

INSTRUCTIONS FOR COMPLETING DD FORM 2345

MAIL THE ORIGINAL COMPLETED COPY OF THIS FORM, AND A COPY OF YOUR COMPANY'S INCORPORATION CERTIFICATE, OR STATE/PROVINCIAL BUSINESS LICENSE, OR SALES TAX IDENTIFICATION FORM OR ANY OTHER DOCUMENTATION WHICH VERIFIES THE LEGITIMACY OF THE COMPANY TO THE BATTLE CREEK, MI ADDRESS INDICATED AT THE TOP OF THE DD FORM 2345.

Item 1. (Type of submission) mark only one box.

Item 2.a. (Name) Enter full legal company name, or parent company (if applicable), or institution.

Item 2.b. (Address) The address, street address included, of the entity applying for "certified contractor" status is required in Item 2.b. If a P.O. Box is used for mailing purposes, include street address as well.

Item 2.c. (Name of subsidiary/division/department) Enter the name of the subsidiary, division, or department applying for "certified status". If not applicable, state none or leave item blank.

Item 2.d. (CAGE Code) Enter CAGE Code. If you do not have a CAGE Code, leave blank.

Item 3 (DATA CUSTODIAN) enter the full name, business telephone number, and title of the individual who will receive military critical technical data for the company, and be responsible for its further dissemination. A position designation may be used only when conditions described in Item 5.a. are prerequisites for holding that position.

Item 4 (DESCRIPTION OF RELEVANT BUSINESS ACTIVITY) Describe the business activity of the entity identified in Item 2.a. in sufficient detail for the U.S. or Canadian agency controlling the data to determine whether the military critical technical data that you may request is related to your stated business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." Provide concise statements within the space provided, if necessary, a continuation page may be used.

Item 5.a. (CITIZENSHIP/RESIDENCY STATUS) If the location of the entity is the United States, the individual named in Item 3.a. must be a U.S. citizen or a person admitted lawfully for permanent residence into the United States. If the location of the entity is in Canada, the individual named in Item 3.a. may be either a Canadian or U.S. citizen or a person admitted lawfully for permanent residence into Canada.

Item 6. (CONTRACTOR CERTIFICATION) This must be the original signature of a person who can obligate the entity to a contract.

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