issue \_\_\_\_\_  
expiration date \_\_\_\_\_
2. Please provide the type of business entity and state of registration for the applicant's company.
3. Please attach biography and a one-page company description which describes the Company's/Participant's experience in the trade mission country/countries. Please note that this information may be used for the purpose of publicizing the trade mission and its participants.

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#### Information on the Information Collection, the Privacy Act and use of your Social Security Number

The U.S. Department of Commerce is authorized to collect this information under 15 U.S.C. 1512, Reorganization Plan No. 3 of 1979 (5 U.S.C. Appendix 1).

We collect your social security number, date and place of birth, and passport information only to conduct a security screening on applicants who are selected to participate in trade missions led by the Secretary of Commerce.

Without your consent, we may disclose your information to a foreign, federal, state or local law enforcement agency if the information that you submitted indicates a violation or potential violation of law, for which that agency has jurisdiction for investigation or prosecution.

Completion of this form is voluntary. However, failure to fully complete forms may delay approval of your application. If you do not provide your social security number, we may determine additional security screening is necessary, which may delay review of your application.

Following completion of a trade mission, the trade mission file will be made available to the public. Information provided by applicants that would be protected against disclosure under the Freedom of Information Act, (i.e., date of birth, social security number, and passport information) will be redacted from the publicly available files.

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