

5-Day Notice Guidance - (ITAR §122.4(a))

Mailings: Submit all materials by registered, overnight mail to the Office of Defense Trade Controls Compliance address shown in the headings of the sample letters that follows. Overnight mail will expedite delivery and enable delivery confirmation.

Instructions: This example can be used by replacing **bolded** text with the details of your transaction. Only use sections that apply to your activities. If there is additional information that would help to explain the transaction, include it. If you need to change the wording for the sake of accuracy, style, etc., please change it. ***Bolded italicized*** text provides additional instructions.

Related 5-day Material Changes: Material Changes (e.g., changes of eligibility, name, address, officers, parent, subsidiary, ITAR categories, etc.) that coincide with the 5-day merger, acquisition, or divestment notification (“MAD Notification”), may be submitted in the MAD Notification. Support documentation for related Material Changes must be included as described on DDTC’s website www.pmdtdtc.state.gov. Instructions for different types of Material Changes can be found under the “Notification of Changes in Registration Information” tab (found under the Registration tab).

Consolidation: Generally, it is DDTC policy that all ITAR business entities owned-and-controlled by a common parent be consolidated under a single manufacturer/exporter registration and/or broker registration.

Statement of Registration Certification: Registrants to complete statement of registration certification and include with submission. Certification can be found on pmdtdtc.state.gov website under “notification of changes” under registration tab.