Complete this form to identify the individual at your organization who will be responsible for transferring digital technical data to and from Marvin Engineering Co., Inc. or one of its subsidiaries (hereinafter collectively “MEC”) using the secure file transfer protocol (FTP) site.

MEC  MLS  MTS  Flyer

|  |  |  |  |
| --- | --- | --- | --- |
| **1. APPLICANT LAST NAME, FIRST & MI** | **2. TELEPHONE/ EXT.** | **3. CITIZENSHIP: (include ALL nationalities & passports held)** | |
|  |  |  | |
| 4. COMPANY NAME | 5. COMPANY MAILING ADDRESS | | |
|  |  | | |
|
| 6. APPLICANT EMAIL ADDRESS | **7. JOB TITLE** | | 8. APPLICATION SUBMITTAL DATE |
|  |  | |  |
| 9. REQUESTING ACCESS TO; | | | |
| MEC Portal  VPN Secure Logon  Flyer Defense Team Center OTHER | | | |
| 10. TASK BEING PERFORMED FOR: MARVIN ENGINEERING CO  MLS MTS FLYER | | | |
| MANUFACTURING  PROCESSING R & D DISTRIBUTOR OTHER | | | |
| **11. EXPORT COMPLIANCE BRIEFING ON PAGE 2 READ AND SIGNED?  YES NO** | | | |
| **12. MEC Portal Folder Access: PO-RFQ-DATA  | RR’s (Paperless Program)** | | | |
| **13. COMMENTS:** | | | |

**14. BY SUBMISSION OF THIS SYSTEM ACCESS REQUEST, THE APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING:**

**By proceeding to view the data received from MEC, I acknowledge that any data marked as PROPRIETARY INFORMATION is Confidential and contains trade secrets and/or privileged information of MEC, and/or its subcontractors and suppliers. Unauthorized disclosure of this information is prohibited by 18 U.S. Code 1905, 18 U. S. Code 1832, 5 USC 552, and/or 41 USC 423, unless prior written permission for such disclosure has been obtained from an authorized representative of MEC or the owner of the proprietary information.**

**Additionally, I understand that all activities associated with access to The Marvin Group Technical Data Portal is subject to electronic monitoring. Furthermore, I agree that I will:**

* **Memorize my passwords and not display them where they may be compromised.**
* **Not permit another individual to use my User ID and password to obtain system access.**
* **Not use passwords that can be identified or directly attributed to me (such as common family names, social security account numbers, etc.)**
* **Immediately notify the appropriate management or point of contact when I no longer require system access to this data system.**
* **I acknowledge that I must immediately report to The Marvin Group Global Trade Compliance point of contact (Karl White,** [**karlw@marvineng.com**](mailto:karlw@marvineng.com) **or export@marvineng.com), if I have received unauthorized system access or have knowledge of any unauthorized system access to data.**
* **Periodically, clear the browser cache and the contents of any temporary directories to which data may have been copied while accessing The Marvin Group portal.**

|  |  |  |
| --- | --- | --- |
| **15. I understand that failure to abide by the above may result in termination of my access to The Marvin Group Technical Data Portal and other action as deemed appropriate by Marvin Engineering Co. Inc. By my signature I certify the above information to be correct and that I am aware of my responsibilities related to US Export Control Regulations and protection of MEC data.** |  | **16. I certify that the applicant identified above requires access to the requested system in order to fulfill its responsibilities to MEC. By signing, I certify that I have validated the applicant's citizenship documentation, that the applicant is a citizen of**       **\_\_  and that the Company has communicated to the applicant his/her obligation to comply with US Export Control Regulations.** |
| **Applicant signature and date** |  | **Company Authorized Representative signature and date** |

**SUPPLIERS/VENDORS** only please return completed form to [PortalRequest@marvineng.com](mailto:PortalRequest@marvineng.com)

**ALL OTHER REQUESTORS** please return completed form to [export@marvineng.com](mailto:export@marvineng.com)

EXPORT COMPLIANCE BRIEFING

I understand that MEC will provide our company with technical data, hardware, or other technical tooling (e.g. documentation, software, drawings and specifications) as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130, and/or the Export Administration Regulations (EAR) 15 C.F.R. §§ 730-774.

I understand that employees, agents or representatives of our company may not transfer such technical data, hardware, or other technical tooling by any means to a foreign person, whether in the United States or another country, without prior written authorization from MEC and the U.S. Government. Additionally, any employee of our company who is a foreign person will not have access to such technical data, hardware, or other technical tooling supplied to us by The Marvin Group.

I understand that written authorization from MEC must be obtained prior to transferring such technical data, hardware, or other technical tooling to **any** other company, or any non-U.S. person in the United States or any other country.

I understand that our company is responsible for ensuring that the requirements to this certification are conveyed to all sub-tier suppliers that will receive MEC’s technical data, or equipment or technology.

I certify that our company will, within 30 days of the close of the RFQ or contract, return to The Marvin Group or destroy all information and documents containing EAR and/or ITAR-controlled Technical Data, and all copies in its possession. If destroyed, our company will provide a written certification to MEC that such information and/or documents have been destroyed.

**AUTHORIZED SIGNATURE:**

**Please certify understanding and compliance to the preceding conditions by signing below:**

I hereby certify that the information entered on this document is accurate and complete, and undertake to inform MEC immediately of any subsequent change(s) hereto:

Applicant name

Signature:       Date:

(PRINTED)

Company Authorized Representative:       \_\_\_\_\_\_\_\_\_

NAME / TITLE (PLEASE PRINT)

Signature:       Date:

(PRINTED)

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SUPPLIERS/VENDORS** only please return completed form to [PortalRequest@marvineng.com](mailto:PortalRequest@marvineng.com)

**ALL OTHER REQUESTORS** please return completed form to [export@marvineng.com](mailto:export@marvineng.com)