	· ·		OMB No. 0608-0035: Approval Expires 09/30/9												
FORM BE-13 . (REV. 10/90)	U.S. DEPARTMENT C BUREAU OF ECON														
INDIRECT ACQ PURCHASE OF TI BUSINESS ENTEI MAND MAIL	N A FOREIGN PERSON'S DI UISITION, ESTABLISHMENT HE OPERATING ASSETS, OF RPRISE, INCLUDING REAL E ATORY - CONFIDENTIAL U.S. Department of Commerc	T, OR A U.S. STATE	The combined public reporting burden for related Forms BE-13 and BE-14 is estimated to vary from 1 to 4 hours per response, with an average of 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Bureau of Economic Analsysis (BE-1), U.S. Department of Commerce, Washington, DC 20230; and to the Office of Management and Budget, Paperwork Reduction Project												
REPORTS TO	Bureau of Economic Analysis BE-50 (IN) Washington, DC 20230		0608-0035, Washington, DC 20503. This report is required by law – Section 5(b)(2), P.L. 94 – 472, 90 Stat. 2059, 22 U.S.C. 3104. Whoever fails to report may be subject to a civil penalty not exceeding												
DELIVER REPORTS TO	OR U.S. Department of Commerce Bureau of Economic Analysis BE-50 (IN) — Room 908A 1401 K Street, NW Workington DC 20005		 \$10,000 and to injunctive relief commanding such person to comply, or both. Whoever willfully fails to report shall be fined not more than \$10,000 and, if an individual, may be imprisoned for not more than one year, or both. IMPORTANT — Read instructions before completing report. 												
This report is to be comp	Washington, DC 20005		no so ano												
(a) by a U.S. business ent "foreign parent") esta existing U.S. affiliate,	erprise when a foreign person (herein blishes or acquires directly, or indirec a 10 percent or more voting interest i that results from the direct or indirec	tly through an that enterpri	rise interest for an unincorporated U.S. affiliate, shares interest												
business enterprise that (b) by the existing U.S. af	iness segment or operating unit of an at is then organized as a separate lega filiate of a foreign person (hereinafter acquires a U.S. business enterprise)	al entity; or the "existing	8. All foreign parent(s), including the foreign parent(s) with a newly acquired 2 3												
segment or operating u U.S. affiliate merges in organizing as a separat	init of a U.S. business enterprise, tha to its own operations rather than cor- te legal entity. The filed for each foreign parent or e	t the existing ntinuing or	9. All U.S. affiliate(s) of foreign parent(s), including the existing U.S.												
NOTE — Real estate pur "business enterprise."	chased for other than personal us	e constitutes													
The foreign parent or exist	saction and Date of Completion ing U.S. affiliate (Mark (X) one of iter		4) - 11. Other U.S. persons 112%												
unincorpor began oper	ew legal entity, either incorporate ated, including a branch, that it or ating as a new U.S. business ente	ganized and													
2. ¹ 2 secured a v separate le operating a	rchased real estate. roting equity interest in a previous gal entity that was already organiz a U.S. business enterprise and t	ed and hat it continu													
3. ¹ 3 bought a bo U.S. busine legal entity a branch.	as a separate legal entity, either in ated, including a branch. usiness segment or operating unit ass enterprise, that it organized as , either incorporated or unincorpo g U.S. affiliate bought a U.S. busin	of an existing a new separa rated, includi	that the new foreign parent or existing U.S. affiliate previously held in the new U.S. affiliate, the cost of such investment and the date (s) acquired. (The cost entered here should not be included in the cost of the transaction that qualified the U.S. business enterprise as a U.S. affiliate and that is reported in item 45.)												
or business enterprise,	segment or operating unit of a U. and merged it into its own operati or organizing it as a separate lega	S. business ons rather the	Cost Date(s) acquired												
	Mon 102 1	th Day Ye	(ear 115% \$												
entity created, is hereinaft IV, V, and VI must be com and VI. If item 4 is marked	ion was completed> ter U.S. business enterprise acquired, ter referred to as the ''new U.S. affilia pleted. If item 3 is marked, complete t, omit Part II and complete Parts III, IN E. of instructions concerning unus	ate" and Parts Parts II, III, IV, V, V, and VI.	s II, Acquired by and Merged into an Existing U.S. Affiliate 7, V, This Part is to be completed only if Item 3 or 4, Part I above, is marked. g 15a. Name and address of business enterprise acquired or main office												
	and Ownership Structure of the N b be completed only if item 1, 2, or	3 is marked.	l. Name												
6. Name and address o Name of new U.S.	USE	3	116 1 Street or PO Box												
Street or PO Box			117 1 City and State ZIP Code												
105 1 City and State		ZIP Code													
106 1	entification number to be used by	the new U.S.	15b. Name and address of person from whom acquired. Name 119 1 119 1												
affiliate to file incom Enter E.I. Number	e and payroll taxes.		Street or PO Box 120 1												
	BEA10 USE	8	City and State ZIP Code												
Continue in next colum BEA USE ONLY	nn		BEA USE ONLY												
122 1			222 1												
123 1 138 1			223 1 224 1												
PERSON TO CONSULT REPORT — Enter name	CONCERNING QUESTIONS ABO and address	UT THIS	CERTIFICATION — The undersigned official certifies that this report has been prepared in accordance with the applicable instructions, is complete, and is substantially accurate except that, in accordance with III.C. of the Instructions, estimates have been provided where data are not available from customary accounting records or precise data could not be obtained without undue burden.												
			Authorized official's signature Print or type name and title Date												
U.S. TELEPHONE Area	code Number	Extension	Print or type name and title Date												

Part IV Selected Financial and Operating Data This Part is to be completed in the case of all types of transactions covered by items 1 through	U.S. AFFILIATE INDUSTRY CLASSIFICATION If for an incorporated U.S. affiliate, this item is to be completed from the viewpoint of the consolidated entity.												
4, Part I, on previous page.	21. Major activity of fully consolidated U.S. affiliate that was acquired or established — Mark (X) one. For ''start-up,'' show the intended												
BEA 124 1 2	activity.												
For items 16 through 19	and development)												
If item 1, Part I, is marked — Where the investment represents the establishment of a new U.S. business enterprise, or the direct purchase of real estate, the data should be projections for or as of the end of the first full year	Construction												
of operations. Use projections made in the course of planning the investment if available; otherwise give best estimate.	Real estate (investing in, or engaging in as an operator, manager, developer, lessor, agent, or broker)												
(Exception — For direct purchase of real estate, the asset value should be the value at time of closing.)	Providing a service Other - Specify - O												
If item 2, 3, or 4, Part I, is marked — Data should be for the fully consolidated U.S. business enterprise, or business segment or operating unit, acquired. Data should be for or as	is to see at spon												
of the end of the most recent financial year preceding acquisition. Exclude from full consolidation all foreign business enterprises owned by this U.S. affiliate; include such foreign enterprises only by the equity or cost method of accounting. (See Section II.G. of Instructions.)	22: Major product or service involved in this activity — if a product, also state what is done to it, i.e., whether it is mined, manufactured, sold at wholesale, transported, packaged, etc.												
For item 20	23. Sales of newly acquired or established U.S. affiliate by industry –												
If item 1 or 4, Part I, is marked — The data should show the number of acres included in the purchase. If item 2 or 3, Part I, is marked — The data should show the number of acres owned by the new U.S. affiliate upon	Enter (beginning with the largest) the appropriate 3-digit industry code(s) and the amount of sales associated with each code. The sales figures should represent the new affiliate's most recent annual sales or gross operating revenues (excluding sales taxes). In the case of a new or non-operating affiliate, show the projected breakdown of sales. See the												
completion of the investment transaction.	list of industry codes on page 4. If you use fewer than ISI code Sales												
16. Give ending date for the year that these Part IV data	eight codes, you must account for total sales. (1) Bil. Mil. Thous. Dols.												
are for, or as of 130 Amount	a. Enter code with largest sales 201 \$												
Bil. Mil. Thous. Do	Is. b. Enter code with 2nd												
17. Total assets – If assets are to be revalued due to the acquisition, show the value	largest sales 202 c. Enter code witrh 3rd 1 2												
after revaluation. 131 \$ 18. Net income after provision for	d. Enter code with 4th												
U.S. Federal, State, and local income taxes 133	e. Enter code with 5th												
Number 1	largest sales 205 1 2												
19. Number of employees – Include part-time employees. (See Section VIII of Instructions.) 134	f. Enter code with 6th largest sales 206 1 2												
20. All acres of U.S. land owned, whether carried in a fixed asset, investment or	g. Enter code with 7th largest sales 207												
other assset account — Give number to nearest whole acre. 135	h. Enter code with 8th largest sales 208												
BEA USE ONLY	i. Sales not accounted for above 209												
Continue in next column1	TOTAL SALES - Sum of lines a through i - 132												
Part V Investment Incentives and Services Provided by State of Including Quasi-government Entities													
This Part to be completed in the case of all types of transaction 4, Part I, on previous page.	s covered by items 1 through												
24. Were any specific State or local government incentives or related serv	Vices (such as those detailed												
in items 26 through 28 below) received in connection with this invest	ment transaction? 140 1 Yes 2 No 1												
25. If the answer to item 24 is "Yes," were these incentives or services a signed decision to invest in a given region of the United States or in a given S	tate or local area? 141 1 L Yes 2 No												
If the answer to item 24 is "Yes," indicate the category(ies) which most clearly local incentives or services. Mark (X) yes or no for each category to indicate wh applicable, and complete item 29.													
26. Taxation – Such as investment tax credit; tax exemption; and tax reduction	on or holiday. 142 1 Yes 2 No												
27. Financing programs — Such as industrial revenue bonds; direct loans or lo credits from development credit corporations; grants; and preferential rates													
28. Other — Such as State-financed recruiting programs, training programs, re R&D assistance, road building, and other services or incentives that are of n	location services, studies,												
29. State, or State of location of local government unit, from which the in If more than one, enter all States from which received.													
a. State													
	BEA USE												
b. State													
	BEA USE 145 2												
c. State													
	BEA USE 145 3												
	DEA UGE												

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BE-13 INITIAL REPORT ON A FOREIGN PERSON'S DIRECT OR INDIRECT ACQUISITION, ESTABLISHMENT, OR PURCHASE OF THE OPERATING ASSETS, OF A U.S. BUSINESS ENTERPRISE, INCLUDING REAL ESTATE

INSTRUCTIONS

INTRODUCTION

Purpose - BE-13 reports are required in order to obtain comprehensive initial data concerning new foreign direct investment in the United States that may affect the U.S. and foreign economies.

Authority – BE-13 reports are mandatory pursuant to the International Investment and Trade In Services Survey Act (P.L. 94–472, 90 Stat. 2059, 22 U.S.C. 3101–3108 as amended – hereinafter, "the Act"). In Section 3 of Executive Order 11961, the President designated the Department of Commerce as the federal agency responsible for collecting the required data on direct investment, and the Secretary of Commerce has assigned this responsibility to the Bureau of Economic Analysis. The implementing regulations are contained in Title OX 15 CFR Part 806.

This report has been approved by the Office of Management and Budget under the Paperwork Reduction Act (44 U.S.C. 3501, et seq.).

Penalties – Whoever fails to report may be subject to a civil penalty not exceeding \$10,000 and to injunctive relief commanding such person to comply, or both. Whoever willfully fails to report shall be fined not more than \$10,000 and, if an individual, may be imprisoned for not more than one year, or both. Any officer, director, employee, or agent of any corporation who knowingly participates in such violation, upon conviction, may be punished by a like fine, imprisonment, or both. (See Section 6 of the Act, 22 U.S.C. 3105). not 60

(See Section 6 of the Act, 22 U.S.C. 3105). **Confidentiality** — The information filed in this report may be used only for analytical and statistical purposes and access to the information shall be available only to officials and employees (including consultants and contractors and their employees) of agencies designated by the President to perform functions under the Act. The President may authorize the exchange of the information between agencies or officials designated to perform functions under the Act, but only for analytical and statistical purposes. No official or employee tincluding consultants and contractors and their employees) shall publish or make available any information collected under the Act in such a manner that the person to whom the information relates can be specifically identified. Reports and copies of reports prepared pursuant to the Act are confidential and their submission or disclosure shall not be compelled by any person without the prior written permission of the person filing the report and the customer of such person where the information supplied is identifiable as being derived from the records of such customer (22 U.S.C. 3104.) U.S.C. 3104.)

Response to this inquiry is required by law. By the same law, your report to this Bureau is CONFIDENTIAL. It may be used only for analytical or statistical purposes and CANNOT be used for purposes of taxation, investigation, or regulation. The law also provides that copies retained in your files are immune from legal process.

I. DEFINITIONS

- A. United States, when used in a geographic sense, means the several States, the District of Columbia, the Commonwealth of Puerto Rico, and all territories and possessions of the United States.
- **Foreign**, when used in a geographic sense, means that which is situated outside the United States or which belongs to or is characteristic of a country other than the United States. R
- C. Person means any individual, branch. partnership, associated group association, estate, trust, corporation, or other organization (whether or not organized under the laws of any State), and any government (including a foreign government, the United States Government, a State or local government, and any agency, corporation, financial institution, or other entity or instrumentality thereof, including a government-sponsored agency).
- D. Foreign person means any person resident outside the United States or subject to the jurisdiction of a country other than the United States.
- E. Direct investment means the ownership or control, directly or indirectly, by one person of 10 per centum or more of the voting securities of an incorporated business enterprise or an equivalent interest in an unincorporated business enterprise.
- F. Foreign direct investment in the United States means the ownership or control, directly or indirectly, by one foreign person of 10 per centum or more of the voting securities of an incorporated U.S. business enterprise or an equivalent interest in an unincorporated U.S. business enterprise, including a branch.
- G. Branch means the operations or activities conducted by a person in a different location in its own name rather than through an incorporated entity.
- H. Affiliate means a business enterprise located in one country which is directly or indirectly owned or controlled by a person of another country to the extent of 10 per centum or more of its voting stock for an incorporated business or an equivalent interest for an unincorporated business, including a branch.
- I. U.S. affiliate means an affiliate located in the United States in which a foreign person has a direct investment.
- J. Foreign parent means the first foreign person in the ownership chain of the U.S. affiliate.
- Affiliated foreign group means (i) the foreign parent, (ii) any foreign person, proceeding up the foreign parent's ownership chain, which owns more than 50 per centum of the person below it up to and including that person which is not owned more than 50 per centum by another foreign person, and (iii) any foreign person, proceeding down the ownership chain(s) of each of these members, which is owned more than 50 per centum by the person above it.
- **Foreign affiliate of foreign parent** means, with reference to a given U.S. affiliate, any member of the affiliated foreign group owning the affiliate that is not a foreign parent of the affiliate.
- M. U.S. corporation means a business enterprise incorporated in the United States.
- N. Business enterprise means any organization, association, branch, or venture which exists for profitmaking purposes or to otherwise secure economic advantage, and any ownership of any real estate.
- O. Intermediary means an agent, nominee, manager, custodian, trust, or any person acting in a similar capacity.

- I. DEFINITIONS (Continued)
- P. Associated group means two or more persons who, by the appearance of their actions, by agreement, or by an understanding, exercise their voting privileges in a concerted manner to influence the management of a business enterprise. Each of the following are deemed to be an associated group.
 - Members of the same family.
 A business enterprise and one or more of its officers and directors,

 - (3) Members of a syndicate or joint venture, or
 (4) A corporation and its domestic subsidiaries.

O. Ultimate beneficial owner (UBO) is that person, proceeding up the ownership chain beginning with and including the foreign parent, that is not more than 50 percent owned or controlled by another person. (A person who creates a trust, proxy, power of attorney, arrangement, or device with the purpose or effect of divesting such owner of the ownership of an equity interest as part of a plan or scheme to avoid reporting information, is deemed to be device to avoid reporting information, is deemed to be device to avoid reporting information. be the owner of the equity interest.)

II. GENERAL INSTRUCTIONS

A. Who must report

BE-13, Initial Report on a Foreign Person's Direct or Indirect Acquisition, Establishment, or Purchase of the Operating Assets, of a U.S. Business Enterprise, Including Real Estate, must be completed either:

- a) by a U.S. business enterprise when a foreign person establishes or acquires directly, or indirectly through an existing U.S. affiliate, a 10 percent or more voting interest in that enterprise, including an enterprise that results from the direct or indirect acquisition by a foreign person of a business segment or operating unit of an existing U.S. business enterprise that is then organized as a separate legal entity; or
- by the existing U.S. affiliate of a foreign person when it acquires a U.S. business enterprise, or a business segment or operating unit of a U.S. business enterprise, that the existing U.S. affiliate merges into its own operations rather than continuing or organizing as a separate legal entity. b)

A separate report must be filed for each foreign parent or existing U.S. affiliate that is a party to the transaction. However, where more than one foreign parent or existing U.S. affiliate is party to the transaction, Part IV need be completed on only one report.

 $\ensuremath{\text{NOTE}}\xspace - \ensuremath{\text{Real}}\xspace$ estate purchased for other than personal use constitutes a "business enterprise."

B. Exclusions and exemptions -

- a) Residential real estate held exclusively for personal use and not for profitmaking purposes is not subject to the reporting requirements. A U.S. residence which is an owner's primary residence that is then leased by the owner while outside the United States but which the owner intends to reoccupy, is considered real estate held for personal use. Ownership of residential real estate by a corporation whose sole purpose is to hold the real estate and where the real estate is for the personal use of the individual owner(s) of the corporation is considered real estate held for personal use held for personal use. owner(s) of the corporation, is considered real estate held for personal use.
- b) An existing U.S. affiliate is exempt from reporting the acquisition of a U.S. business enterprise, that it then merges into its own operating unit of a U.S. business enterprise, that it then merges into its own operations, if the total cost of the acquisition was \$1,000,000 or less, and does not involve the purchase of 200 acres or more of U.S. land. (If the acquisition involves the purchase of 200 acres or more of U.S. land, it must be reported regardless of the total cost of the acquisition.)
- c) An established or acquired U.S. business enterprise, as consolidated, is exempt if its total assets (not the foreign parent's or existing U.S. affiliate's share) at the time of acquisition or immediately after being established, were \$1,000,000 or less and it does not own 200 acres or more of U.S. land. (If it owns 200 acres or more of U.S. land, it must report regardless of the time of acquisition or immediately after being established. the value of total assets.)

If exempt under (b) or (c), Supplement C, "Exemption Claim, Form BE-13," which accompanies this Form, must be filed to validate the exemption.

NOTE: All exempt U.S. affiliates should be aware of the quarterly and annual **NOTE:** All exempt U.S. affiliates should be aware of the quarterly and annual surveys of foreign direct investment in the United States (Forms BE-15, BE-605, and BE-606B) conducted by this Bureau and the exemption criteria pertaining to each (see 15 CFR Part 806.15). If a U.S. affiliate is exempt on Form BE-13, it is also exempt from filing in any of the quarterly or annual surveys at this time. However, if through internal growth, acquisitions, new infusions of capital, the purchase of land, etc., a previously exempt affiliate exceeds the exemption criteria of the quarterly and annual surveys in the future, it is the affiliate's legal responsibility to secure and file the appropriate forms. In the year that the quinquennial BE-12 benchmark survey is conducted, this Bureau will mail forms to each U.S. affiliate is exempt from filing in other surveys. If a U.S. affiliate is exempt from filing in the BE-12 survey, it may file a claim for exemption at that time.

- C. Determining whether an individual is a foreign person or a U.S. person based on residence An individual will be considered a resident of, and subject to the jurisdiction of, the country in which physically located, subject to the following qualifications:
 - Individuals who reside, or expect to reside, outside their country of citizenship for less than one year are considered to be residents of their country of citizenship.
 - 2. Individuals who reside, or expect to reside, outside their country of citizenship for one year or more are considered to be residents of the country in which they are residing, except as provided in 3 below.
 - 3. Notwithstanding 2, if an owner or employee of a business enterprise resides outside the country of location of the enterprise for one year or more for the purpose of furthering the business of the enterprise, and the country of the business enterprise is the country of citizenship of the owner, then such owner or employee shall nevertheless be considered a resident of the country of citizenship provided there is the intent to return within a reasonable period of time.
 - Individuals and members of their immediate families who are residing outside their country of citizenship as a result of employment by the government of that country diplomats, consular officials, members of the armed forces, etc. - are considered to be residents of their country of citizenship.

II. GENERAL INSTRUCTIONS (Continued)

- D. Reporting by intermediaries If a particular foreign direct investment in the United States is held, exercised, administered, or managed by a U.S. intermediary for the foreign beneficial owner, such intermediary shall be responsible for reporting the required information for, and in the name of, the new U.S. affiliate, and shall report on behalf of the new U.S. affiliate or shall instruct the new U.S. affiliate to submit the required information. Upon so instructing the new U.S. affiliate, the intermediary shall be released from further liability to report provided it has informed this Bureau of the date such instructions were given and the name and address of the U.S. affiliate, and has supplied the new U.S. affiliate with any information in the possession of, or which can be secured by, the intermediary that is necessary to permit the new U.S. affiliate to complete the required reports. If the new U.S. affiliate is in the form of real property that includes no entity from which a report can be solicited, the U.S. intermediary of the foreign beneficial owner is required to report. When acting in the capacity of an intermediary, the accounts or transactions of the U.S. affiliate with the foreign beneficial owner shall be considered as accounts or transactions of the new U.S. affiliate with the foreign beneficial owner. To the extent such transactions or accounts are unavailable to the new U.S. affiliate, they may be required to be reported by the intermediary.
- **E. Unusual reporting situations** It may be unclear from the forms and related instructions how certain unusual situations should be reported. This will be true particularly where there is a combination of direct plus indirect ownership interests, or where members of an affiliated foreign group have, or acquire, more than one fractional interest of less than 10 percent, but which in total adds to more than a 10 percent interest when all lines of ownership are considered. Rather than further complicating the instructions by trying to allow for all possible reporting situations, we request that those who must report for an unusual situation call us to discuss how best to report it.
- F. Consolidated reporting by a new U.S. affiliate A new U.S. affiliate shall file Form BE-13 on a fully consolidated basis, including in the consolidation all other U.S. affiliates in which it directly or indirectly owns more than 50 percent of the outstanding voting stock. (Foreign subsidiaries of the new U.S. affiliate are not to be included in the consolidation, except as provided below under the equity method of accounting.) However, separate reports may be filed where a given U.S. affiliate is not normally consolidated due to lack of control, provided written permission has been requested from and granted by BEA. Hereinafter, the consolidated entity is considered to be one U.S. affiliate.

A U.S. affiliate that is not consolidated must file its own Form BE-13.

- **G. Equity method of accounting** Investments by the new U.S. affiliate in business enterprises not included in the consolidation and which are 20 percent or more owned shall be accounted for following the equity method of accounting. However, in these cases, intercompany items are not to be eliminated.
- H. Business segment Business segment as used in these reports is not limited to those "segments" meeting the criteria set forth in Financial Accounting Standards Board Statement Number 14.
- I. Calculation of total ownership percentage A person's ownership interest in a given business enterprise may be held directly or indirectly or both. It is directly held if the person itself holds the ownership interest in the enterprise. It is indirectly held if the person holds an ownership interest in another business enterprise that, in turn, owns the given business enterprise. A person's percentage of indirect voting ownership in a given business enterprise is the product of the person's direct voting ownership percentage in the first business enterprise in the ownership chain times that first enterprise's direct voting ownership enterprise is the second business enterprise in the ownership percentage of each other intervening business enterprise. If more than one chain of ownership between the person and the given business enterprise in all chains are summed to determine the person's total ownership percentage.

III. ACCOUNTING METHODS AND REPORTING PROCEDURES

- A. Accounting methods and records Generally accepted U.S. accounting principles should be followed. Corporations should generally use the same methods and records that are used to generate reports to stockholders except where the instructions indicate a variance.
- B. Annual stockholder's report U.S. affiliates issuing annual reports to stockholders are requested to furnish a copy of their annual report to this Bureau.
- C. Estimates If actual figures are not available, estimates should be supplied and labeled as such. When a data item cannot be fully subdivided as required, a total and an estimated breakdown of the total should be supplied.
- D. Space on form insufficient When space on a form is insufficient to permit a full answer to any item, the required information should be submitted on supplementary sheets, appropriately labeled and referenced to the item number and the form or supplement.
- E. Figures such as the number of acres and the number of employees should be reported to the nearest whole unit.
- F. Currency amounts should be reported in U.S. dollars rounded to thousands (omitting 000). **Do not enter** amounts in the shaded portions of each line.

EXAMPLE: If amount is \$1,334,615.00, report as:

Bil.	Mil.	Thous.	Dols

- G. If an item is between + or \$500.00 enter "0".
- H. Use parentheses to indicate negative numbers.

IV. FILING REPORTS

- A. Extension Requests for an extension of the reporting deadline will not normally be granted. However, in a hardship case, a written request for an extension will be considered provided it is received at least 15 days prior to the due date of the report and enumerates substantive reasons necessitating the extension. BEA will provide a written response to such requests.
- **B.** Assistance If there are any questions concerning the report, telephone (202) 523–0547 during office hours 8:00 to 4:00, eastern time.

IV. FILING REPORTS (Continued)

- C. Number of copies A single original copy of each form is to be filed with the Bureau of Economic Analysis. In addition, each person filing a form must retain a copy to facilitate resolution of any problems that may arise covering the data reported. (Both copies are protected by law; see statement on confidentiality in the Introduction.) File copies should be retained for 3 years after the date on which the form is due.
- D. Filing of report Reports filed by mail through the U.S. Postal Service should be sent to: U.S. Department of Commerce, Bureau of Economic Analysis, BE-50(IN), Washington, DC 20230. Reports filed by direct private delivery should be directed to: U.S. Department of Commerce, Bureau of Economic Analysis, BE-50(IN) — Room 908A, 1401 K Street, N.W., Washington, DC 20005.
- E. Due date Form BE-13 is due no later than 45 days after the investment transaction occurs.

V. SPECIAL INSTRUCTIONS FOR INSURANCE COMPANIES

When there is a difference, the financial and operating data are to be prepared on the same basis as an annual report to the stockholders, rather than on the basis of an annual statement to an insurance department. Valuation should be according to normal commercial accounting procedures, not at the rates promulgated by the National Association of Insurance Commissioners. Include both nonadmitted assets not acceptable for the annual statement to an insurance department and trusteed, as well as non-trusteed assets. Specific instructions for income statement items are:

Costs and expenses relating to operations (to be used in determining net income) — Include costs relating to sales or gross operating revenues, such as policy losses incurred, death benefits, matured endowments, other policy benefits, increases in liabilities for future policy benefits, other underwriting expenses, and investment expenses.

Sales or gross operating revenues, excluding sales taxes – Include items such as earned premiums, annuity considerations, gross investment income, and items of a similar nature. Exclude income from foreign affiliates.

VI. SPECIAL INSTRUCTIONS FOR REAL ESTATE

If a business enterprise, otherwise required to report, is in the form of real property not identifiable by name, reports are required to be filed by and in the name of the beneficial owner, or in the name of such beneficial owner by the intermediary of such beneficial owner.

Part I, items 1 through 4:

The direct purchase of real estate - unimproved land, farms, office buildings, shopping centers, etc. - shall be considereed to be an item 1 transaction except where the purchase is effected by buying shares in an existing corporation, in which case it will be an item 2 transaction.

Part II:

Item 6 — for real estate investments being reported, BEA is not seeking a legal description of the property, nor necesarily the address of the property itself. Since there may be no operating business enterprise as such for the investment, what is wanted is a consistently identifiable investment (i.e., U.S. affiliate) together with an address to which report forms can be mailed so that the investment (affiliate) can be reported on a consistent basis from survey to survey, or period to period. Thus, in item 6, the "name and address" of the U.S. affiliate might be:

XYZ Corp. N.V., Real Estate Investments; c/o B&K Inc., Accountants; 120 Major Street; Miami, FL XXXXX

If the investment property has a name, such as Sunrise Apartments, Acme Building, etc., the name and address in item 6 might be:

Sunrise Apartments; c/o ABC Real Estate;

120 Major Street; Miami, FL XXXXX

Items 8 through 12 — If the new U.S. affiliate is not incorporated, give the percent ownership in item 8 for direct purchases by the foreign parent; and in item 9 for direct purchases by an existing U.S. affiliate.

VII. SPECIAL INSTRUCTIONS CONCERNING THE ESTABLISHMENT OF A HOLDING COMPANY, WITH MINIMAL CAPITALIZATION, PREPARATORY TO ACQUIRING OR ESTABLISHING A U.S. BUSINESS ENTERPRISE

The following procedures attempt to minimize reporting of multiple step transactions that would otherwise require the filing of several BE-13 reports or exemption claims. The transaction date for reporting an initial investment in a U.S. holding company, or similar entity, by a foreign person or by an existing U.S. affiliate of a foreign person may be deferred from the date of the initial investment if:

- (1) The initial capitalization (both debt and equity) of the U.S. holding company, or similar entity, is \$5,000,000 or less, and
- (2) The purpose of setting up the U.S. holding company, or similar entity, is to facilitate the subsequent acquisition of a U.S. business enterprise or to establish an operating U.S. affiliate, within 180 days.

A report must be filed within 45 days of the completion of the holding company's acquisition of the U.S. business enterprise or the establishment of an operating U.S. affiliate. When the BE-13 is filed, if the holding company has not been dissolved, the report must fully consolidate the holding company and the newly acquired or established U.S. affiliate. The cost of investment, item 45, must account for all funds for both investments. A brief letter of explanation describing the situation and transaction dates should accompany the filing.

In order to qualify for this deferral, the secondary investment transaction must occur within 180 days of the acquisition or establishment of the holding compay. If it does not, a BE-13 report (or exemption claim) must be filed by the U.S. holding company no later than 45 days beyond the 180-day deferral period.

VIII. SPECIFIC INSTRUCTIONS FOR REPORTING EMPLOYMENT

Employment (item 19) should relate to all employees regardless of whether they are engaged in an activity the cost of which was, or will be, charged as an expense on the income statement, charged to inventories, or capitalized. Include part-time and full-time workers, but exclude home workers and independent sales personnel who are not employees. Where the investment being reported represents the **acquisition** of a U.S. business enterprise, business segment, or operating unit (i.e., item 2, 3, or 4, of Form BE-13 is marked), give the number of employees as of the ending date for the year shown in item 16. Employment as of a different date during the year may be used if employment did not vary significantly during the year. If a strike or other disruption was in progress at the end of the year, give a number that reflects normal operations. If a business activity involves large seasonal variation, give a number that reflects an average for the year. Where the investment being reported represents the **establishment** of a new U.S. business enterprise (i.e., item 1 of Form BE-13 is marked), give the number of persons expected to be on the payroll at the end of the first full year of operations.

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3-Digit ISI Codes for the Industry Classification of New U.S. Affiliate (Item 23) and 2-Digit Industry Codes for Classification of Foreign Parent and Ultimate Beneficial Owner (UBO) (Items 37 and 42) The International Surveys Industry (ISI) classifications below are to be used in completing item 23. The classifications are defined in the *'Guide to Industry and Foreign Trade Classifications for International Surveys, '* prepared by the Bureau of Economic Analysis. The guide is available upon request. The titles of some ISI classifications, by themselves, may be insufficient to determine the classifications of certain activities. Consult the more detailed descriptions provided in the guide to be sure of the correct classification. The 2-digit industry codes for the foreign parent and the UBO are to be used in completing items 37 and 42. SUMMARY OF INTERNATIONAL SURVEYS INDUSTRY (ISI) CLASSIFICATIONS Petroleum refining without extraction Petroleum and coal products, n.e.c. Rubber products AGRICULTURE, FORESTRY, 612 Petroleum tanker operations Other finance 292 441 Other water transportation Transportation by air Pipelines, except petroleum and natural gas Life insurance Accident and health insurance 299 AND FISHING 449 631 305 632 450 Agricultural production – Agricultural production – 010 crops Miscellaneous plastics products 020 308 461 639 Other insurance livestock 310 321 Leather and leather products Glass products Real estate Holding companies, except bank 462 650 and animal specialties 671 Agricultural services Forestry natural gas Petroleum storage for hire Passenger transportation 070 Stone, clay, concrete, gypsum, and other nonmetallic mineral products holding companies Franchising, business – selling or 329 470 080 472 679 090 Fishing, hunting, and trapping 331 Primary metal industries, ferrous licensing arrangement MINING Transportation, n.e.c. warehousing, terminal facilities, and related services Primary metal industries, nonferrous Metal cans, forgings, and stampings 335 477 SERVICES 101 Iron ores 341 102 Copper, lead, zinc, gold, and silver Cutlery, hardware, and screw products 342 700 Hotels and other lodging places Telephone and telegraph communications ores 481 731 734 Advertising Services to buildings 107 Heating equipment, plumbing fixtures, and structural metal Other metallic ores 343 108 Metal mining services Other communications services Electric, gas, and sanitary services 483 Equipment rental and leasing, except automobiles and 735 120 Coal 490 products Metal services; ordnance; and fabricated metal products, n.e.c. Engines and turbines Coal mining services Crude petroleum extraction (no 124 349 WHOLESALE TRADE computers Personnel supply services 133 501 Motor vehicles and equipment 736 refining) and natural gas Oil and gas field services 351 741 Lumber and construction materials Professional and commercial 138 503 Computer processing and data Farm and garden machinery Construction, mining, and materials preparation services Information retrieval services 504 353 Nonmetallic minerals, except fuels, 140 148 Nonmetallic minerals services except fuels equipment and supplies Metals and minerals, except 742 handling machinery Metalworking machinery Special industry machinery General industrial machinery Computer and office equipment Refrigeration and service industry machinery Computer related services, n.e.c. Other business services Automotive rental and leasing, 505 743 354 749 petroleum CONSTRUCTION Electrical goods Hardware, and plumbing and 751 506 356 150 Construction without drivers Automotive parking, repair, and 507 357 MANUFACTURING 752 heating equipment and supplies Machinery, equipment, and supplies Durable goods, n.e.c. 358 508 201 Meat products other services machinery Industrial and commercial Miscellaneous repair services Motion pictures, including 760 Dairy products Preserved fruits and vegetables Grain mill products 202 359 509 780 203 204 machinery, n.e.c. 363 Household appliances 366 Household audio and video, and Paper and paper products Drugs, proprietaries, and sundries Apparel, piece goods, and notions 511 television tape and film 512 513 Amusement and recreation services 790 205 Bakery products 203 208 209 Beverages communications, equipment Groceries and related products Farm-product raw materials 800 Health services 514 Other food and kindred products Electronic components and 367 515 517 Legal services Tobacco products Textile mill products Apparel and other textile products Lumber and wood products Furniture and fixtures 810 210 220 accessories Petroleum and petroleum 820 Educational services Electrical machinery, n.e.c. Motor vehicles and equipment 369 products Nondurable goods, n.e.c. Engineering, architectural, and 871 230 371 872 Accounting, auditing, and bookkeeping services
873 Research, development, and 240 250 519 Other transportation equipment Measuring, scientific, and optical 379 RETAIL TRADE 381 Pulp, paper, and board mills Other paper and allied products 262 instruments 530 General merchandise stores 265 Medical instruments and supplies and ophthalmic goods 384 540 Food stores testing services Management and public Newspapers Miscellaneous publishing Commercial printing and services 271 Gasoline service stations Apparel and accessory stores Eating and drinking places Retail trade, n.e.c. 554 874 272 275 386 Photographic equipment and 560 relations services supplies Miscellaneous manufacturing 580 890 Other services provided on a commercial basis 281 Industrial chemicals and synthetics 390 590 283 Drugs industries FINANCE, INSURANCE, AND Soap, cleaners, and toilet goods 284 NONBUSINESS ENTITIES TRANSPORTATION, COMMUNICATION, AND PUBLIC REAL ESTATE Agricultural chemicals Chemical products, n.e.c 287 289 600 Banking 900 Government entities UTILITIES Savings institutions and credit unions 291 Integrated petroleum refining and 603 905 Nonbusiness entities, except government extraction 401 Railroads FOREIGN PARENT AND UBO INDUSTRY CODES 01 Government and government-owned or -sponsored enterprise, or quasi-government organization or agency 02 Pension fund - Government run 03 Pension fund - Privately run

- 04 Estate, trust, or nonprofit organization
- 05 Individual

Private business enterprise, investment organization, or group engaged in:

06 Petroleum and natural gas: exploration, development and extraction; oil and gas field services; refining; transport; storage; and wholesale and retail trade (ISI codes 133, 138, 291, 292, 299, 441, 461, 470, 517, and 554)

NOTE: All industries listed below exclude petroleum subindustries included in "Petroleum and natural gas," as defined above.

- 07 Agriculture (ISI codes 010-090)
- 08 Mining (ISI codes 101-107, 120, and 140)
- 09 Construction (ISI code 150)
- 10 Manufacturing, including fabricating, assembly, and processing (ISI codes 201-289, 305-390)
- 11 Transportation, communication, and public utilities (ISI codes 401, 449, 450, 462, 472, 477, 481, 483, and 490)
- 12 Wholesale and retail trade (ISI codes 501-515, 519, 530, 540, 560, 580, and 590)
- 13 Banking (including bank holding companies) (ISI code 600)
- 14 Holding companies (ISI code 671)
- 15 Other finance and insurance (ISI codes 603, 612, 631, 632, 639, and 679)
- 16 Real estate Including investing or engaging in real estate as an operator, manager, lessor, agent, or broker (ISI code 650)
- 17 Services (ISI codes 070, 108, 124, 148, and 700-890)

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