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TOP 8 MOST IMPORTANT EXPORT COMPLIANCE ACTIONS FOR ANY EXPORTER:

- 1) Export Declaration:** Must be filed with U.S. Census and U.S. Customs for any export with a value per HTS code exceeding \$2500.00 USD (Canada is excluded), and for any shipment of any value being exported under an export license. It must be done on time and correct by the exporter or their appointed agent.
- 2) Screening:** Exporters must screen individuals and companies they do business with against the 9 active denied parties and denied persons lists. Go to www.export.gov and search “consolidated list” for more details.
- 3) Embargoed countries:** There are countries that U.S. companies cannot export to without permission/export license. Find the list at www.OFAC.gov
- 4) Commodities/Products:** Does your product require an export license? Could your product be dual use (intended for commercial but could the use also be military in nature)? Search the controlled commodities list or contact The Bureau of Industry and Security at www.BIS.doc.gov
- 5) Illegal Diversion:** Advise all customers, distributors and agents about U.S. law regarding illegal diversion to a sanctioned country. Use the NEW anti-diversion statement on your export documents (commercial invoice is the minimum).
- 6) Anti-Boycott:** Be familiar with U.S. law regarding Anti-Boycott and look for that language in your documents. Also, be familiar with your obligation in some situations to report anti-boycott language if it is communicated to your company.
- 7) Foreign Corrupt Trade Practices Act:** Make sure your customers, agents, distributors and employees are familiar with U.S. Law which prohibits bribing foreign government officials to win business.
- 8) Record Keeping:** Export records must be kept for a minimum of 5 years and may be longer in specific states. Records are anything having to do with an export transaction.