

Guidance for stockists to complete template and covering letter

This stockist undertaking (SU) form and annex A must be provided when you order goods which you intend to **hold in stock** (whether via a consignee or not). Both documents must be completed on your company's letter-headed paper. If you are an individual these documents do not have to be on letter-headed paper

Please read the following explanation of terminology carefully for guidance on completing the SU form.

1. The UK licensee is the person or body who is either exporting the goods abroad, or brokering the movement of the goods concerned, each of which may be direct to you or via a separate consignee.
2. If not known, the licensee's reference can be left blank for completion by the licensee.
3. The consignee is the person or body who is the first recipient of the goods. This can be yourselves or another person or body within your country or in another country. If you are both the consignee and the stockist end user, then you must enter your own details in boxes (c) and (d).
4. As a stockist end user you will be receiving the goods to be **held in stock** (for onward shipment within or outside your country in the future) so boxes (e) and (f) must be completed.
5. This section refers to those occasions where the goods are supplied in the future rather than at the time of shipment.
6. The goods in this section refer to those at the time of shipment.
7. The UK Authorities need to understand what the goods are and so a detailed description of the main item or items is required. If, for example, the main item or items are accompanied by a long list of spares, components or accessories, you should also indicate this in section 2.
8. Section 3 must be signed and dated by you as the stockist end user since you are holding in stock the goods mentioned in Section 2. Either section (i) or section (ii) in Section 3 must also be completed as applicable. This section should be signed and dated by a person within your organisation with authority to sign on behalf of the company/organisation. 'Digital' signatures are **not** acceptable.
9. For an up-to-date list of applicable destinations subject to arms embargoes, see: Get a licence to export military or dual use goods, services or technology.

NB: When you should use the Stockist Undertaking (SU) Form

This form should only be completed if the goods are going into your stock for delivery elsewhere **in the future**. Even if, at the time of placing your order, you know your customer but are still holding the goods in stock against future orders placed on you by them, then you should still complete the Stockist Undertaking and complete section 3ii accordingly.

However, if you know, at the time of placing your order with the UK Licensee, that, on receipt of the goods, you will be supplying them **straightaway** to a named entity elsewhere then you should not complete this stockist undertaking. You should instead ask your customer to complete the end user undertaking form, a copy of which should be available from your UK licensee or from [GOV.UK](https://www.gov.uk).

STOCKIST UNDERTAKING FORM

SECTION 1 – PARTIES

(a) Name of UK Licensee ¹	(b) Licensee's reference ²
(c) Name of consignee ³	(d) Consignee's address
(e) Name of stockist end user ⁴	(f) Stockist end user's address
(g) Are the goods ultimately intended for the armed forces or internal security forces of the country? ⁵ Please DELETE an option: Yes/No	(h) Specific location where goods will be held in stock (if known) and if different from (f) ⁶

SECTION 2 – GOODS

(a) Quantity of Goods	(b) Description of the Goods ⁷ (for consumable goods, include length of time supplies are expected to last)
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(If you need to use continuation sheets, each must carry the licensee's reference, and must be signed and dated by the same person who signs this form.)

SECTION 3 – STOCKIST UNDERTAKING 8 (to be completed by the person or body named in 1(e) and 1(f))

We – the person or body named at 1(e) and 1(f) – certify that we are the importer of the goods described in Section 2 and we further certify that the goods are intended for stock to be held against future orders and EITHER (delete one of (i) or (ii) below)

i will not be re-exported, sold for export or otherwise transferred from the country where we are based, namely:

OR

ii are likely to be transferred to the following countries and/or customers:

We further certify that we will not supply the goods to an entity in the future if we know or suspect that they are intended or likely to be used for any purpose connected with chemical, biological or nuclear weapons, or missiles capable of delivering such weapons; that we will not supply the goods to an entity in the future in a destination subject to UN, EU or OSCE embargo where that act would be in breach of the terms of that embargo⁹; and that we will not supply the goods, or any replica of them, in the future if we know or suspect that they are intended or likely to be used in any nuclear explosive activityⁱ or unsafeguarded nuclear fuel cycleⁱⁱ.

Sign Here _____ Date _____
(Signature of Official of Stockist)

Print Name _____
(Add Name of Signatory in Capitals)

Role _____
(Add Job Title of Signatory in Capitals)

Note

ⁱ includes research on or development, design, manufacture, construction, testing or maintenance of any nuclear explosive device or components of subsystems of such a device.

ⁱⁱ includes research on or development, design, manufacture, construction, operation or maintenance of any reactor, critical facility, conversion plant, fabrication plant, reprocessing plant, plant for the separation of isotopes of source or special fissionable material, or separate storage installation, where there is no obligation to accept IAEA safeguards at the relevant facility or installation, existing or future, when it contains any source or special fissionable material; or of any heavy water production plant where there is no obligation to accept IAEA safeguards on any nuclear material produced by or used in connection with any heavy water produced therefrom; or where any such obligation is not met.

ANNEX A TO STOCKIST UNDERTAKING FORM

Model covering letter for Stockist Undertaking
[to be amended where indicated]

[NAME AND ADDRESS OF STOCKIST END USER ON THEIR ORIGINAL HEADED PAPER]

[DATE]

Stockist Undertaking relating to the UK licence application made by [*STATE NAME OF LICENSEE*]

I attach a completed stockist undertaking made on the SU Form.

Yours sincerely

[TO BE SIGNED BY THE SAME SIGNATORY WHO COMPLETED AND SIGNED THE STOCKIST UNDERTAKING (SU) FORM TOGETHER WITH THEIR ROLE]

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