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Dear Sirs

Please see attached the end user undertaking form (EUU) for you to complete. This is a document from the end user which details who they are, where they are based and for what purpose they are using the goods. The EUU should be completed and signed by a person in authority (ie a director) within the end user business. The purpose of an EUU or Consignee undertaking is to guard against exports being diverted to undesirable end users.

The EUU contains a declaration by the end user that they will not re-export or transfer the goods to a destination subject to an embargo imposed by the UN, EU or OSCE (Organisation for Security and Cooperation in Europe) where to do so would be a breach of that embargo.

A covering letter must also be completed on the end users letter headed paper and duly signed by the same signatory who completed and signed the end user undertaking form.

We also attach the End User Undertaking Checklist to assist you in completing the EUU form.

Once the EUU form and covering letter has been completed we will require you to post to us the originals. In accordance with regulations the exporter must obtain the original end user undertaking and hold it in their records.

Information regarding Standard Individual Export Licences (SIEL) and end user undertakings can be found on: <http://www.businesslink.gov.uk/exportcontrol>

With Regards

EX.MILITARY TRUCKS / L.J AND CO

End-User Undertaking Checklist

(to be used in conjunction with the Export Control Organisation EEU template)

Covering Letter:

- On original headed paper
- Name of End-User
- Address of End-User
- Dated
- Name of Exporter same as 1(a) of EEU form
- Exporter reference same as 1(b) of EEU form
- Signed (in ink) by person who completed & signed EEU form?

EEU Form:

- 1(a) Name of UK exporter
- 1(b) Exporters Reference same as licence application reference?
- 1(c) Consignee Name (*the person to whom the items are sent*)
- 1(d) Consignee Address
- 1(e) End-User Name (*person who makes final use of items*)
- 1(f) End-User Address
- 1(q) End-User armed forces?
- 1(h) Address where items to be used/based (*if not (f)*)
- 2(a) Quantity/measurement unit of items
- 2(b) Description of items match description on licence application
- 3. Purpose of items, incorporated in to other product?
- 4. End-User Declaration:
 - Original Signature
 - Dated
 - Printed Name of signatory
 - Printed Title of signatory

5. Consignee Declaration [*either i) or ii)*]:

i) Items in stock will not be re-exported from address 1(d)

ii) Items in stock are likely to be transferred to stated countries

Original Consignee Signature

Dated

Printed Name of Signatory

Printed Title of Signatory

Each page of EUU form Signed by official consignee or end-user

Each page of EUU form Dated

**End-User Undertaking (EUU) Form
(for Export Control Organisation licence applications)**

**This Form should be completed by the end-user or consignee on their headed paper
Please read the attached 'NOTES' carefully for guidance on completing this form.**

SECTION 1 – PARTIES

(a) Name of UK Exporter ¹	(b) Exporter's Reference ²
(c) Name of Consignee ³	(d) Consignee's Address
(e) Name of End-User ⁴	(f) End-User's Address
(g) Is end-user the armed forces or internal security forces of the country? Please DELETE an option: Yes / No	(h) Specific location where goods will be used or based (if known) and if different from (f)

SECTION 2 – GOODS

(a) Quantity of Goods	(b) Description of the Goods ⁵ (for consumable goods, include length of time supplies are expected to last)
(If you need to use continuation sheets, each must carry the exporter's reference, and must be signed and dated by the same person who signs this form.)	

Sign Here _____ Date _____
(Signature of official of end-user or consignee)

SECTION 3 – END-USE OF THE GOODS

Please set out the specific purposes for which the goods are to be used by the end-user/consignee ⁶

SECTION 4 – END-USER UNDERTAKING ⁷

We – the person or body named at 1(e) – certify that we are the end-user of the goods described in Section 2, which are to be supplied by the exporter named in 1(a). We further certify that we shall use the goods for the purposes described in Section 3; that the goods will not be used for any purpose connected with chemical, biological or nuclear weapons, or missiles capable of delivering such weapons; that they will not be re-exported or otherwise re-sold or transferred if it is known or suspected that they are intended or likely to be used for such purposes; that the goods will not be re-exported or otherwise re-sold or transferred to a destination subject to UN, EU or OSCE embargo where that act would be in breach of the terms of that embargo ⁸; and that the goods, or any replica of them, will not be used in any nuclear explosive activity ⁱ or unsafeguarded nuclear fuel cycle ⁱⁱ.

Sign Here _____ **Date** _____
(Signature of official end-user)

Print Name _____
(Name and Job Title of signatory in Capitals)

SECTION 5 – CONSIGNEE UNDERTAKING (to be completed if Section 4 is NOT signed) ⁹

We – the person or body named at 1(c) – certify that we are the importer of the goods described in Section 2. We further certify that the goods are intended for stock to be held against future orders and EITHER (delete one out of (i) or (ii))

- i. Will not be re-exported, sold for export or otherwise transferred from the country where we are based, namely _____ OR
- ii. Are likely to be transferred to the following countries: _____

Sign Here _____ **Date** _____
(Signature of Official Consignee)

Print Name and Role _____
(Name and Job Title of signatory in Capitals)

Sign Here _____ Date _____
(Signature of official of end-user or consignee)

NOTES

An End-User Undertaking Form is required when applying for a Standard Individual Export Licences (SIEL) issued by the UK's Export Control Organisation (ECO), part of the Department for Business, Innovation and Skills (BIS).

The EUU is required supporting documentation for End-Use Control purposes in making an export licence application to the Export Control Organisation (ECO).

If you are able to use this form, you are advised to do so. (If you choose not to, ECO require an original signed / dated undertaking from the end-user on headed paper that contains the same information and assurances).

Important:

It is the **UK exporter's responsibility** to ensure that:

- All sections of the form are completed legibly and in English (or accompanied by an authorised translation if written in a foreign language) by either the end-user or consignee (as appropriate) on their original headed paper.
- Each page of the form needs to be signed and dated by an official of the end-user or consignee as applicable to the export in question
- The same end-user or consignee (as applicable) should also complete, sign and attach a covering letter on their original headed paper. See [Annex A to EUU Form](#)
- Copies of the EUU form and covering letter should be attached to the completed export licence application on ECO's SPIRE database – <https://www.spire.bis.gov.uk>
- The original EUU/covering letter is obtained and retained on record by the exporter.

Explanation of Terminology

¹ The exporter should be the person or firm who makes the licence application.

² The exporter's reference can be completed by the exporter.

³ The consignee is normally the person or body to whom the goods are to be first sent. If the consignee is not the same as the end-user, then all of the boxes should be completed.

⁴ The end-user details should be those of the person or body who will receive the goods for end-use.

⁵ Export Control Organisation need to understand what the goods are and to be able to compare them with the goods described on the licence application. We need a detailed description of the main item or items. If, for example, the main item or items are accompanied by a long list of spares or accessories, you should indicate this, but it may not need to spell out the items individually. If the goods are spares, components or accessories, you should indicate what they are to be used for, and describe clearly the item in or with which they will be used (e.g. turbine blades for XX engine for YY aircraft).

⁶ If the goods are to be incorporated into another product, then that product – and its use and ultimate end user – should also be described where known. Section 3 can be used for this purpose.

⁷ To be signed and dated by the body or person, in the country of ultimate destination, who will make final use of the goods.

⁸ An up-to-date list of applicable destinations subject to arms embargoes can be found at on the

⁹ [export control pages of the Businesslink website](#) listed under the link to "Current Export Restrictions"

If Section 4 cannot be completed, this section must be completed by the person to whom the goods are to be sent.

ⁱ includes research on or development, design, manufacture, construction, testing or maintenance of any nuclear explosive device or components of subsystems of such a device.

ⁱⁱ includes research on or development, design, manufacture, construction, operation or maintenance of any reactor, critical facility, conversion plant, fabrication plant, reprocessing plant, plant for the separation of isotopes of source or special fissionable material, or separate storage installation, where there is no obligation to accept IAEA safeguards at the relevant facility or installation, existing or future, when it contains any source or special fissionable material; or of any heavy water production plant where there is no obligation to accept IAEA safeguards on any nuclear material produced by or used in connection with any heavy water produced therefrom; or where any such obligation is not met.

Model covering letter for end-user undertaking [TO BE AMENDED WHERE INDICATED]

[NAME AND ADDRESS OF END USER ON THEIR ORIGINAL HEADED PAPER]

[DATE]

End use undertaking relating to the UK export licence application made by **[NAME OF EXPORTER]**

I attach a completed end-user undertaking made on the EUU Form relating to Exporter's Reference **[EXPORTER'S REFERENCE AT 1b OF THE END-USER UNDERTAKING (EUU) FORM MUST BE QUOTED]**

Yours sincerely

[SIGNED BY THE SAME SIGNATORY WHO COMPLETED AND SIGNED THE END-USER UNDERTAKING (EUU) FORM]