

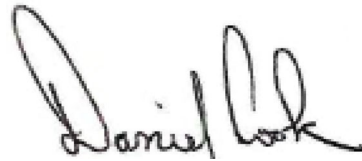
your organization must first obtain a license or other approval before providing such foreign-person employees with access to any ITAR-controlled technical data. It is also prohibited to provide defense services or export defense articles to subsidiaries/affiliates located in proscribed countries under ITAR Section 126.1 (for example, the People's Republic of China, North Korea, Syria, etc.). You should caution your organization's employees not to discuss the substance of ITAR-controlled information with foreign-person employees without first obtaining a license or other approval from DDTC.

You may refer to the DDTC website for a Compliance Guide at <http://www.pmdtc.state.gov/> and then click on ITAR Compliance tab, next click on How to Comply tab. The DDTC website also includes a copy of the ITAR, explanations of export licensing procedures, how to submit a license application, country sanctions, individuals / companies debarred by the Department of State, and other export matters. The website also includes procedures for requesting a commodity jurisdiction determination (ITAR Section 120.4) should you have doubt as to whether an article, services, or data is covered by the ITAR Part 121 (the U.S. Munitions List).

You may submit your organization's registration renewal up to 60 days before the registration expiration date. At latest, your registration must be received at least 30 days prior to the expiration date to avoid a lapse in registration. You should also ensure your organization's Registration is current before applying for export licenses or other approvals. Also, if appropriate, DTCC requests you to keep your registration information current by submitting amendment requests via DECCS Registration system.

For general registration related questions, please contact the DDTC Response Team at 202-663-1282 or by email at [DDTCCustomerService@state.gov](mailto:DDTCCustomerService@state.gov). For questions related to this matter, please contact Octavia Freeman at 202-632-2158.

Sincerely,

A handwritten signature in black ink that reads "Daniel Cook". The signature is fluid and cursive, with the first name "Daniel" being larger and more prominent than the last name "Cook".

Daniel Cook  
Chief, Registration, Compliance, & Analysis  
Office of Defense Trade Controls Compliance