



HOME BASED BUSINESS SEMINAR



Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home



UNCLASSIFIED





References

AR 210-7, dated 18 October 2007

Personal Commercial Solicitation on Army Installations

✤ AE Regulation 210-70, dated 5 July 2010

On-Post Commercial Solicitation

Policy Memorandum 1-8, dated 14 February 2012

Home Based Business Activities, On-Post Commercial Solicitation and Advertising

SW Regulation 210-70-1, dated 27 Feb 2012

Home Based Business (HBB) Application Procedure

✤ AE Form 210-70A, dated July 2010

Certificate of Understanding for U.S. Forces Family Members to Engage in Commercial Activities





Procedures

- The Garrison Commander is the sole approving authority and will determine whether commercial solicitation or home based business activities will be permitted on any installation within the USAG Schweinfurt Area of Responsibility and will approve requests that comply with AE Regulation 210-70 and SWR 210-70-1.
- Application packets can be obtained from the USAG Schweinfurt website or from the Directorate of Human Resources, building 206, room 104.
- Application packets will be reviewed by legal for compliance with regulation and services. The legal advisor will make a recommendation and if disapproved provide the steps to bring the packet into compliance.
- Application packets will be reviewed by AAFES-Europe and Family Morale, Welfare and Recreation (FMWR). AAFES and FMWR will review application packets to determine if the goods or services are already available and make recommendations to the Garrison Commander.
- Companies and individuals must show written documentation that they are in compliance with host nation laws and regulations regarding business licenses and work permits needed to engage in a trade or business.





Procedures

- Individuals may be held personally liable for payment of all host nation taxes and fees arising from their commercial enterprise.
- Military personnel and Department of Defense (DoD) civilian employees may not directly or indirectly represent, be employed by, or act as an agent for any company or individual engaged in commercial solicitation or home-based business on a USAG Schweinfurt installation, to include government-owned or leased housing regardless of compensation. Military personnel and DoD civilian employees must comply with applicable federal and DoD regulations before engaging in outside paid employment. All employees, representatives, and agents of commercial enterprises must be at least 18 years old.
- Permissible goods and services. Generally, goods and services that are not available from AAFES-Europe and other agencies on post will be authorized. However, permission to operate an HBB may be granted even though the products and services are available. AAFES-Europe and FMWR will state the availability of the goods and services and make recommendations to the Garrison Commander.





Procedures

- Prohibited activities. The following solicitation practices are specifically prohibited within the USAG Schweinfurt AOR:
- Door-to-door soliciting. Solicitation of any type of business activity from anyone residing in government-owned or government-leased quarters without prior personal invitation is prohibited.
- Unsolicited contacts made in person or by telephone.
- Making appointments with or soliciting military or civilian personnel during their duty hours.
- Distributing, displaying or placing advertising materials on the installation, in offices, at residences (to include in post boxes) or on vehicles without prior written authorization from the installation Commander or the Installation Access Control Office.
- Other prohibited activities listed in section 2, paragraph 8, AE Regulation 210-70.
- Individuals or organizations desiring to display signs and banners of a non-advertising nature must adhere to the Garrison Sign Policy, Policy Letter 6-9.





Directorate of Human Resources will:

- Provide or make available a copy of AER 210-70 and the application materials.
- Review application packets for completeness, forward packet for a legal review and then route the packet to the Garrison Commander.
- Make recommendation to the Garrison Commander to deny, suspend, or revoke commercial solicitation privileges or authority to operate an HBB.
- Provide the applicant with the results of the Commander's action and additional information as necessary.
- If denied, based on the attached information, provide ways on how to bring HBB into compliance.





The Applicant will:

- Fill out application in its entirety.
- Obtain recommendation from Army, Air Force Exchange Services (AAFES) (see customer service at the main exchange on Ledward Barracks), Directorate of Family Morale, Welfare and Recreation (DFMWR) (building 206, Ledward Barracks, 3rd floor, phone 09721.96.6605) & Housing, Franz-Schubert Strasse 3, Building 251, 09721.96.6317).
- Go to the Host Nation Tax office with the application found in appendix C, located at the Schweinfurt Rathaus on the Marktplatz, at Markt 1, room 318, phone: 09721.51.3473, to obtain German business license & tax card. Please be sure to take at least 50 Euros for the license.
- Recognize that it may take up to 30 days for the packet to be reviewed and signed.
- Adhere to Host Nation and Federal laws and operate in compliance with established regulations.







HOME-BAS	ATION FOR SED BUSINESS
NAME	
ADDRESS	
HOME TELEPHONE	
WORK TELEPHONE	
HOME/WORK TELEFAX	
E-MAIL	
TYPE SERVICES OFFERED	
AREA DESIRING TO SERVICE	US Army Garrison Schweinfurt

1. Complete above form and Home-Based Business (HBB) packet in full. If some information does not apply, please indicate by "N/A".

2. Leave application and a copy of your Home-Based Business (HBB) packet with your local Garrison Commercial Affairs Officer for processing. The full process takes approximately 30 Working days so please have patience.

8

3. Bring with you to your appointment, a photographed identification card.



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9	DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON SCHWEINFURT UNIT 25850, BOX 11 APO AE 09023
April 10	
IMSW-HR	
MEMORANDUM TH Schweinfurt	RU Directorate of Human resources Administration Service, USAG
FOR Commander, US.	AG Schweinfurt
SUBJECT: Request to	Operate a Home-Based Business (HBB)
1. I request authorizat	ion to operate a Home-Based Business (HBB)in my quarters.
a. Type of business:	<u></u>
b. Name of business	F
c. Home telephone	number
d. Address and loca	tion of quarters
2 Enclosures	
 c. Photocopy of St. d. AE Form 210-79 e. Memorandums f 	ness license & tax number or letter of exemption atus of Forces Agreement identification certificate
6 Encis	Signature of HBB Owner
	Printed Name of HBB Owner

Christina Carmona, ACS, Information & Referral, DSN 354-6933,

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1000 CO. 100 CO	
IMSW-HR	
MEMORANDUM FOR	Manager, Director, Community Activities (FMWR)
SUBJECT: Coordination	n Request for Operate a Home-Based Business (HBB)
1. I,	am requesting to operate an HBB in my
quarters. I am planning	on providing the following:
a. Type of business:_	
b. Name of business:	
c. Products/Services	to be provided:
Please see attached prod	
d. Address:	
2. Army in Europe Reg	ulation 210-70 requires prior coordination with FMWR Activities.
3. Attached is the applie	cation, business plan, product/service details with prices or estimated pric
	losures with your written response. If the proposal is denied please provio nation can be forwarded with the packet.
5. My contact informati	ion is
	Signature of HBB Owner
	Signature of HBB Owner Printed Name of HBB Owner

10



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	DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON SCHWEINFURT	
1	UNIT 2550, BOX 11 APO AE 99053	
	1,448/2,029 (ba 1886/2,4,45	
	IMSW-HR	
	MEMORANDUM FOR Manager, Army and Air Force Exchange Service (AAFES), USAG Schweinfurt	
	SUBJECT: Coordination Request for a Home-Based Business (HBB)	
	1. I, am requesting to operate an H5B in my	
	quarters. I am planning on providing the following:	
	a. Type of business	
	b. Name of business	
	c. Products Services to be provided:	
	Please see attached product services details	
	d. Address:	
	2. Army in Europe Regulation 210-70 requires prior coordination with AAFES.	
	3. Attached is the application, business plan, product service details with prices or estimated prices.	
	 Please returns the enclosures with your written response. If the proposal is denied please provide details so that the information can be forwarded with the packet. 	
	5. My contact information is	
	Signature of HBB Owner	
	Printed Name of HBB Owner	
	Filling Name of Fibb Owner	

Christina Carmona, ACS, Information & Referral, DSN 354-6933, ¹¹

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APPLICATION FOR HOME BASED BUSINESS





DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON SCHWEINFURT UNIT 25850, BOX 11 APO AE 09033

IMSW-HR

MEMORANDUM FOR Manager, Housing Office, USAG Schweinfurt

SUBJECT: Coordination Request for Operate a Home-Based Business (HBB)

 I, _______ am requesting to operate an HBB in my quarters. I am planning on providing the following:

a. Type of business:

b. Address:

 Army in Europe Supplement 1 to AR 420-1, Army Facilities Management, paragraph 3-17 outlines guidelines that I must follow.

3. Attached is the application, business plan, product/service details. Please review for your response.

In considering approval of the attached HBB packet, please verify for command that the following conditions have been met:

a. The business will not create noise, parking, or other neighborhood problems.

b. The business will not infringe on other tenants' rights.

 c. There will not be excessive use of Government resources (electricity, water, trash-recyclables, etc).

5. Please return the enclosures with your written response. If the proposal is denied please provide details so that the information can be forwarded with the packet.

6. My contact information is

Signature of HBB Owner

Printed Name of HBB Owner











APPLICATION FOR HOME BASED BUSINESS UNITED STATES ARMY GARRISON SCHWEINFURT

Part I	
Name	
Sponsor's Name	
Sponsor's Unit	
Sponsor's SSN	
Sponsor's Office Phone	
Mailing Address	
Quarters Address	
Housing Area/Bldg #/Apt #	
Home Phone & Fax Numbers	
Type Services Offered	
Working Hours	
Part II	
I LIVE IN (circle one)	Govt Quarters / Leased Quarters / GRHP Housing / Private Rental
BUSINESS SYNOPSIS	
Special service/product not being	

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APPLICATION FOR HOME BASED BUSINESS



PART III	
HOW WILL YOUR HBB AFI	FECT THE FOLLOWING:
Parking availability for neighbors	
Stairwell traffic	
Noise / Disturbance	
Usage of Electricity/Water/Etc.	
Part IV	
Special Permits Required (circle)	German Business License / German Tax Card / Other (specify)
Status of Permit (circle)	Requested Approved Disapproved Pending
Is a copy of Permit attached?	Yes No Why not?
Do you have liability insurance?	
Part V	
Materials for HBB supplied by	
Supplies will be received	
Disposal of hazardous materials	
Special equipment required	
Part VI	l.
Estimated Price List	

Christina Carmona, ACS, Information & Referral, DSN 354-6933, ¹⁴



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		USAG SCHWEINFURT		
		HOME BASE BUSINESS CHECKLIST		
DATE	INITIAL	QUESTIONS	YES	NC
		 Is the applicant a military personnel or DoD Civilian employee? 		
		If so, whichla4		
		2. Is the applicant an appropriated or non-appropriated funded employee or an employee of some other government agency? la4		
		3. Is there a commercial item or product to be sold? 1a5		
		4. Is the business to take place in government controlled areas? la5		
		5. Are the items/products similar to those sold by AAFES? 7c		
		6. Did AAFES concur or non-concur with this packet?		
		(concurrence must be obtained from AAFES)		
		(Note: If no concur, please provide an explanation and attach to the checklist)		
		 Did DFMWR concur or non-concur with this packet? (concurrence must be obtained from DFMWR) 		
		(Note: If non concur, please provide an explanation and attach to the checklist)		
		8. Is applicant over the age of 18? 8a1		
		Is the applicant a family member of U.S. forces military personnel or civilian employee?		
		a. Does the applicant live in government housing/lease or GHRP housing?		
		b. Will items be displayed, stored, or sold in the above housing?		
		10. Will applicant be using USAREUR registered POV and/or tax- free gasoline for the operation of the business? 8b2		
		11. Will applicant be using the APO to send receive parcels or any other correspondence related to conducting their business?		
		12. To operate the business, will military personnel or civilian employees be employed or used as agent, brokers, or salesperson on behalf of the business? If so Which?		

Christina Carmona, ACS, Information & Referral, DSN 354-6933, ¹⁵



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Appendix 1 (HHB Application) to Commercial Solicitation and Home Based Business Standard Operating Procedures

I, as a tenant of the same building/stairv	vell in which	resides,
acknowledge and accept the operation o Explained his/her business in detail with	of his/her business. +	has
a minimum, acceptable to all tenants in		
AGREEMENT OF THE ABOVE IS AG	CKNOWLEDGED BY MY SIGNATU	RE BELOW.
PRINTED NAME	DATE	197
SIGNATURE		
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Christina Carmona, ACS, Information & Referral, DSN 354-6933, ¹⁶



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APPLICATION FOR U COMMERCIAL	LACTIVITY AUTH			nitial application	Category (chi Solicitor indivi	eck all that apply dual
	(AE Reg 210-70)			Annual reissue	Family membe	r solicitor
Authority: 10 USC 3012. Principal purpose(s): All inform is necessary for the conduct of or Routine use(s): Passport numb authorize commercial solicitation Meede, MD 20755-5250, and usi form as the basis for conducting activity authorization. Other routi Mandatory or voluntary disclose Suedo commercial activity authorized	ation, to include SSN, is iminal and intelligence is en, name, address, date A copy of this form is a ad as a basis for conduc criminal investigations he uses are listed in 40 sure and effect on indi	files checks of birth, height, weight, sent to Commander, U.S. cting intelligence files of These forms are filed ar Federal Register 35151	ibility for comme color hair/eyes, 5. Army Central I necks. The Office nd destroyed 3 y	rcial activity authoriza current employer, and Personnel Security CI r of the Provost Marst ears after termination	I address are requin earance Facility (PC al, HO USAREUR/ of the Army in Euro	ed in order to CF-PR), Fort A also uses this pe commercial
1. Name		2a. Sex 2	b. Height	2c. Weight	2d. Color hair	2e. Color eye
3. Citizenship	4. 55	SN 5	i. Passport nu	mber and country	of issuance	1
6a. Current employer/comp	any name		6b. President	of company		
6c. European address, cour	ntry, and telephone	number	6d. State add	ess of business a	nd telephone nu	mber
7a. Street and number	07/	7. Business addre 7b. City and cour		nt	7c. Telephone r	iumber
a. Street and number	8	European home ad 8b. City and coun	Cherry and the second second second	lcant	8c. Telephone r	umber
9a. Né(e)	9b. Date marri	ed (YYYYMMDD) 1	0a. Aliases	-	10b. Dates used	1
11. DOB (YYYYMMDD)	12. Place of bi	irth (city, state, count	ry)	_	13. Occupation	of spouse
14. Former residences (city, (For additional space, use plai		r the last 15 years)	6		Dates (M From	

		•••••••				
15. Article or service to solid	it					
16. Have you ever been disc rom any position for miscor 7. Milltary service (Indicate s	nduct or unsatisfact	tory service?	No 🗍	Yes (if yes, expla d present status (fo		
8. List method sale	Individual	19. Remarks (F	or additional sp	ace, use plain, whi	te paper.)	
0. Date	Other	21. Signature of applicant				

Christina Carmona, ACS, Information & Referral, DSN 354-6933, ¹⁷

dated 1 March 2012



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USAREUR HANDELSGENEHMIGUNGSANTRAG Wenn Sie über keine Englischkenntnisse verfügen, füllen Sie bitte den umstehenden Antrag in deutscher Sprache aus. Kategorie: (Zutreffendes bitte ankreuzen) Erstantrag Nicht-Armooangohönge(r) jährliche Neuausstellung Familienangehörige(r) 1 Familienname, Vomame(n) (bilte ausschreiben) 2a Geschlecht 2b Große 2c Gewicht 2d Haarfarbe 2e Augenfarbe 3. Staatsangehörigkeit 4 Sozialversicherungsnummer 5 Ausweisdokument und ausstellende Behörde Ba. Gegenwärtiger Arbeitigeber 6b. Vorstandsvorsitzender der Firma 6c. Anschrift in Europa, Land, Telefonnummer 6d. Geschäftsanschrift in dea USA, Telefonnummer 7. Geschäftsanschnft des Antragstellers 7a. Straße und Hausnummer 7b. Stadt, Land 7c. Telefonnummer 8. Privatanschrift in Europa 8a. Straße und Hausnummer 8b. Stadt, Land 8c. Telefonnummer 9a Geburtsname 9b. Verheiratot seit (JJJJMMTT) 10a. Andere benutzle Namen 10b. Wann benutzt? 11. Geburtsdatum (JJJJMMTT) 12. Geburtsort (Sladt, Land) 13. Berut des Ehepartners 14. Frühere Wohnorte während der ielzten 15 Jahre (Bitte Stadt und Land sowie Zeitraum [Monat, Jahr] angeben). (Sollte der Platz nicht reichen. bitle ein separates Blatt verwenden.) 15. Verkaufsartikel oder Dienstleistung der Finna 16. Wurden Sie jemals wegen eines schweren Verbrechens oder eines Vergehens festgenommen, vor Gericht gestellt, angeklagt oder veruntein? (Hierunter fallen der Verkauf oder Besitz von Drogen, Fälschung oder falsche Darstellung, Diebstahl, tätliche Angritte sowie jede andere Straftat, an der US-Millerangehörige oder deren Familienangehönge beteiligt waren und die sich auf Ihre Eignung für die Erbilung einer Handelsgenehmigung zum Verkauf an Angehönge der US-Streitkräfte und ihre Angehönigen auswirkt.) Ja Nein 17. Militärdiensi (Anzugeben sind Dienstnummer, Ausscheidungsdatum, Art der Entlassung und gegenwärtiger Status (z. B. Ruhesland, Reserve.) 18. Angabe der Vertriebsart: Basar Privatverkauf Konzessionsinhaber Sonstige (genaue Bezeichnung) 19. Anmerkungen (Sollte der Platz nicht reichen, bilte ein separates Blatt verwenden.) 20. Datum 21. Unlerschrift des Antraosteliers FOR USE BY THE APPROVING AGENCY ONLY Permit number Issue date (YYYYMMDD) Expiration date (YYYYMMDD) Approving authority Date Name of approving official Signature AE FORM 210-70F, JAN 10 Vers 01.00 Page 2 of 2

18

Christina Carmona, ACS, Information & Referral, DSN 354-6933,

dated 1 March 2012



AE Form 210-70A, dated July 2010

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CERTIFICATE OF UNDERSTANDING FOR U.S. FORCES FAMILY MEMBERS TO ENGAGE IN COMMERCIAL ACTIVITIES

(AE Reg 210-70)

1. I have read and understand AR 210-7 and AE Regulation 210-70. I understand that a violation of these regulations could result in the withdrawal of my commercial activity privileges. Furthermore, I understand the following limitations on my commercial activities and certify that I will comply with these limitations:

a. I will not use the Military Postal Service to send or receive mail or merchandise connected with my commercial activities.

b. I will use neither a U.S. Forces-plated vehicle nor tax-free gasoline in any vehicle connected with my commercial activities.

c. I will not use my duty-free import privileges to import any merchandise, advertising material, or other items to be used in connection with my commercial activities.

d. I will not use any portion of Government-owned or -leased quarters as a factory or workshop for the production of goods for commercial resale. Furthermore, I will not use Governmentowned or -leased quarters as business premises, showroom, store, or storage area for goods intended for commercial resale.

e. I will not take legal title to merchandise for commercial resale to comply with this regulation while, in fact, allowing any unauthorized company or person (including active duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R) to operate a commercial enterprise under the guise of my commercial activity privileges.

f. I will not employ or use the services of active duty U.S. military personnel or DOD civilians contrary to the provisions of DOD 5500.7-R as agents, brokers, or salespersons in the operation of a commercial activity.

g. I will not lend, reproduce, or alter my letter of authorization.

h. I will not use any type of official identification document, other than my letter of authorization, AE Form 210-70F, or AE Form 210-70G to gain access to Army installations for the purpose of commercial activities.

i. I will comply with the provisions of AE Regulation 210-70 and in particular the following:

(1) I will not solicit door-to-door on Army installations, including Government-owned or -leased housing, except at the personal invitation of an individual residing in the area.

(2) I will not solicit or make appointments with military personnel in barracks and dayrooms or when they are on duty, nor will I solicit civilian employees during duty hours.

2. Additionally, I am aware that-a. I am required by local law to register my business activity with

host-nation authorities and apply for any necessary permits or licenses

b. The requirement to register my business with host-nation authorities and pay taxes to host-nation tax authorities does not negate the requirement to report any income I derive from that same business to the U.S. Internal Revenue Service.

c. At the end of the calendar year or 8 weeks before leaving the host nation, whichever occurs first, I must report to host-nation tax authorities for assessment and collection of any tax due

d. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not in itself entitle me to engage in commercial activities on any Army installation. I must apply to local installation commanders to solicit and otherwise engage in commercial activities on installations under their jurisdiction.

e. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not entitle me to any type of logistic support from the United States Government aside from my entitlement to logistic support as a Family member.

f. If my commercial activity privileges are withdrawn or suspended, I must return my letter of authorization, AE Form 210-70F, or AE Form 210-70G to the appropriate issuing authority within 7 days after receipt of notification of the withdrawal or suspension notice

g. Commanders have the discretionary prerogative of restricting or prohibiting commercial activities on installations under their iurisdiction

h. I must become familiar with and understand commercial activity regulations issued by appropriate headquarters and installation commanders.

i. Violations or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe areas of responsibility.

3. I further understand that a violation of the provisions of this certificate of understanding may result in the withdrawal of my commercial activity privileges.

4. I also understand that my commercial activities are subject to the customs, business registrations, and tax laws of the host nation where I seek to do business. In this regard, it is understood that my commercial activities may require the advice of local attorneys and possible Government customs officials to ensure my business activities are in compliance with local law

5. I understand my contracts are governed by the requirements of

best paties low earlies
host-nation law applies.

d name Date (YYYYMMDD) Signature				
	d name	Date (YYYYMMDD)	Signature	

Previous editions are obsolete

AE FORM 210-70A, JUL 10

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Page 1 of

Vers. 01.00



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Home Based Business Seminar



Limitations on my commercial activities

- I will not use the Military Postal Service to send or receive mail or merchandise connected with my commercial activities.
- I will use neither a U.S. Forces-plated vehicle nor tax-free gasoline in any vehicle connected with my commercial activities.
- I will not use duty-free import privileges to import any merchandise, advertising material, or other items to be used in connection with my commercial activities.
- I will not use any portion of Government-owned or –leased quarters as a factory or workshop for the production of goods for commercial resale. Furthermore, I will not use Government-owned or –leased quarters as business premises, showroom, store, or storage area for goods intended for commercial resale.
- I will not take legal title to merchandise for commercial resale to comply with the regulation while, in fact, allowing any unauthorized company or person (including active duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R, Joint Ethics Regulation) to operate a commercial enterprise under the guise of my commercial activity privileges.
- I will not employ or use the services of active duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R, Joint Ethics Regulation as agents, brokers, or salespersons in the operation of commercial activity.



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Limitations on my commercial activities

- I will not lend, reproduce, or alter my letter of authorization.
- I will not use any type of official identification document, other than my letter of authorization, AE Form 210-70F, or AE Form 210-70G to gain access to Army installations for the purpose of commercial activities.
- I will comply with the provisions of AE Regulation 210-70 and in particular the following:
 - I will not solicit door-to-door on Army installations, including Government-owned or –leased housing, except at the personal invitation of an individual residing in the area.
 - I will not solicit or make appointments with military personnel in barracks and dayrooms or when they are on duty, nor will I solicit civilian employees during duty hours.
 - NOTE: Violations of these limitations per AR 201-7 and AE Regulation 210-70 could result in the withdrawal of commercial activity privileges.





Requirements on my commercial activities

- I am required by Host Nation Law to register my business activity with Host Nation authorities and apply for any necessary permits or licenses.
- The requirement to register my business with Host Nation authorities and pay taxes to Host Nation tax authorities does not negate the requirement to report any income I derive from that same business to the U.S. Internal Revenue Service.
- At the end of the calendar year or 8 weeks before leaving the host-nation, whichever occurs first, I must report to host-nation tax authorities for assessment and collection of any tax due.
- Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not in itself entitle me to engage in commercial activities on any Army installation. I must apply to local installation Commanders to solicit and otherwise engage in commercial activities on installations under their jurisdiction.
- Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not entitle me to any type of logistic support from the United States Government aside from my entitlement to logistic support as a Family member.
- If my commercial activity privileges are withdrawn or suspended, I must return my letter of authorization, AE Form 210-70F, or AE Form 210-70G to the appropriate issuing authority within 7 days after receipt of notification of the withdrawal or suspension notice.





Requirements on my commercial activities

- Commanders have the discretionary prerogative of restricting or prohibiting commercial activities on installations under their jurisdiction.
- I must become familiar with and understand commercial activity regulations issued by appropriate headquarters and installation Commanders.
- Violations or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe areas of responsibility.
- Commercial activities are subject to the customs, business registrations, and tax laws of the Host Nation where I seek to do business and may require the advise of local attorneys and possible Government customs officials to ensure my business activities are in compliance with local law.





Application for Registration of business with Host Nation (Gewerbeschein)

- Fill out registration of Business application (Gewerbeanmeldung)
- Provide copies of all permits or licenses, if any, required by HN law and ID card
- Any permit, license, or statement of exemption that clearly identifies the individual, the goods or services sold, and whether the permit, license, or statement of exemption applies only to sales made to U.S. Forces members or their Family members.
- Important is the start date of your Business
- Cost for the application for a permit to conduct business (Gewerbeanmeldung) is 30 Euro and for De-registration 20 Euro
- Timeline: if all required documentation and the registration fee is provided the permit to conduct business can be issued right away, but should take no longer than 2 working days.
- The permit to conduct business registration is automatically forwarded to the Tax Office (Finanzamt) and Host Nation Chamber of Commerce.



Unclassified **Gewerbeabmeldung (Registration of Business)**



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Host Nation Business Registration Office (Gewerbeamt)

GEWERBEAMT SCHWEINFURT

Markt 1 (Rathaus), 3rd floor, Room 318

97421 Schweinfurt

Phone: 09721-51-3473

Fax: 09721-51-8893473

Email: Gewerbeamt@schweinfurt.de

Opening Hours: Monday – Friday 08:30 – 12:00





HOME BASED BUSINESS APPLICATION PACKAGE

Submit your Home Based Business Application Package to the Directorate of Human Resources:

United States Army Garrison Schweinfurt

Directorate of Human Resources

Ledward Barracks Building 206 Room 104

DSN: 354-1770/1350 CIV: 09721-96-1770/1350

POC: Peter Pogoda or Jutta Kirchschlager

E-Mail: peter.pogoda.ln@mail.mil <mailto:peter.pogoda.ln@mail.mil> or jutta.kirchschlager.ln@mail.mil

Opening hours: Mo-Fr from 7.30 – 12.00 and from 12.30 -16.00 Hours Closed on American and German Holidays

Timeline for Approval/Disapproval of your Application is 3-4 Weeks





GREAT INFORMATION LINKS

Army Regulation 210-7

http://www.apd.army.mil/pdffiles/r210_7.pdf

Policy Memorandum #01-08, Home Based Business Activities, On-Post Commercial Solicitation and Advertising

www.schweinfurt.army.mil/Garrison/policies/01-08.PDF

Home Based Business Application link:

http://www.schweinfurt.army.mil/documents/HBB-Application.pdf

Home Based Business (HBB) Application Procedure

http://www.schweinfurt.army.mil/documents/HBB-Regulation.pdf





QUESTIONS???

Christina Carmona, ACS, Information & Referral, DSN 354-6933, ³⁰ dated 1 March 2012



APPLICATION FOR



HOME-BASED BUSINESS

PLEASE PRINT CLEARLY

NAME	
ADDRESS	
HOME TELEPHONE	
WORK TELEPHONE	
HOME/WORK TELEFAX	
E-MAIL	
TYPE OF SERVICES	
OFFERED	
AREA DESIRING TO SERVICE	US Army Garrison Schweinfurt

1. Complete above form and Home-Based Business (HBB) packet in full. If some information does not apply, please indicate by "N/A".

2. Leave application and a copy of your HBB packet with your local Garrison Commercial Affairs Officer for processing. The full process takes approximately 30 working days.

3. Bring with you to your appointment, a picture identification card.



DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON SCHWEINFURT UNIT 25850, BOX 11 APO AE 09033

REPLY TO ATTENTION OF

IMSW-HR

MEMORANDUM THRU Installation Commercial Affairs Officer, USAG Schweinfurt

FOR Commander, USAG Schweinfurt

SUBJECT: Request to Operate a Home-Based Business (HBB)

- 1. I request authorization to operate a Home-Based Business (HBB)in my quarters.
 - a. Type of business:_____
 - b. Name of business:
 - c. Home telephone number:_____
 - d. Address and location of quarters:

2. Enclosures:

- a. Business plan application.
- b. Host nation business license & tax number or letter of exemption
- c. Photocopy of Status of Forces Agreement identification certificate
- d. AE Form 210-70A
- e. Memorandums from AAFES, DFMWR & Housing
- f. Product/Services pictures, brochures, catalogs etc.

6 Encls

Signature of HBB Owner

Printed Name of HBB Owner



DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON SCHWEINFURT UNIT 25850, BOX 11 APO AE 09033

ATTENTION OF

IMSW-HR

MEMORANDUM FOR Manager, Army and Air Force Exchange Service (AAFES), USAG Schweinfurt.

SUBJECT: Coordination Request for a Home-Based Business (HBB)

1. I, ______ am requesting to operate an HBB in my quarters. I am planning on providing the following:

a. Type of business:_____

b. Name of business:

c. Products/Services to be provided:______ Please see attached product/services details

d. Address:

2. Army in Europe Regulation 210-70 requires prior coordination with AAFES.

3. Attached is the application, business plan, product/service details with prices or estimated prices.

4. Please return the enclosures with your written response. If the proposal is denied please provide details so that the information can be forwarded with the packet.

5. My contact information is _____

Signature of HBB Owner

Printed Name of HBB Owner

I concur / non-concur with this request Non-concurrence requires an explanation



DEPARTMENT OF THE ARMY

UNITED STATES ARMY GARRISON SCHWEINFURT UNIT 25850. BOX 11

APO AE 09033

ATTENTION OF

IMSW-HR

MEMORANDUM FOR Manager, Director, Community Activities (FMWR)

SUBJECT: Coordination Request for Operate a Home-Based Business (HBB)

1. I, ______ am requesting to operate an HBB in my quarters. I am planning on providing the following:

a. Type of business:_____

b. Name of business:

c. Products/Services to be provided:______ Please see attached product/services details

d. Address:

2. Army in Europe Regulation 210-70 requires prior coordination with FMWR Activities.

3. Attached is the application, business plan, product/service details with prices or estimated prices.

4. Please return the enclosures with your written response. If the proposal is denied please provide details so that the information can be forwarded with the packet.

5. My contact information is _____

Signature of HBB Owner

Printed Name of HBB Owner

I concur / non-concur with this request Non-concurrence requires an explanation



DEPARTMENT OF THE ARMY UNITED STATES ARMY GARRISON SCHWEINFURT UNIT 25850, BOX 11 APO AE 09033

REPLY TO ATTENTION OF

IMSW-HR

MEMORANDUM FOR Manager, Housing Office, USAG Schweinfurt

SUBJECT: Coordination Request for Operate a Home-Based Business (HBB)

1. I, ______ am requesting to operate an HBB in my quarters. I am planning on providing the following:

- a. Type of business:_____
- b. Address:_____

2. Army in Europe Supplement 1 to AR 420-1, Army Facilities Management, paragraph 3-17 outlines guidelines that I must follow.

3. Attached is the application, business plan, product/service details. Please review for your response.

4. In considering approval of the attached HBB packet, please verify for command that the following conditions have been met:

a. The business will not create noise, parking, or other neighborhood problems.

b. The business will not infringe on other tenants' rights.

c. There will not be excessive use of Government resources (electricity, water, trash-recyclables, etc).

5. Please return the enclosures with your written response. If the proposal is denied please provide details so that the information can be forwarded with the packet.

6. My contact information is _____

Signature of HBB Owner

I concur / non-concur with this request Non-concurrence requires an explanation

Printed Name of HBB Owner





APPLICATION FOR HOME BASED BUSINESS UNITED STATES ARMY GARRISON SCHWEINFURT Part I Applicant Information Name Sponsor's Name **Sponsor's Unit Sponsor's SSN Sponsor's Office Phone Mailing Address Quarters Address** Housing Area/Bldg #/Apt # Home Phone & Fax Numbers **Type Services Offered Working Hours** Part II Business details Govt Quarters / Leased Quarters / GRHP Housing / Private Rental I LIVE IN (circle one) Address: Special service/product not being offered by another agency: **BUSINESS SYNOPSIS**

APPLICATION FOR HOME BASED BUSINESS (PAGE 2)

PART III Neighbor/Housing Assessment						
HOW WILL YOUR HBB AFFECT THE FOLLOWING:						
Parking availability for neighbors						
Stairwell traffic						
Noise / Disturbance						
Estimated Usage of Utilities: Electricity/Water/Trash-recyclables disposal Etc.						
Part IV Permits						
Required Permits (circle)	Ger	man Busin	ess License / G	erman Tax Card /	Other (sp	ecify)
Status of Permit (circle)	R	equested	Approved	Disapproved	Pending	
Is a copy of Permit attached?	Y	es N	lo			
Do you have liability insurance?						
Part V Supplies & Equipment						
Materials for HBB supplied by: Where do they come from?						
How will supplies will be received: APO/Host Nation Mail box/ Purchased from-etc.						
Plan for disposal of hazardous materials (if applicable)						
Special equipment required						
Part VI Price List						
Product/Service		Price	Product/Serv	ice		Price

Please attach a copy of your product/price list, pictures, brochures, pamphlets or other business materials to the packet.

	USAG SCHWEINFURT							
	HOME BASE BUSINESS CHECKLIST							
DATE	INITIAL	QUESTIONS 1. Is the applicant a military personnel or DoD Civilian	YES	NO				
		employee?						
		If so, which1a4						
		2. Is the applicant an appropriated or non-appropriated funded employee or an employee of some other government agency? 1a4						
		3. Is there a commercial item or product to be sold? 1a5						
		4. Is the business to take place in government controlled areas? 1a5						
		5. Are the items/products similar to those sold by AAFES? 7c						
		6. Are there pictures, brochures, pamphlets and other business materials attached to the packet?						
		7. Did AAFES concur or non-concur with this packet?						
		(concurrence must be obtained in writing from AAFES)						
		(Note: If non concur, please provide an explanation and attach to the checklist)						
		8. Did DFMWR concur or non-concur with this packet? (concurrence must be obtained in writing from DFMWR)						
		(Note: If non concur, please provide an explanation and attach to the checklist)						
		9. Is applicant 18 years or older?						
		10. Is the applicant a family member of U.S. forces military personnel or civilian employee?						
		a. Does the applicant live in government housing/lease or GHRP housing?						
		b. Will items be displayed, stored, or sold in the above housing?						
		11. Will applicant be using USAREUR registered POV and/or tax-free gasoline for the operation of the business? 8b2						
		12. Will applicant be using the APO to send/ receive parcels or any other correspondence related to conducting their business?						
		13. To operate the business, will military personnel or civilian employees be employed or used as agent, brokers, or salesperson on behalf of the business? If so Which?						
		14. Did housing concur or noncur with this packet?(concurrence must be obtained in writing from DFMWR)(Note: If non concur, please provide an explanation and attach to the checklist.						

Appendix 1 (HHB Application) Commercial Solicitation and Home Based Business Standard Operating Procedures

PETITION FOR OPERATION	N OF HOME-BASED BUSINESS					
I, as a tenant of the same building/stairwell in which reside acknowledge and accept the operation of his/her business ha Explained his/her business in detail with me and has agreed to keep his/her traffic and noise leve a minimum, acceptable to all tenants in this building/stairwell.						
AGREEMENT OF THE ABOVE IS ACKNOW	LEDGED BY MY SIGNATURE BELC	OW.				
PRINTED NAME	DATE	-				
SIGNATURE						
PRINTED NAME	DATE	-				
SIGNATURE						
PRINTED NAME	DATE	-				
SIGNATURE						
PRINTED NAME	DATE	-				
SIGNATURE						
PRINTED NAME DATE						
SIGNATURE						
PRINTED NAME	DATE	_				
SIGNATURE						
PRINTED NAME	DATE	_				
SIGNATURE						
PRINTED NAME		_				
SIGNATURE						

FOR OFFICIAL USE ONLY

APPLICATION FOR UNITED STATES FORCES, EUROPE,
COMMERCIAL ACTIVITY AUTHORIZATION
(AE Reg 210-70)

Initial application	Category (check all that apply			
	Solicitor individual			
Annual reissue	Family member solicitor			

Data required by the Privacy Act of 1974

Authority: 10 USC 3012.
Principal purpose(s): All information, to include SSN, is used to determine eligibility for commercial activity authorization on Army installations in Europe and
is necessary for the conduct of criminal and intelligence files checks.

Routine use(s): Passport number, na authorize commercial solicitation. A c Meade, MD 20755-5250, and used as form as the basis for conducting crimi activity authorization. Other routine us	copy of this form is s as a basis for conduc ninal investigations. uses are listed in 40	sent to Commander ucting intelligence file These forms are file Federal Register 3	er, U.S. Army Central iles checks. The Offic iled and destroyed 3 35151.	I Personnel Security ice of the Provost Mai years after termination	V Clearance Facility (PC arshal, HQ USAREUR/ tion of the Army in Euro	PCCF-PR), Fort W7A, also uses this rope commercial
Mandatory or voluntary disclosure issued commercial activity authorizati	and effect on indition.	ividual not providi	ing information: Inf	iormation is mandate	ory if the individual app	plicant desires to be
1. Name		2a. Sex	2b. Height	2c. Weight	2d. Color hair	2e. Color eyes
3. Citizenship	4. SS	SN	5. Passport n	i number and count	try of issuance	1
6a. Current employer/company	name		6b. Presiden	nt of company		
6c. European address, country,	, and telephone	number	6d. State add	Iress of business	s and telephone nu	umber
7a. Street and number	-	7b. City and c			7c. Telephone	number
8a. Street and number	8	8. European hom 8b. City and c	ne address of app country	olicant	8c. Telephone	number
9a. Né(e)	9b. Date marri	ried (YYYYMMDD)) 10a. Aliases		10b. Dates use	/d
11. DOB (YYYYMMDD)	12. Place of bi	pirth (city, state, co	ountry)		13. Occupation	1 of spouse
14. Former residences (city, state (For additional space, use plain, w		r the last 15 year	rs)	-	Dates (M From	ΜΜ ΥΥΥΥ) Το
15. Article or service to solicit	,		an ann an tha	and a second	_1	1
16. Have you ever been discharg from any position for misconduc	ict or unsatisfact	tory service?			plain in remarks sec	
17. Military service (Indicate serv	ice number, date					d, Reserve).)
18. List method sale Bazaar	Individual Other			space, use plain, w	<i>i</i> hite paper.)	
20. Date		21. Signatur of applicant				

AE FORM 210-70F, JAN 10

USAREUR HANDELS	GENEHMIGUNGSANTRAG
	Sie bitte den umstehenden Antrag in deutscher Sprache aus.
	Kategorie: (Zutreffendes bitte ankreuzen)
Erstantrag	
	Nicht-Armeeangehörige(r)
jährliche Neuausstellung	Familienangehörige(r)
1. Familienname, Vorname(n) (bitte ausschreiben)	
2a. Geschlecht 2b. Größe 2c. Gewicht 2d. Haarfarbe 2e. Auge	nfarbe
3. Staatsangehörigkeit	
4. Sozialversicherungsnummer	
5. Ausweisdokument und ausstellende Behörde 6a. Gegenwärtiger Arbeitgeber 6b. Vorstandsvorsitzender der Firma	Charles Francisco I and Talafarana Col Opposition and the
den USA, Telefonnummer	6c. Anschrift in Europa, Land, Telefonnummer 6d. Geschäftsanschrift in
 Geschäftsanschrift des Antragstellers 7a. Straße und Hausnummer Privatanschrift in Europa 8a. Straße und Hausnummer 8b. Stadt, 	
9a. Geburtsname 9b. Verheiratet seit (JJJJMMTT)	Land 8c. Telefonnummer
10a. Andere benutzte Namen 10b. Wann benutzt?	
11. Geburtsdatum (JJJJMMTT)	
12. Geburtsort (Stadt, Land)	
13. Beruf des Ehepartners	
Construction and the second	d sowie Zeitraum [Monat, Jahr] angeben). (Sollte der Platz nicht reichen,
15. Verkaufsartikel oder Dienstleistung der Firma	
-	/ergehens festgenommen, vor Gericht gestellt, angeklagt oder verurteilt?
(Hierunter fallen der Verkauf oder Besitz von Drogen, Fälschung oder fal der US-Militärangehörige oder deren Familienangehörige beteiligt waren	sche Darstellung, Diebstahl, tätliche Angriffe sowie jede andere Straftat, an und die sich auf Ihre Eignung für die Erteilung einer Handelsgenehmigung
zum Verkauf an Angehörige der US-Streitkräfte und ihre Angehörigen au	
Ja	Nein
	Art der Entlassung und gegenwärtiger Status (z. B. Ruhestand, Reserve.)
18. Angabe der Vertriebsart:	
Basar Privatverkauf	
Konzessionsinhaber Sonstige (genaue Bezeichnung	lu lu
19. Anmerkungen (Sollte der Platz nicht reichen, bitte ein separates Blatt	-,
20. Datum	Verwenden.)
21. Unterschrift des Antragstellers	
	PROVING AGENCY ONLY
FOR USE BT THE ATT	
Permit number	Issue date (YYYYMMDD) Expiration date (YYYYMMDD)
Approvin	g authority
Date Name of approving official	Signature
	-gradal o

Name of municipality receiving registration	1	Mur	nicipality code n	b. for permanent es	stablishment	Gou	γ <u>Λ</u> 1]
Registration of business pursuant to Section 14 / Section 55c of the Trade Regulation Ac			GewA					
Details of the business owned		ed firms (e.g. OH) Id be cited in field	Gs), a separate Is 3-9 and fields	orm must be comp 30-31 (in the case	oleted by each mar of a domestic AG,	haging partner. In the these data are not re	case of legal pe equired).	ersons,
1 Name entered in the Commercial Rep	gister, Register of Co-operatives of	r 2 Plac	to be cited unde	······································	iould be provided o	on extra sheets as ne	cessary.	
Register of Associations citing legal s details of the other shareholders)	tructure (if necessary in case of G	ibR:						
								1
Personal data							And the second se	
3 Surname		4 Given na	ames			4a Gender		_
						male	female	
5 Name at birth (if different from surnan	ne) 6 Date of birth		7 Place ar	d country of birth				
8 Nationality(ies) G	erman other:		,L					
9 Residential address (street, house no		/web)						
Tel se	For po							
Tel. no.	Fax no.							<u> </u>
Details of the business			least	then (c-h.)	of loop!			
 Number of managing partners (only in Persons/managers authorised as repr 					or legal persons)			
Surname, given names	eservatives (only in case of dome	all AGS, Dranche	sa anu uepende	n branches)				
Addresses (street, house r	no., postcode, place)							
2 Permanent establishment								
Tel, no.	Fax no.			optional: Email/	web			
	· · · · · · · · · · · · · · · · · · ·							
3 Principal establishment (if permanent	establishment is merely branch)							
Tel. no.	Fax no.			optional: Email/	veb			
4 Former permanent establishment		÷.			·····			
Tel. no.	Fax no.			optional: Email/v	veb			
6 Is the business (initially) being run as a	sideline? 17 nate	of commenceme	ent of registered	activity				
Yes No	aldeline?	or commenceme	and of registered	activity				
8 Type of business registered	Industry		Crafts	Trade	Othe	ar		
9 Number of persons active when busine			Ill-time		Part-time		None	
The registration 20	a principal establishment		anch	a depen	dent branch			
to 22 a business ins	talling vending machines an itinerant trader							
00 04	olishment/ New star	rt-up	Re-ope	ning following relo	cation from a differ	ent district of registra	ation	
Reason take-over Change of legal structure Founding of business pursuant to the Reorganisation Act (e.g. merger, split)								
Admission of partner								
Name of former operator or former busi		anistored field	d of activity	no to be set	d into the D-U	of Craft	- la - 6 1-	
the business owner requires a lice					eu into the Köll	or Gransmen, o	r is a toreign	er
Does a licence/permit exist?		date of issue and			·	*		
9 Only for craft-based firms Does a craft card exist?		tate of issue and						
Does a residence permit exist?	Yes No If so, c	late of issue and	issuing authority					
Is the residence permit Yes Yes If yes, it contains the following conditions or restrictions: subject to a condition or restriction?								
ote: This notification does not enti quired. Violations can be punished der planning and construction lav	by a fine or imprisonment							
2] [33]								
(Date)	(Signature)	1						
						Toric contains		
	and a second sec							

CERTIFICATE OF UNDERSTANDING FOR U.S. FORCES FAMILY MEMBERS TO ENGAGE IN COMMERCIAL ACTIVITIES

(AE Reg 210-70)

 I have read and understand AR 210-7 and AE Regulation 210-70. I understand that a violation of these regulations could result in the withdrawal of my commercial activity privileges. Furthermore, I 	 Additionally, I am aware that— a. I am required by local law to register my business activity with batteriate patient authorities and apply for any processory permits or 					
understand the following limitations on my commercial activities and certify that I will comply with these limitations:	host-nation authorities and apply for any necessary permits or licenses.					
a. I will not use the Military Postal Service to send or receive mail or merchandise connected with my commercial activities.	b. The requirement to register my business with host-nation authorities and pay taxes to host-nation tax authorities does not negate the requirement to report any income I derive from that					
b. I will use neither a U.S. Forces-plated vehicle nor tax-free gasoline in any vehicle connected with my commercial activities. c. I will not use my duty-free import privileges to import any merchandise, advertising material, or other items to be used in connection with my commercial activities.	 same business to the U.S. Internal Revenue Service. c. At the end of the calendar year or 8 weeks before leaving the host nation, whichever occurs first, I must report to host-nation tax authorities for assessment and collection of any tax due. d. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not in itself entitle me to engage in commercial activities on any Army installation. I must apply to local installation commanders to solicit and otherwise engage in commercial activities on installations under their jurisdiction. e. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not entitle me to any type of logistic 					
 d. I will not use any portion of Government-owned or -leased quarters as a factory or workshop for the production of goods for commercial resale. Furthermore, I will not use Government-owned or -leased quarters as business premises, showroom, store, or storage area for goods intended for commercial resale. e. I will not take legal title to merchandise for commercial resale to 						
comply with this regulation while, in fact, allowing any unauthorized company or person (including active duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R) to	support from the United States Government aside from my entitlement to logistic support as a Family member. f. If my commercial activity privileges are withdrawn or suspended, I must return my letter of authorization, AE Form 210-70F, or AE Form 210-70G to the appropriate issuing authority within 7 days after receipt of notification of the withdrawal or suspension notice.					
operate a commercial enterprise under the guise of my commercial activity privileges. f. I will not employ or use the services of active duty U.S. military personnel or DOD civilians contrary to the provisions of DOD 5500.7-R as agents, brokers, or salespersons in the operation of						
a commercial activity. g. I will not lend, reproduce, or alter my letter of authorization.	 g. Commanders have the discretionary prerogative of restricting or prohibiting commercial activities on installations under their jurisdiction. h. I must become familiar with and understand commercial activity regulations issued by appropriate headquarters and installation commanders. 					
h. I will not use any type of official identification document, other than my letter of authorization, AE Form 210-70F, or AE Form 210-70G to gain access to Army installations for the purpose of						
commercial activities. i. I will comply with the provisions of AE Regulation 210-70 and in particular the following:	 i. Violations or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe areas of responsibility. 3. I further understand that a violation of the provisions of this certificate of understanding may result in the withdrawal of my commercial activity privileges. 4. I also understand that my commercial activities are subject to the customs, business registrations, and tax laws of the host nation where I seek to do business. In this regard, it is understood that my commercial activities may require the advice of local attorneys and possible Government customs officials to ensure my business activities are in compliance with local law. 					
(1) I will not solicit door-to-door on Army installations, including Government-owned or -leased housing, except at the personal invitation of an individual residing in the area.						
(2) I will not solicit or make appointments with military personnel in barracks and dayrooms or when they are on duty, nor will I solicit civilian employees during duty hours.						
	5. I understand my contracts are governed by the requirements of the host-nation law. I will inform the personnel whom I contract that host-nation law applies.					
Printed name Date (YYYYN	/MDD) Signature					

AE FORM 210-70A, JUL 10

Prev1ous ed1t1ons are obsolete.