

Please direct any questions or concerns about this document to Omari Wooden [T:301-763-3829; F:301-457-1159; E-mail: omari.s.wooden@census.gov] of the Foreign Trade Division of the US Census Bureau

AES Letter of Intent Outline
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to use an agent

Letters of Intent should be on company letterhead and must include:

- Company Name, Address (NO P.O. Boxes), City, State, Postal Code

List the name and address of exporter.

- Company Contact Person, Phone Number, Fax Number, Email Address

List name, phone number, fax number, email address of exporter's employee designated as company contact.

- Technical Contact Person, Phone Number, Fax Number, Email Address

List name, phone number, fax number, email address of contact person at agent's location used to send transmissions.

- Corporate Office Address, City, State, Postal Code

If individual branch location is applying for Option 4, list the address of the main corporate office. If applying to Option 4 under an EIN used by the entire corporation, the LOI must be submitted by the corporate office.

- Computer Site Location Address, City, State, Postal Code (Where will transmissions be initiated?)

List the address of the agent.

- Type of Business

The type of business must be "Exporter" because only exporters are eligible to apply for post-departure filing privileges. Freight forwarders, service centers, and port authorities may act as agents by transmitting Option 4 data for approved exporters.

- Exporters indicate for which of the following you are applying: AES Option 2, 4 or "Option 4 Only"

- U.S. Ports of Export currently utilized (List by name and/or Schedule D code)

- Average Monthly Volume (Average monthly number of shipments)

Average TOTAL monthly export volume must be stated in terms of Paper SED's, and AES transmissions submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Number of Monthly Shipments (including Paper SEDs and AES transmissions)

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AES Letter of Intent Outline (Continued)
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- Average Monthly Value of Export Shipments

Average TOTAL monthly export value must be stated in terms of Paper SED's, and AES transmissions submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Value of Monthly Shipments (including Paper SEDs and AES transmissions for exporters filing AES option 2 data directly or through an AES forwarder)

- Filer Code – Employer Identification Number (EIN)

List all EINs used by the exporter

- Software Vendor Name, Contact and Phone Number

Can be omitted. Will be provided by the agent. If using AESDirect state "AESDirect."

- Look-a-Like Remote to Copy

Can be omitted. Will be provided by the agent. If using AESDirect state "AESDirect."

- Modes of Transportation used for export shipments (Air, Vessel, Truck, Rail, etc.)

- Types of Merchandise exported (Please be specific. Generic descriptions will not be acceptable.)

- Types of Licenses or Permits (for example, BIS licenses, State Departments licenses, or NRC licenses)

Please note that licensed shipments cannot be reported on a post departure basis

- Anticipated Implementation Date

The following self-certification statement, signed by an officer of the company **MUST** be included in your letter of intent:

I hereby certify that **Company Name** is, and will continue to be, in compliance with all applicable laws and regulations.

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AES Letter of Intent Outline
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to send their own transmissions

Letters of Intent should be on company letterhead and must include:

- **Company Name, Address (NO P.O. Boxes), City, State, Postal Code**
List the name and address of exporter.
- **Company Contact Person, Phone Number, Fax Number, Email Address**
List name, phone number, fax number, email address of exporter's employee designated as company contact.
- **Technical Contact Person, Phone Number, Fax Number, Email Address**
List name, phone number, fax number, email address of exporter's employee designated as technical contact person. Technical contact person is usually the person who manages the data transmissions and related computer issues.
- **Corporate Office Address, City, State, Postal Code**
If individual branch location is applying for Option 4, list the address of the main corporate office. If applying to Option 4 under an EIN used by the entire corporation, the LOI must be submitted by the corporate office.
- **Computer Site Location Address, City, State, Postal Code (Where will transmissions be initiated?)**
List the address of the location from which the transmissions will be initiated. If transmissions will be initiated from various branch locations within the corporation state "Various branch locations within the corporation."
- **Type of Business**
The type of business must be "Exporter" because only exporters are eligible to apply for post-departure filing privileges. Freight forwarders, service centers, and port authorities may act as agents by transmitting Option 4 data for approved exporters.
- **Exporters indicate for which of the following you are applying: AES Option 2, 4 or "Option 4 and Option 2"**
- **U.S. Ports of Export currently utilized (List by name and/or Schedule D code)**
- **Average Monthly Volume (Average monthly number of shipments)**

Average TOTAL monthly export volume must be stated in terms of Paper SED's, and AES lines submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Number of Monthly Shipments (including Paper SEDs and AES transmissions)

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AES Letter of Intent Outline (Continued)
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to send their own transmissions

- Average Monthly Value of Export Shipments

Average TOTAL monthly export value must be stated in terms of Paper SED's, and AES lines submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Value of Monthly Shipments (including Paper SEDs and AES transmissions for exporters filing AES option 2 data directly or through an AES forwarder)

- Filer Code – Employer Identification Number (EIN)

List all EINs used by the exporter

- Software Vendor Name, Contact and Phone Number

State name of software vendor. If doing in-house programming state "In-house Programming." If using AESDirect state "AESDirect."

- Look-a-Like Remote to Copy

Can be omitted. Will be provided by the vendor. If using AESDirect state "AESDirect."

- Modes of Transportation used for export shipments (Air, Vessel, Truck, Rail, etc.)

- Types of Merchandise exported

- Types of Licenses or Permits (for example, BIS licenses, State Departments licenses, or NRC licenses)

Please note that licensed shipments cannot be reported on a post departure basis without prior approval from the licensing agency.

- Anticipated Implementation Date

The following self-certification statement, signed by an officer of the company MUST be included in your letter of intent:

I hereby certify that **Company Name** is, and will continue to be, in compliance with all applicable laws and regulations.