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## Trade Compliance Questionnaire (TCQ)

(Request for information for export control commodity jurisdiction and classification determination)

**Subject: International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR)**

Dear Sir or Madam:

We are requesting that you complete the form on the following page so we can determine the U.S. export control commodity jurisdiction and classification of the work we perform for you. Commodity jurisdiction relates to whether the work we perform falls under the U.S. Department of State International Traffic in Arms Regulations (ITAR) or the U.S. Department of Commerce Export Administration Regulations (EAR). Commodity classification relates to whether a particular good or service may fall on the U.S. Munitions List in the ITAR or the Commerce Control List in the EAR. This information is also needed to determine if a U.S. import license or export license may be required.

For **ITAR** refer to the U.S. Munitions List (USML) – <http://www.ecfr.gov/cgi-bin/text-idx?node=pt22.1.121>

For **EAR** refer to the Commerce Control List (CCL) – <http://www.ecfr.gov/cgi-bin/text-idx?node=15:2.1.3.4.45>

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***Please note that we need this information even if you have no intention of exporting your product. The detailed information you provide will also be used in your test report(s).***

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Among other things, the ITAR and the EAR control even the potential access by foreign persons while they are in the United States to U.S. export-controlled goods, technical data, technical assistance, and technology. This includes foreign persons that we may employ or have visiting our facility. We therefore need to determine the commodity jurisdiction and classification of the work we perform to guard against unauthorized access by such foreign persons to the items we are testing, as well as the resulting test data and reports.

Please complete the checklist and return to us by reply email as soon as possible. Please understand that in some instances, we may not be able to hold technical discussions, provide a quotation, accept your order, or perform any work until you have returned the attached questionnaire.

If you have questions or need additional information, please call or reply to me by email.

Regards,



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# Trade Compliance Questionnaire (TCQ)

**NOTE.** The information you provide will be used in your test report; please enter accurate, current information. Use a separate form for each test unit, or provide a separate list of all units to be tested. Include a list of all support equipment and any other materials that will be transported.

Your company's name and address

Element proposal no.

Your purchase order number

Name of the unit to be tested

Test unit identification numbers  
*(if not applicable, enter "N/A")*

Model no.

Serial no.

Part no.

Sample no.

System or subsystem into which  
the test unit will be incorporated

*Please be as specific as possible. Example:  
"Optical filter for remote sensing satellite"*

Country of ultimate destination

Ultimate end-user of the test unit

Has the test unit been specifically designed, modified, configured, or adapted for, or is it otherwise to be used in connection with chemical/biological weapons, nuclear, or missile end-uses or purposes?

Yes

No

## If the test unit is not subject to the ITAR, then it is subject to the EAR.

Please mark which one of the following United States export regulations the test unit(s) or components are subject to:

**ITAR (International Traffic in Arms Regulations)** If the test unit is subject to ITAR, please provide the United States Munitions List (USML) number here:

**EAR (Export Administration Regulations)** If the test unit is subject to EAR, please provide the Export Control Classification Number (ECCN) from the Commerce Control List (CCL) here:

Please provide copies of any commodity jurisdiction determination from the U.S. Department of State or any commodity classification determinations from the U.S. Department of Commerce that are applicable to the test unit.

## EAR99 (The test unit is not listed on the ITAR USML or the EAR CCL)

*I hereby certify that the information provided herein is accurate and complete, and will inform Element Materials Technology immediately of any subsequent change(s) thereto.*

Your name

Your title

\_\_\_\_\_  
Your signature (**REQUIRED**)

\_\_\_\_\_  
Date signed

*Below this line is for Element Materials Technology use only.*

ECO notes:

\_\_\_\_\_  
Element Export Compliance Officer's approval signature and date

\_\_\_\_\_  
Element comments / justification