

## Seller's Sample Letter to Attach in DECCS for 5-Day MAD

### SELLER'S SAMPLE 5-DAY NOTICE

- Replace **bolded** text with the details of your case. If a section does not apply to your activities, indicate that it is “Not Applicable.”
- ***Bolded Italicized*** text provides additional instructions.

*Note: DDTC strongly recommends that you make your 5-day MAD material changes directly in DECCS Registration and attach your 5-day MAD material change notification letter as part of the submission. Failure to submit 5-day MAD material changes directly in DECCS and attaching your 5-day MAD material change notification letter will cause significant delays in review and completion of your MAD material change request.*

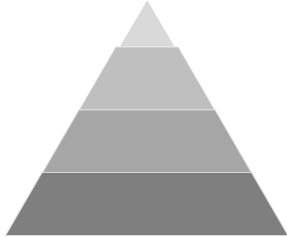
**Scenario:** Both firms registered. Buyer is U.S. firm, which is neither foreign owned nor controlled. Seller has no subsidiaries and is to become a subsidiary of Buyer.

- Replace **bolded** text with the details of your case. If a section does not apply to your activities, indicate that it is “Not Applicable” or “No Change.”
- ***Bolded Italicized*** text provides additional instructions.

*Note: Parties may adapt this example to fit their specific transaction. Please note, however, that some scenarios may trigger additional notification requirements. For example, if Buyer is foreign or foreign owned/controlled, 60-day pre-transaction notification requirements will apply if Seller is registered—regardless of Buyer's DDTC registration status.*

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**Use Letterhead:**



**DATE**  
**2222 22<sup>nd</sup> Ave SW**  
**Tulsa, Ohio 99999**

Director  
Office of Defense Trade Controls Compliance  
Directorate of Defense Trade Controls  
Attn: Registration Compliance & Analysis (RCA)  
U.S. Department of State  
2401 E Street NW, SA-1, Room H1200  
Washington, DC 20037

Subject: Notification of **Sale/Divestiture** of **ABC, Inc. (Maaaaa and/or K-bbbb)** to **XYZ Aero LLC (Buyer's registration code(s) not required here.)**

Dear Director:

**ABC, Inc. ("ABC")** submits the following notice regarding its **sale/divestiture** to **XYZ Aero LLC**.

1. Transaction & Effective Dates: The **sale/divestiture** was **finalized/executed/etc.** on **December 31, 2019** through an **asset purchase/stock purchase/merger/if other explain**  
\_\_\_\_\_.

**Note: For all material changes to DECCS Registration tabs 1 thru 11 include an explanation of the circumstances that led to the requested material change(s):**

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2. Surviving Registration Code: The surviving registration code is to be **XYZ's**  
***(No registration code required.)***

3. Will any existing authorizations transfer to buyer's registration?

**Yes, authorization will transfer to buyer's registration.**

4. If you were not able to submit your 5-Day MAD notice within 5 day after the event, then was a voluntary disclosure submitted (see ITAR 127.12 for guidance)

YES \_\_\_ or NO \_\_\_ DDTC case number (if YES) \_\_\_\_\_

5. Point of Contact regarding this notice:

**Mr. Arcite Bea Captain**

**Chief Financial Officer**

**ABC Inc.**

**Tel: 222-222-2222**

**Email: [abcaptain@abcinc.com](mailto:abcaptain@abcinc.com)**

***Note: If MAD material change notification letter is attached directly in DECCS as part of the submission no senior officer signature is required. If a U.S. person company chooses to sign the notification letter, it must be signed by a U.S. person Senior Officer (located in Tab 6 of the DS-2032). If a Non-U.S. person company chooses to sign the notification letter, it must be signed by either a Foreign Person Senior Officer or a U.S. person Senior Officer (located in Tab 6 of the DS-2032). If MAD material change notification letter is sent by mail, then signature of senior officer is required.***

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On behalf of **ABC Inc.**, I hereby certify that I am an authorized officer of **ABC Inc.** Furthermore, I state that under penalty according to federal law (22 CFR 127.2; 22 USC 2278; 18 USC 1001), I warrant the truth of all of the statements made herein.

Very truly yours,

**Mr. A. B. Captain**  
**Chief Financial Officer**  
*(Or another officer listed in ABC's last DS-2032,  
as amended prior to this notice.)*

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