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## US Export Control - UK End User Compliance Process

The UK End User compliance process involves the completion of 3 separate forms. Please see below basic process overview to consider:

	Title of Form	Process
1	<b>Procurement Questionnaire</b>	a. Send the <b>Procurement Questionnaire</b> to any <u>US supplier</u> that is asked to quote or bid to supply equipment. The questionnaire must be completed by the supplier otherwise their offer will not be considered.
2	<b>End User Certification</b> N.B. definition of "Standard Prohibited End Uses" is attached to the certificate	b. Send the <b>End User Certification</b> to the US supplier (along with the <b>Procurement Questionnaire</b> ) indicating that if the offer is accepted, this is the certification that will be given by your institution.  c. Require the US supplier to accept this certification as sufficient (and to clear it with their internal export control advisers). If the supplier believes that your institution should make additional certifications, ask them to notify you/the University's Research Office immediately. Inform the supplier that additional certifications will delay the procurement.  d. If the US equipment is selected, an <u>appropriate departmental signatory needs to sign the End User Certification</u> . This is likely to be the PI, a Technical Officer who runs the equipment lab or the Head of Department, however this can be determined by your institution and its respective internal compliance process.  e. A copy of the certification needs to be kept.
3	<b>Compliance Return</b>	f. The <b>Compliance Return</b> shall be completed by the signatory of the <b>End User Certification</b> , kept and copied in case of audit by US export control authorities.