

AES Letter of Intent Outline
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to use an agent

Letters of Intent should be on company letterhead and must include:

- Company Name, Address (NO P.O. Boxes), City, State, Postal Code
List the name and address of exporter.
- Company Contact Person, Phone Number, Fax Number, Email Address
List name, phone number, fax number, email address of exporter's employee designated as company contact.
- Technical Contact Person, Phone Number, Fax Number, Email Address
List name, phone number, fax number, email address of contact person at agent used to send transmissions.
- Corporate Office Address, City, State, Postal Code
If individual branch location is applying for Option 4, list the address of the main corporate office. If applying to Option 4 under an EIN used by the entire corporation, the LOI must be submitted by the corporate office.
- Computer Site Location Address, City, State, Postal Code (Where will transmissions be initiated?)
List the address of the agent.
- Type of Business
The type of business must be "Exporter" because only exporters are eligible to apply for post-departure filing privileges. Freight forwarders, service centers, and port authorities may act as agents by transmitting Option 4 data for approved exporters.
- Are you currently an AERP Participant? What is the AERP symbol?
If you are an AERP participant, answer "yes."

If you are not an AERP participant, answer "no."

If your freight forwarder is an AERP participant answer:
"No, I am not an AERP participant, but I file through [*insert name of freight forwarder*] who is an AERP participant. Their AERP symbol is [*insert AERP symbol of freight forwarder*].
- Exporters indicate for which of the following you are applying: AES Option 2, 3, 4 or AES-PASS
"Option 4 Only"
- U.S. Ports of Export currently utilized (List by name and/or Schedule D code)

AES Letter of Intent Outline (Continued)
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to use an agent

- **Average Monthly Volume**
Average TOTAL monthly export volume must be stated in terms of Paper SED's, AERP Lines, and AES lines submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Number of Monthly Paper SEDs submitted

Average Number of Monthly AERP lines reported (for AERP participants or exporters using AERP forwarders)

Average Number of Monthly AES lines reported (for exporters filing AES option 2 data directly or through an AES forwarder)

- **Average Monthly Value of Export Shipments**

Average TOTAL monthly export value must be stated in terms of Paper SED's, AERP Lines, and AES lines submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Value of Monthly Paper SEDs submitted

Average Value of Monthly AERP lines reported (for AERP participants or exporters using AERP forwarders)

Average Value of Monthly AES lines reported (for exporters filing AES option 2 data directly or through an AES forwarder)

- **Filer Code - EIN**
List all EINs used by the exporter whether or not the agent reports for all entities.
- **Software Vendor Name, Contact and Phone Number**
Can be omitted. Will be provided by the agent.
- **Look-a-Like Remote to Copy**
Can be omitted. Will be provided by the agent
- **Modes of Transportation used for export shipments (Air, Vessel, Truck, Rail, etc.)**
- **Types of Merchandise exported**
- **Types of Licenses or Permits (for example, BXA licenses, State Departments licenses, or NRC licenses)**
- **Anticipated Implementation Date**

The following self-certification statement, signed by an officer of the company **MUST** be included in your letter of intent:

I hereby certify that **Company Name** is, and will continue to be, in compliance with all applicable laws and regulations.

AES Letter of Intent Outline
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to send their own transmissions

Letters of Intent should be on company letterhead and must include:

- Company Name, Address (NO P.O. Boxes), City, State, Postal Code
List the name and address of exporter.
- Company Contact Person, Phone Number, Fax Number, Email Address
List name, phone number, fax number, email address of exporter's employee designated as company contact.
- Technical Contact Person, Phone Number, Fax Number, Email Address
List name, phone number, fax number, email address of exporter's employee designated as technical contact person. Technical contact person is usually the person who manages the data transmissions and related computer issues.
- Corporate Office Address, City, State, Postal Code
If individual branch location is applying for Option 4, list the address of the main corporate office. If applying to Option 4 under an EIN used by the entire corporation, the LOI must be submitted by the corporate office.
- Computer Site Location Address, City, State, Postal Code (Where will transmissions be initiated?)
List the address of the location from which the transmissions will be initiated. If transmissions will be initiated from various branch locations within the corporation state "Various branch locations within the corporation."
- Type of Business
The type of business must be "Exporter" because only exporters are eligible to apply for post-departure filing privileges. Freight forwarders, service centers, and port authorities may act as agents by transmitting Option 4 data for approved exporters.
- Are you currently an AERP Participant? What is the AERP symbol?
If you are an AERP participant, answer "yes."

If you are not an AERP participant, answer "no."

If your freight forwarder is an AERP participant answer:
"No, I am not an AERP participant, but I file through [*insert name of freight forwarder*] who is an AERP participant. Their AERP symbol is [*insert AERP symbol of freight forwarder*].
- Exporters indicate for which of the following you are applying: AES Option 2, 3, 4 or AES-PASS
"Option 4 and Option 2"
- U.S. Ports of Export currently utilized (List by name and/or Schedule D code)

AES Letter of Intent Outline (Continued)
with descriptions of the required inputs
for Exporters filing for Option 4 who intend to send their own transmissions

- Average Monthly Volume

Average TOTAL monthly export volume must be stated in terms of Paper SED's, AERP Lines, and AES lines submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Number of Monthly Paper SEDs submitted

Average Number of Monthly AERP lines reported (for AERP participants or exporters using AERP forwarders)

Average Number of Monthly AES lines reported (for exporters filing AES option 2 data directly or through an AES forwarder)

- Average Monthly Value of Export Shipments

Average TOTAL monthly export value must be stated in terms of Paper SED's, AERP Lines, and AES lines submitted under the EIN's designated below. Exporters may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

Average Value of Monthly Paper SEDs submitted

Average Value of Monthly AERP lines reported (for AERP participants or exporters using AERP forwarders)

Average Value of Monthly AES lines reported (for exporters filing AES option 2 data directly or through an AES forwarder)

- Filer Code - EIN

List all EINs used by the exporter whether or not the agent reports for all entities.

- Software Vendor Name, Contact and Phone Number

State name of software vendor. If doing in-house programming state "In-house Programming."

- Look-a-Like Remote to Copy

Can be omitted. Will be provided by the vendor.

- Modes of Transportation used for export shipments (Air, Vessel, Truck, Rail, etc.)

- Types of Merchandise exported

- Types of Licenses or Permits (for example, BXA licenses, State Departments licenses, or NRC licenses)

- Anticipated Implementation Date

The following self-certification statement, signed by an officer of the company MUST be included in your letter of intent:

I hereby certify that **Company Name** is, and will continue to be, in compliance with all applicable laws and regulations.