

<<Company Name>>
Application No.:

Due by: <<Due Date>>, YYYY

ANNUAL REPORT QUESTIONS
For the Reporting Period of
<<Reporting Start Date>> – <<Reporting End Date>>

Within 45 days after the anniversary date of the issuance of an Export Trade Certificate of Review, you must submit an annual report that updates the information under which the Certificate was granted (50 FR 1804-1812, January 11, 1985, codified in 15 C.F.R. 325.14). This form must be signed, dated, and returned as part of your submission. Failure to file an annual report in a timely manner could result in the revocation of the Certificate of Review.

Please identify your response by question numbers and identify the time period covered if different from the reporting period given above.

1. For the combined products and services listed under Export Trade in the Certificate, provide in dollar amounts for the Certificate holder:
 - a. total annual domestic sales, and
 - b. total annual export sales.

2. For the combined products and services listed under Export Trade in the Certificate, provide in dollar amounts for each member separately:
 - a. total annual domestic sales, and
 - b. total annual export sales.

NOTE: If individual member sales figures are not available or are excessively burdensome to obtain, provide in dollar amounts the best possible estimate of aggregated member sales.

3. Provide the Certificate holder's annual financial statement for the most recent fiscal year.

If the date of the financial statement is more than six months earlier than the Certificate anniversary date, also include the most recent quarterly financial statement. Neither annual nor quarterly statements need be audited, but audited statements are preferred if already prepared for the Certificate holder.

4. Have any firms or individuals listed as members in the Certificate ceased export operations,

gone out of business or terminated their association with the Certificate holder? (Reminder: Adding new members to an existing Certificate requires filing a formal amendment.)

I certify that to the best of my knowledge and belief the information submitted in this report and the attachment is true and correct and fully responds to all annual report questions.

TYPE OR PRINT NAME SIGNATURE (sign in ink) DATE

If you have any questions on the preparation of this annual report, please contact Elizabeth Schaefer at (202) 482-5131.

Mail your annual report (**an original and one copy**) or **email a signed PDF** to:

Export Trading Company Affairs
U.S. Department of Commerce
ITAI&A/ETCA/HCHB Rm 21028
Washington, DC 20230