

# INSTRUCTIONS FOR COMPLETING MULTIPURPOSE APPLICATION FORM

FORM **BXA-748P**  
FORM APPROVED: OMB NO. 0694-0088, 0694-0089

U.S. DEPARTMENT OF COMMERCE  
Bureau of Export Administration

## MULTIPURPOSE APPLICATION FORM

### GENERAL INSTRUCTIONS

A. **USE OF THIS FORM.** Use this form to submit either a classification request or an application for a license to export or reexport items subject to the export licensing authority of the U.S. Department of Commerce.

B. **WHO MAY APPLY.** Anyone may submit a classification request or a license application for the reexport of commodities, software, or technology. License applications for the export of items from the United States may be made only by a person subject to the jurisdiction of the United States. An application may be made on behalf of a person not subject to the jurisdiction of the United States by an authorized agent in the United States. Refer to §748.5 of the Export Administration Regulations (EAR) for additional information.

C. **WHAT TO SUBMIT.** Consult Part 748 of the EAR for instructions on documentation that you may need to submit with your application. Remove this cover page along with the last page of this application and firmly attach any required support documentation. (Do not separate the remaining pages in this packet and note the Application Control Number on all attached support documents.) This last page contains your Application Control Number, necessary to track your application during processing at the Bureau of Export Administration (BXA). Refer to §750.5 of the EAR for additional information on these services.

D. **DUPLICATE APPLICATIONS.** You may not submit a second application for a license covering the same proposed transaction while your first application is pending with BXA.

E. **ASSISTANCE AND ADDITIONAL COPIES.** To order small quantities of this form, or to request assistance on this or other export control matters, contact the Exporter Counseling Division on (202) 482-4811 or BXA's Western Regional Office in Newport Beach, California on (714) 660-0144 or Santa Clara, California on (408) 748-7450. Copies may also be obtained from any U.S. Department of Commerce, International Trade Administration District Office. To order large quantities of this form, write BXA's Operations Support Division, P.O. Box 273, Washington, D.C. 20044, or telephone (202) 482-3332.

F. **COMPLIANCE WITH THE EAR.** Additional information necessary to properly complete and file this application is contained in the EAR, codified at 15 CFR 730 et. seq. with changes published in the Federal Register. BXA also publishes a looseleaf version of the EAR, with changes issued in the form of supplements titled Export Administration Bulletins. BXA also offers the EAR on-line. If you wish to subscribe to the print or electronic version of the EAR, contact the Department of Commerce's National Technical Information Service at 5285 Port Royal Road, Springfield, VA 22161; or by telephone during the hours of 8:30 a.m.-5:00 p.m., Eastern Standard Time, Monday - Friday on (703) 487-4630; or by facsimile 24 hours a day/7 days a week on (703) 321-8547.

### SPECIFIC INSTRUCTIONS

This application will be processed using an Optical Character Recognition (OCR) System. Type using 10 or 12 pitch. Do not use script type faces. Information must be placed within the space provided. Do not go through or outside ~~Failure to~~ complete the form as requested will significantly delay processing of the form.

All information must be legibly typed within the lines for each Block or Box except where a signature is required. Where there is a choice of entering telephone numbers or facsimile numbers, and you wish to provide a facsimile number instead of a telephone number, identify the facsimile number with the letter "F" immediately after the number (e.g., 011-358-0-123456F).

Block 1: **CONTACT PERSON.** Enter the name of the person who can answer questions concerning the application.

Block 2: **TELEPHONE.** Enter the telephone number of the person who can answer questions concerning the application.

Block 3: **FACSIMILE.** Enter the facsimile number, if available, of the person who can answer questions concerning the application.

Block 4: **DATE OF APPLICATION.** Enter the current date.

Block 5: **TYPE OF APPLICATION.** **Export.** If the items are located within the United States, and you wish to export those items, mark the Box labeled "Export" with an (X). **Reexport.** If the items are located outside the United States, mark the Box labeled "Reexport" with an (X). **Classification Request.** If you are requesting BXA to classify your item against the Commerce Control List (CCL), mark the Box labeled "Classification Request" with an (X). **Special Comprehensive License.** If you are submitting a Special Comprehensive License application in accordance with procedures described in Part 752 of the EAR, mark the Box labeled "Special Comprehensive License" with an (X).

Block 6: **DOCUMENTS SUBMITTED WITH APPLICATION.** Review the documentation you are required to submit with your application in accordance with the provisions of Part 748 of the EAR, and mark all applicable Boxes with an (X).

Mark the Box "Foreign Availability" with an (X) if you are submitting an assertion of foreign availability with your license application. See Part 768 of the EAR for instructions on foreign availability submissions.

Mark the "Tech. Specs." box with an (X) if you are submitting descriptive literature, brochures, technical specifications, etc. with your application.

Block 7: **DOCUMENTS ON FILE WITH APPLICANT.** Certify that you have retained on file all applicable documents as required by the provisions of Part 748 of the EAR by placing an (X) in the appropriate Box(es).

Block 8: **SPECIAL COMPREHENSIVE LICENSE.** Complete this Block only if you are submitting an application for a Special Comprehensive License in accordance with Part 752 of the EAR.

Block 9: **SPECIAL PURPOSE.** Complete this Block for certain items or types of transactions only if specifically required in Supplement No. 2 to Part 748 of the EAR.

Block 10: **RESUBMISSION APPLICATION CONTROL NUMBER.** If your original application was returned without action, provide the Application Control Number for that application.

Block 11: **REPLACEMENT LICENSE NUMBER.** If you have received a license for identical items to the same ultimate consignee, but would like to make a change to the license as originally approved that is not excepted in §750.7(c) of the EAR, enter the license number here, and a statement in Block 24 regarding what changes you wish to make to the original license.

Block 12: **ITEMS PREVIOUSLY EXPORTED.** This Block should be completed only if you have marked the "Reexport" box in Block 5. Enter the license number, License Exception symbol (for exports under General Licenses, enter the appropriate General License symbol), or other authorization under which the items were originally exported, if known.

Block 13: **IMPORT/END-USER CERTIFICATE.** Enter the name of the country and number of the Import or End User Certificate obtained in accordance with provisions of Part 748 of the EAR.

Block 14: **APPLICANT.** Enter the applicant's name, street address, city, state/country, and postal code. Refer to §748.5(a) of EAR for a definition of "applicant". If you have marked "Export" in Block 5, you must include your company's Employer Identification Number unless you are filing as an individual or as an agent on behalf of the exporter. The Employer Identification Number is assigned by the Internal Revenue Service for tax identification purposes. Accordingly, you should consult your company's financial officer or accounting division to obtain this number.

Block 15: **OTHER PARTY AUTHORIZED TO RECEIVE LICENSE.** If you would like BXA to transmit the approved license to another party designated by you, complete all information in this Block, including name, street address, city, country, postal code and telephone number. Leave this space blank if the license is to be sent to the applicant. Designation of another party to receive the license does not alter the responsibilities of the applicant.

Block 16: **PURCHASER.** Enter the purchaser's complete name, street address, city, country, postal code and telephone or facsimile number. Refer to §748.5(c) of the EAR for a definition of "purchaser". If the purchaser is also the ultimate consignee, enter the words "same as Block 18".

**SEE CONTINUATION OF SPECIFIC INSTRUCTIONS ON REVERSE SIDE.**