

5-Day Material Change Notice Guidance - (ITAR §122.4(a))

A material change is a change in certain information contained in the Statement of Registration ("DS-2032") as described in ITAR §122.4(a). **All material change notifications must be reported to DDTC within 5 days after the effective date.**

Note: For **non-Merger/Acquisition/Divestiture (MAD) Material Changes**

DDTC strongly recommends that you make your non-MAD 5-day material changes directly in DECCS Registration. Failure to submit non-MAD 5-day material changes directly in DECCS will cause significant delays in review and completion of your material change request. You may attach additional information to further explain your non-MAD request.

5-Day non-MAD Instructions: For **non-MAD** changes (e.g., changes of eligibility, name, address, officer/member of the board, subsidiary/controlled affiliate, and parent etc.) refer to DDTC's website www.pmdrtc.state.gov "**Material Changes Guidance page**".

Related 5-day non-MAD Submitted with MAD: Material Changes (e.g., changes of eligibility, name, address, officer/member of the board, subsidiary/controlled affiliate, and parent etc.) that coincide with the 5-day merger, acquisition, or divestment notification ("MAD Notification"), may be submitted in the MAD Notification. Material Change support documentation must be included as described on DDTC's website www.pmdrtc.state.gov, refer to the **Material Changes Guidance tab, on the "Updating a Registration" page.**

Note: For **MAD Material Changes**

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. You may attach additional information to further explain your MAD request.

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Related MAD Change and Registration Renewal Submission: A registration renewal submission must be submitted directly in DECCS as a separate submission, and not be submitted in DECCS with the MAD Material Change notification.

Seller and Buyer Sample Letter Instructions: The seller and buyer sample letters on DDTC's website www.pmdtc.state.gov, under "Mergers/Acquisitions/Divestitures" tab on the "Updating a Registration" page can be used by replacing **bolded** text with the details of your transaction. Only use sections that apply to your activities. If there is additional information that would help to explain the transaction, include it. If you need to change the wording for the sake of accuracy, style, etc., please change it. **Bolded italicized** text provides additional instructions.

Consolidation: Generally, it is DDTC policy that all ITAR business entities owned-and-controlled by a common U.S. parent be consolidated under a single manufacturer/exporter registration and/or broker registration.