

**U.S. GOVERNMENT TRADE EVENT INFORMATION REQUEST**

The U.S. Government takes great pride in saluting the efforts and success of U.S. companies in developing overseas markets. To be considered for an event highlighting your company's project during a USG international trade event, please provide the following information and return it to the Advocacy Center at (202) 482-3508 (fax). If you have any questions, please call the Center at (202) 482-3896. *Freedom of Information Act: Information submitted to the government may be subject to disclosure pursuant to the Freedom of Information Act. However, all confidential commercial information will be protected from disclosure to the extent permitted by law.*

Event: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**I. NATURE OF THE EVENT**

A. Describe the event in which the USG official is to participate (e.g., site visit, announcement, ribbon-cutting, business agreement signing).

\_\_\_\_\_

B. Identify all foreign and domestic entities involved, including ownership and control and role of each entity in the project.

<u>Entity/Ownership</u>	<u>Percent Ownership of this project</u>
_____	_____
_____	_____
_____	_____

C. Briefly describe the role of the foreign business partner(s) (i.e. JV, etc.).

\_\_\_\_\_

D. Please provide the name(s), address(es) and CEOs of foreign business partners or buyers:

\_\_\_\_\_

E. Please identify decision makers for this event.

<u>Name</u>	<u>Title</u>	<u>Organization</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. What if any agreements/approvals have previously occurred in connection with this project?

G. What is your latest information on the status of this event?

H. What additional actions must occur before the event can materialize (e.g., financing needs to be secured, permits obtained, Ministry approval, etc.)?

I. List all signatories for any agreements to be witnessed:

<u>Name</u>	<u>Title</u>	<u>Organization</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

J. Please describe the legal nature and impact of any document that will be signed.

II. INFORMATION ABOUT YOUR COMPANY

Please provide the following information about your company:

A. Full corporate name and headquarters address

B. If this company is a subsidiary, the parent company(ies) and any controlling individual(s)

C. Name of Chief Executive Officer (if CEO is not decision-maker, please identify appropriate company official)

D. Name, phone and fax of company's in-country representative (if applicable)

III. ECONOMIC AND ENVIRONMENTAL IMPACT OF THE PROJECT OR TRANSACTION

Please provide the following information regarding the project or transaction:

A. Relevant industrial economic sector(s)

B. Overall economic value of the project or transaction

C. Value and detailed description of all projected U.S. export content

D. Principal U.S. subcontractors

E. States from which the projected U.S. export content will be sourced

F. Number of U.S. jobs created or retained

G. Environmental Impact

IV. DOCUMENTS REQUIRED

A. A copy of any agreement to be signed (this requirement cannot be waived). It will be treated as "business confidential".

B. A draft press release from your company announcing the event. Please include in the press release a description of any role of U.S. Government played in assisting to conclude this agreement (e.g., scheduled appointments, advocacy with foreign officials, trade events, trade negotiations, counseling, financing assistance, etc.).

- C. Please provide specific points you would like the U.S. Government official to highlight regarding this event.

The undersigned, being so authorized, certifies on behalf of the Company that, to the best of my knowledge, the information provided herewith is complete and accurate, and that the Company is in compliance with applicable U.S. law including the Foreign Corrupt Practices Act.

\_\_\_\_\_

[Signature of Authorized Company Official]

\_\_\_\_\_

[Type/Print Name]

\_\_\_\_\_

[Title]

\_\_\_\_\_

[Date]

**AGREEMENT CONCERNING BRIBERY AND  
CORPORATE POLICY PROHIBITING BRIBERY**

**Agreement:**

\_\_\_\_\_ (“the Company”) has requested advocacy assistance for the \_\_\_\_\_ project in \_\_\_\_\_. In connection with this request the Company agrees that it and its Affiliates:

- (1) have not and will not engage in the bribery of foreign public officials in connection with the above matter; and
- (2) maintain and enforce a policy that prohibits the bribery of foreign public officials.

The Company understands that failure to comply with the terms of this Agreement may result in the denial of advocacy assistance.

**Definitions:**

For purposes of this Agreement:

The term “*Affiliates*” means (a) any company that holds, directly or indirectly, a majority of the voting stock of the Company; and (b) any other company the majority ownership of whose voting stock is held, directly or indirectly, by a company described in (a).

The term “*bribery of foreign public officials*” has the meaning of the term “*bribery of foreign public officials*” in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. In addition, for companies that are subject to the Foreign Corrupt Practices Act of 1977 (FCPA), the term “*bribery of foreign public officials*” refers to practices prohibited by the FCPA (see 15 U.S.C. §§ 78dd1, 78dd2, and 78dd-3).

\_\_\_\_\_  
[Name of the Company]

\_\_\_\_\_  
[Signature of Authorized Company Official]

\_\_\_\_\_  
[Type/Print Name]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Date]