

INSTRUCTION SHEET FOR ADVOCACY QUESTIONNAIRE

Who should complete this form?

The Advocacy Questionnaire and Agreement Concerning Bribery and Corporate Policy Prohibiting Bribery (Antibribery Agreement) must be submitted by any company (Applicant) seeking United States Government (USG) commercial advocacy for a specific foreign project or procurement opportunity involving a foreign government decision-maker. Those documents should be co-signed by the Bidder of Record in any case where the Applicant is not the Bidder of Record. Subcontractors, suppliers, or consortium partners should submit and/or co-sign the Advocacy Questionnaire and Antibribery Agreement only if requested by the Advocacy Center (AC).

For more detailed information, visit us at <http://export.gov/advocacy/>.

How decisions are made

The AC is the initial point-of-contact for companies seeking USG commercial advocacy with respect to a foreign project or procurement opportunity involving a foreign government as decision-maker. In response to an advocacy application, the AC will determine, on a case-by-case basis, whether the provision of USG commercial advocacy is in the U.S. national interest. The AC makes this national interest determination in the manner described in the Advocacy Guidelines.

This decision is made on the basis of the best information available. Applicants are responsible for promptly informing the AC of any material changes in the information provided. If the Applicant is awarded a project or procurement following the provision of USG commercial advocacy, the AC may follow up to assess the effectiveness of USG commercial advocacy and the benefits to the U.S. economy. In making its national interest determination, the AC may share with other USG agencies information provided by the Applicant.

Application Process

Applicants should submit the completed and signed *Advocacy Questionnaire and Antibribery Agreement* **in PDF format** to the appropriate AC staff member. The AC staff contact list can be found at http://export.gov/advocacy/eg_main_022763.asp.

Notes

- The free Adobe® Reader® software allows users only to view and print PDF files, but not to edit or save them. You will need to have [Adobe® Acrobat®](#) (either the “Pro” or the “Standard” version) installed on your computer in order to fill out, save, and send your completed advocacy questionnaire electronically.
- All fields bordered in red in the electronic PDF advocacy questionnaire form are required. Please enter “not applicable” or “N/A” in alphanumeric fields or “0” (zero) in numeric fields that do not apply to you.
- If the space provided in any given question is insufficient, please attach a continuation sheet, specifying which questions your answers relate to.
- In certain fields where a monetary amount is expected, just please enter numbers and your answer will automatically be converted to “\$000,000” format.
- In certain fields where a percentage is expected, please enter, e.g., “0.315” if you mean “31.5 percent.” The answer will automatically be reformatted and appear as “31.5%.”