

APEX INTERNATIONAL LLC

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D-Trade Licensing Guidelines 2009

The United States State Department upgraded to a system of electronic license applications in autumn of 2006. On the plus side, the D-Trade system is faster, more efficient, more accessible and very useful. However, the license applications are more detailed, and oversight of document requirements is more stringent and reviews are less flexible. Your cooperation in the following areas will enable us to serve you better by utilizing the new system with few interruptions.

- ✓ **Purchase Order** must be **signed** and must clearly list the **description, quantity, caliber, manufacturer, model and prices of commodities** to be licensed.
- ✓ **End User Statement** must be included either on the Purchase Order or as a separate document. For example “The products ordered will only be sold and used within (*name the country of purchase*). Re-export in not permitted without authorization by the US Department of State.”
- ✓ **DSP-83** must provide the same detail and completely **match the product information and prices on the PO**. The **applicant** in Section 2 is **Apex International LLC**. Section 6 and/or 7 must be signed by the importer.
- ✓ **International Import Certificates** must be translated into clear, concise **English**. Expiration dates must be clearly stated and legible. The original import permits in **native language** must also be supplied.

All supporting documentation is now scanned and submitted as pdf files. To expedite the licensing process, we can accept clearly scanned pdf files of these supporting documents to include with license applications. The originals must be mailed to our office to validate the application.

If the customer prefers a specific freight forwarder, this information must be provided with documents. The added carrier must be in compliance to handle ITAR goods. Our established freight forwarders are secure and approved.

Original documents for all licenses should be mailed to our office in Middletown to the attention of:

Phyllis Sheridan
Apex International LLC
89 Broad Street
Middletown CT 06457
860-346-2500

We suggest that you fax the documents to be included with the license application to our office for review before submitting them. Please contact us if you have any questions when you are preparing documents or scans. Accurate information presented in the correct format is the key to success under the new D-Trade system.

There is a great deal of information pertaining to licensing regulations and procedures available at the Department of State website www.pmdtdc.state.gov Although licensing can only be done by certified agents, general information and important updates are available to everyone viewing the website.