

## **Instructions proof of end user**

Servomex is required to carry out due diligence regarding where our product will end up ultimately, and what it might be used for.

The basic requirement for all transactions regardless of whether an order is chargeable or not is for End user name, End user address and what the product will be used for ultimately. We also need to know name and location of all parties involved in the transaction. This information is required purely for Export Control screening and due diligence checks.

**If we are shipping to the final end user**, and the final end user would genuinely use our product, then in the absence of any red flags it can be assumed that there is very little risk of diversion and due diligence has been performed.

**If we are not selling or shipping to the final end user**, then there is a risk that our product may not actually end up according to verbal/written end user supplied (risk of diversion). In this case we must obtain proof that the end user has ordered our product. It is also advisable to obtain serial numbers of product associated with spares ordered.

### **E-form 3 – UK BIS export licence end user undertaking form**

- a. This is not a Servomex form. It is required if an export licence is necessary
- b. It must be completed as per instructions supplied with the form, and no other option is accepted by BIS
- c. It must be printed on the end user letter headed paper and if the letter head or any other information is not in English there must be a translation.
- d. In a case where the final end user is located in an embargoed location, but our product is being placed into a system in another country prior to shipment, this document is required from the systems builder as end user to manufacture a system, and also the final end user for the completed product/system.
- e. The original signed document needs to be obtained and forwarded to the person applying for the export licence.

### **E-form 3a – Servomex end user undertaking form**

- a. This is required if there is not an embargo/licence application involved, but we are not selling or shipping to the final end user
- b. The end user undertaking must be on the letter headed paper of the final end user (a company stamp is acceptable as long as it looks genuine). Both is preferable.
- c. It must be completed by the end user (not a re-seller)
- d. It must be signed by a named person at the end user location.
- e. It must list all items being purchased individually

### **Unpriced copy of order between buyer and final end user**

- a. As long as the order is on final end user letter head/genuine company stamp this is an option to prove product is for final end user provided
- b. This is not an option for orders subject to embargo (licence application)
- c. The order must list all Servomex product and dates and should be checked carefully to ensure there are no red flags

**E-form 21 – Where the contract with the end user is for a project (PO does not list Servomex product) and the end user is not aware of Servomex part in the chain so is not likely to sign the e-form 3a**

- a. This document can be obtained instead of e-form 3a IF the purchase is for a large engineering project, Servomex supply is part of a large contract and the final end user does not recognise Servomex part in it.
- b. The engineering company undertaking should be completed by the company that has the final contract with end user (usually Engineering Company). It must be on their letter headed paper/bear their company stamp.
- c. It must list all parties involved with processing of Servomex product ie: to include Systems builder if applicable.
- d. Proof of final contract must be supplied – This can for instance be in the form of the front page of the contract which should show basic details of supply including contract number, Engineering company details, and Final end user details. If in the rare case that the contract is between the final end user and the systems builder, then the systems builder can complete the form i/o the Engineering Company.