



ITAR Supplier Agreement Letter

Dear Valued Supplier:

This letter relates to your compliance with the U.S. International Traffic in Arms Regulations (ITAR), and the U.S. Export Administration Regulations (EAR). Select purchase orders issued by C/A Design require compliance with ITAR and EAR. The ITAR and EAR restrict the export of products and technical data after the point of export. C/A Design considers compliance with laws and regulations to be of the highest priority. Compliance with ITAR and EAR therefore is an essential premise of your relationship with C/A Design. It is critical therefore that your company has in place a robust internal control program that ensures compliance with ITAR and EAR.

As an obligation of your relationship with C/A Design suppliers are expected to review and sign the attached C/A Design ITAR Supplier Agreement Letter.

C/A Design asks that you sign and return this agreement in a timely manner to not disrupt your contractual relationship with C/A Design. Please email the signed letter back once the document has been read and agreed upon.

If your company has any issues or concerns related to its compliance with ITAR and EAR, we ask that you immediately contact your usual point of contact with C/A Design and disclose the nature of your concern.

Thank you for your help and cooperation.



ITAR Supplier Agreement Letter

Definitions:

Foreign National: All individuals in the United States or overseas who are not U.S. citizens or lawful permanent residents (i.e. "green card" holders).

Technical Data: Information, other than software, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance and/or modification of defense articles. For more information see, §120.10 of the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130.

Requirements:

All suppliers must certify and adhere to the following ITAR related requirements when supplying any supplies or services to C/A Design:

- 1) The Supplier understands its responsibilities under U.S. export control laws and regulations, including ITAR, and certifies that it will not disseminate any ITAR-controlled technical data that would violate applicable export control laws and regulations
- 2) The Supplier understands that ITAR restricts Foreign National access to ITAR-controlled technical data. The Supplier certifies that it will not allow access by any Foreign National to ITAR-controlled technical data packages without the prior written approval of C/A Design. This includes Foreign National Employees as well as Foreign Nationals outside the Supplier's company.
- 3) The Supplier certifies that it will not assign any Foreign National to perform work which requires access to ITAR-controlled technical data without the prior written approval of C/A Design.
- 4) The Supplier certifies that it will advise its employees who have access to ITAR-controlled technical data of their obligations regarding compliance with points 1 through 3 above, and that it will actively monitor and enforce compliance.
- 5) The Supplier certifies that it will establish operating procedures and physical security measures designed to protect ITAR-controlled technical data packages from inadvertent release or disclosure to Foreign Nationals or other unauthorized third parties.
- 6) If the Supplier provides documentation or information containing ITAR-controlled technical data to subcontractors, it will mark such documents, emails, etc. with the following statement: "This document contains technical data that is controlled by the International Traffic in Arms Regulations. Access to this document is restricted to U.S. citizens and lawful permanent residents (US "green card" holders)."
- 7) The Supplier certifies that it will, within 30 days of the close of the RFQ or contract, return to C/A Design or destroy all information and documents containing ITAR-controlled technical data, and all copies in its possession. If destroyed, the Supplier will provide a written certification to C/A Design that such information and/or documents have been destroyed.

I certify on behalf of my company that the above statements are true and correct. I acknowledge that I am responsible for notifying C/A Design of any changes in my company's standing with the U.S. Government with regard to export compliance.

Supplier Signing Authority

Title

Company Name

Date