



# Guidance on Completion of Attachment A Form for U.S. Prime Contractors

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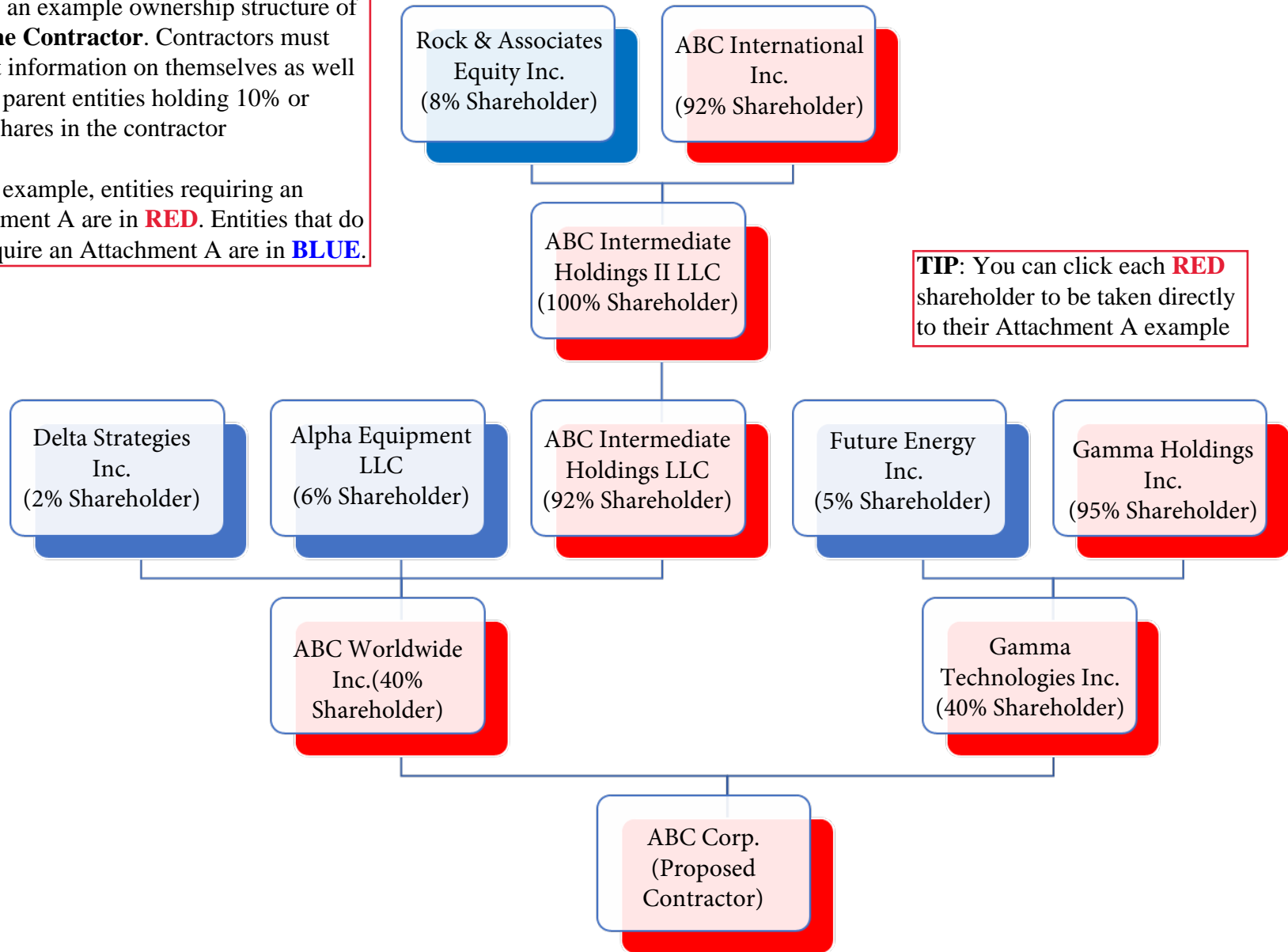
- **An organization chart of the Prime Contractor** (USTDA encourages contractors to submit an organization chart if they have a complex ownership structure)
- **An example U.S. Firm Information Form**
- **Six example U.S. Firm Attachment A Forms based on the organization chart**

The example forms have been filled out only in the sections that pertain to the ownership structure of the Prime Contractor. Please note, however, that contractors are required to complete all sections of the U.S. Firm Information Form and the U.S. Firm Form - Attachment A

- **U.S. Firm Information Form:** V jku"ht o "eqpvckpu"kpht o cvkqp"qp"vjg"Rtk o g" Eqpvcevt."kpenw fkp i "\*" y kvj qww"nk o kvckqp+"kp"tgncvqp"vq"kvu"r tkpekrcn"qhhegtu"cpf" fktgevtu."cpf"kvu"qy pgtujkr"kpht o cvkqp0
- **U.S. Firm Form - Attachment A:** V jku"ht o "eqpvckpu"kpht o cvkqp"qp"rctgpv"gpvkv{" vjcv"jqnfu"cfktgevt"kpftgevt"qy pgtujkr"kpvtguv"kp"vjg"Eqpvcevt0""V jku"ht o "ku" tgswtgf"ht"cp{" rctgpv"gpvkv{"\*cnuq"tghgtpegf"cu"cp"wrvtgc o "qy pgt+"vjcv"jqnfu"cf32 ' " qt" i tgcvt"kpvtguv"kp"vjg"Eqpvcevt"\*uwej"cp"gpvkv{"ku"tghgtgf"vq"cu"cp"õQy pgtö+0""V jku" ht o "ku"cnuq"tgswtgf"ht"cp{" rctgpv"gpvkv{"vjcv"jqnfu"cf32 ' "qt" i tgcvt"kpvtguv"kp"cp{" Qy pgt."cpf"uq"htvj"wr"vjg"qy pgtujkr"ejckp"ht"cp{" rctgpv"gpvkv{"vjcv"jqnfu"cf32 ' "qt" i tgcvt"kpvtguv"kp"cp{"kpftgevt"Qy pgt"wr"vjg"ejckp0""V jku"ht o "ku"pqv"tgswtgf"ht" kpfxkfwcnu"rgqrng"y j q " j q n f " c p " q y p g t u j k r " k p v t g u v " k p " v j g " E q p v c e v t " q t " c p { " \* f k t g e v " q t " k p f k t g e v + " Q y p g t 0

This is an example ownership structure of a **Prime Contractor**. Contractors must submit information on themselves as well as any parent entities holding 10% or more shares in the contractor

In this example, entities requiring an Attachment A are in **RED**. Entities that do not require an Attachment A are in **BLUE**.



**TIP:** You can click each **RED** shareholder to be taken directly to their Attachment A example



U.S. TRADE AND DEVELOPMENT AGENCY

All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.

USTDA-funded Feasibility Study, Technical Assistance, or Training Grant

U.S. Prime Contractor Form

This form is designed to enable the U.S. Trade and Development Agency ("USTDA") to obtain information about entities and individuals proposed for participation in USTDA-funded activities. Information in this form is used to conduct screening of entities and individuals to confirm that potential partners meet USTDA's requirements, and to ensure compliance with legislative and executive branch prohibitions on providing support or resources to, or engaging in transactions with, certain individuals or entities.

USTDA Activity Number [To be completed by USTDA]

Activity Type [To be completed by USTDA] table with columns for Feasibility Study, Technical Assistance, and Other (specify)

Activity Title [To be completed by USTDA]

1. Full Legal Name of U.S. Prime Contractor (as stated in articles of incorporation or equivalent legal document)

2. U.S. Prime Contractor Business Address

3a. U.S. Prime Contractor Telephone

3b. U.S. Prime Contractor Website

4. Year U.S. Prime Contractor Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

5. Type of Business Entity (e.g., corporation, LLC, Partnership, Sole Proprietor, Other)

6. Type of Ownership table with rows for Publicly Traded Company, Private Company, and Other (specify)

The ownership percentage must always equal 100%

7. If the U.S. Prime Contractor is not a publicly traded company and has owners... table with columns for Name of Owner and Percentage (%) Ownership

Both of ABC Corp.'s immediate parent entities hold more than 10% shares in the company. Both companies require an Attachment A.

8. Is the U.S. Prime Contractor proposing to subcontract some of the proposed work to another firm? Yes No

9. Please list the legal names of the proposed subcontractors (if applicable). An Attachment B is required for each proposed subcontractor.

U.S. Prime Contractor Project Manager (Point of Contact for USTDA)

10. Full Legal Name (First, Middle, Last)

11. Business Address

12. Telephone

13. Email

U.S. Prime Contractor may attach additional sheets, as necessary.

All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.



**ATTACHMENT A**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Prime Contractor Ownership Information Form:  
Parent Entity(ies)**

This form shall be completed for each parent entity that owns 10% or more of the U.S. Prime Contractor ("Owner"). An additional copy of this form shall be completed for each parent company identified in this form that owns 10% or more in the Owner, as identified in this form. This form does not need to be completed for individual people who own shares of the U.S. Prime Contractor or the Owner.

USTDA Activity Number [To be completed by USTDA]	<p><b>Sec. 1 will always be the name of the Prime Contractor doing business with USTDA. ABC Corp. will be in Sec. 1 of all Attachment As.</b></p>		
Activity Title [To be completed by USTDA]			
1. Full Legal Name of U.S. Prime Contractor			
2. Full Legal Name of Owner (as stated in articles of incorporation or equivalent legal document)			
3. Business Address of Owner			
4. Owner Telephone Number			
5. Owner Website	<p><b>Sec. 2 should always contain the name of the parent entity the Attachment A is for. This Attachment A is for Gamma Technologies Inc.</b></p>		
6. Year Owner Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.			
7. Country of Owner's Principal Place of Business			
8. Type of Entity	Publicly Traded Company <small>(i.e., offers securities for sale to the public on a stock exchange)</small>	Principal stock exchange(s) (specify):	<p><b>The ownership percentage must always equal 100%</b></p>
	Private Company		
	Other (specify)		
<p>9. Provide a list of Owner's upstream owners (e.g., shareholder, partner, parent company) and the percentage of their ownership. Please complete an <b>Attachment A</b> for each parent company whose ownership percentage is 10% or more.</p> <p>Attachment A does not need to be completed for individual people who own shares of the Owner, though such individuals must be listed here. <u>The sum of the percentages listed here must equal 100%.</u></p>	Name of Owner		Percentage (%) Ownership <small>(Column total must equal 100%)</small>
<p><b>Gamma Holdings Inc. is the only entity which holds 10% or more shares in Gamma Technologies Inc. An Attachment A is required for Gamma Holdings Inc. An Attachment A is NOT NEEDED for Future Energy Inc.</b></p>			

Please attach additional sheets, as necessary.

All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.



**ATTACHMENT A**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Prime Contractor Ownership Information Form:  
Parent Entity(ies)**

This form shall be completed for each parent entity that owns 10% or more of the U.S. Prime Contractor ("Owner"). An additional copy of this form shall be completed for each parent company identified in this form that owns 10% or more in the Owner, as identified in this form. This form does not need to be completed for individual people who own shares of the U.S. Prime Contractor or the Owner.

USTDA Activity Number [To be completed by USTDA]

Activity Title [To be completed by USTDA]

Sec. 1 will always be the name of the **Prime Contractor** doing business with USTDA. ABC Corp. will be in Sec. 1 of all Attachment As.

1. Full Legal Name of U.S. Prime Contractor

2. Full Legal Name of Owner (as stated in articles of incorporation or equivalent legal document)

3. Business Address of Owner

4. Owner Telephone Number

5. Owner Website

Sec. 2 should always contain the name of the parent entity the Attachment A is for. This Attachment A is for Gamma Holdings Inc.

6. Year Owner Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

7. Country of Owner's Principal Place of Business

8. Type of Entity	Publicly Traded Company <small>(i.e., offers securities for sale to the stock exchange)</small>	Principal stock (specify):
	Private Company	
	Other (specify)	

The ownership percentage must always equal 100%

9. Provide a list of Owner's upstream owners (e.g., shareholder, partner, parent company) and the percentage of their ownership. Please complete an **Attachment A** for each parent company whose ownership percentage is 10% or more.

Name of Owner	Percentage (%) Ownership <small>(Column total must equal 100%)</small>

Attachment A does not need to be completed for individual people who own shares of the Owner, though such individuals must be listed here. The sum of the percentages listed here must equal 100%.

If an entity has multiple individual shareholders who hold few share in the entity, you may combine the individuals' shares as referenced in the example.

All the shareholders of Gamma Holdings Inc. are individuals. Attachment As are **NOT NEEDED** for individuals.

Please attach additional sheets, as necessary.

All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.



**ATTACHMENT A**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Prime Contractor Ownership Information Form:  
Parent Entity(ies)**

This form shall be completed for each parent entity that owns 10% or more of the U.S. Prime Contractor ("Owner"). An additional copy of this form shall be completed for each parent company identified in this form that owns 10% or more in the Owner, as identified in this form. This form does not need to be completed for individual people who own shares of the U.S. Prime Contractor or the Owner.

USTDA Activity Number [To be completed by USTDA]	<p><b>Sec. 1 will always be the name of the Prime Contractor doing business with USTDA. ABC Corp. will be in Sec. 1 of all Attachment As.</b></p>		
Activity Title [To be completed by USTDA]			
1. Full Legal Name of U.S. Prime Contractor			
2. Full Legal Name of Owner (as stated in articles of incorporation or equivalent legal document)			
3. Business Address of Owner			
4. Owner Telephone Number			
5. Owner Website			
6. Year Owner Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.	<p><b>Sec. 2 should always contain the name of the parent entity the Attachment A is for. This Attachment A is for ABC Worldwide Inc.</b></p>		
7. Country of Owner's Principal Place of Business			
8. Type of Entity	Publicly Traded Company (i.e., offers securities for sale to stock exchange)	Principal stock ownership percentage(specify):	
	Private Company	<p><b>The ownership percentage must always equal 100%</b></p>	
	Other (specify)		
<p>9. Provide a list of Owner's upstream owners (e.g., shareholder, partner, parent company) and the percentage of their ownership. Please complete an <b>Attachment A</b> for each parent company whose ownership percentage is 10% or more.</p> <p>Attachment A does not need to be completed for individual people who own shares of the Owner, though such individuals must be listed here. <u>The sum of the percentages listed here must equal 100%.</u></p>	Name of Owner		Percentage (%) Ownership (Column total must equal 100%)
<p><b>ABC Intermediate Holdings LLC is the only entity which holds 10% or more shares in ABC Worldwide Inc. An Attachment A is required for ABC Intermediate Holdings LLC. An Attachment A is <b>NOT NEEDED</b> for Delta Strategies Inc. or Alpha Equipment LLC.</b></p>			

Please attach additional sheets, as necessary.

All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.



U.S. TRADE AND DEVELOPMENT AGENCY

**ATTACHMENT A**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Prime Contractor Ownership Information Form:  
Parent Entity(ies)**

This form shall be completed for each parent entity that owns 10% or more of the U.S. Prime Contractor ("Owner"). An additional copy of this form shall be completed for each parent company identified in this form that owns 10% or more in the Owner, as identified in this form. This form does not need to be completed for individual people who own shares of the U.S. Prime Contractor or the Owner.

USTDA Activity Number [To be completed by USTDA]

Activity Title [To be completed by USTDA]

Sec. 1 will always be the name of the **Prime Contractor** doing business with USTDA. ABC Corp. will be in Sec. 1 of all Attachment As.

1. Full Legal Name of U.S. Prime Contractor

2. Full Legal Name of Owner (as stated in articles of incorporation or equivalent legal document)

3. Business Address of Owner

4. Owner Telephone Number

5. Owner Website

6. Year Owner Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

7. Country of Owner's Principal Place of Business

8. Type of Entity

Publicly Traded Company  
(i.e., offers securities for sale to the general public through a stock exchange)

Principal stock exchange(specify):

Private Company

Other (specify)

The ownership percentage must always equal 100%

9. Provide a list of Owner's upstream owners (e.g., shareholder, partner, parent company) and the percentage of their ownership. Please complete an **Attachment A** for each parent company whose ownership percentage is 10% or more.

Attachment A does not need to be completed for individual people who own shares of the Owner, though such individuals must be listed here. The sum of the percentages listed here must equal 100%.

Name of Owner

Percentage (%) Ownership  
(Column total must equal 100%)

ABC Intermediate Holdings II LLC holds 10% or more shares in ABC Intermediate Holdings LLC. An Attachment A is required for ABC Intermediate Holdings II LLC.

Please attach additional sheets, as necessary.

All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.



U.S. TRADE AND DEVELOPMENT AGENCY

**ATTACHMENT A**

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**U.S. Prime Contractor Ownership Information Form:  
Parent Entity(ies)**

This form shall be completed for each parent entity that owns 10% or more of the U.S. Prime Contractor ("Owner"). An additional copy of this form shall be completed for each parent company identified in this form that owns 10% or more in the Owner, as identified in this form. This form does not need to be completed for individual people who own shares of the U.S. Prime Contractor or the Owner.

USTDA Activity Number [To be completed by USTDA]

Sec. 1 will always be the name of the **Prime Contractor** doing business with USTDA. ABC Corp. will be in Sec. 1 of all Attachment As.

Activity Title [To be completed by USTDA]

1. Full Legal Name of U.S. Prime Contractor

2. Full Legal Name of Owner (as stated in articles of incorporation or equivalent legal document)

3. Business Address of Owner

4. Owner Telephone Number

5. Owner Website

Sec. 2 should always contain the name of the parent entity the Attachment A is for. This Attachment A is for ABC Intermediate Holdings II LLC.

6. Year Owner Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

7. Country of Owner's Principal Place of Business

8. Type of Entity

Publicly Traded Company  
(i.e., offers securities for sale to stock exchange)

Principal stock  
ownership percentage(s) (specify):

Private Company

The ownership percentage must always equal 100%

Other (specify)

9. Provide a list of Owner's upstream owners (e.g., shareholder, partner, parent company) and the percentage of their ownership. Please complete an **Attachment A** for each parent company whose ownership percentage is 10% or more.

Name of Owner

Percentage (%) Ownership  
(Column total must equal 100%)

Attachment A does not need to be completed for individual people who own shares of the Owner, though such individuals must be listed here. The sum of the percentages listed here must equal 100%.

ABC International Inc. is the only entity which holds 10% or more shares in ABC intermediate Holdings II LLC. An Attachment A is required for ABC International Inc.. An Attachment A is **NOT NEEDED** for Rock & Associates Equity Inc.

Please attach additional sheets, as necessary.



All sections of the form must be filled out. This example form is to be used strictly as guidance for filling out ownership-specific sections.



**ATTACHMENT A**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Prime Contractor Ownership Information Form:  
Parent Entity(ies)**

This form shall be completed for each parent entity that owns 10% or more of the U.S. Prime Contractor ("Owner"). An additional copy of this form shall be completed for each parent company identified in this form that owns 10% or more in the Owner, as identified in this form. This form does not need to be completed for individual people who own shares of the U.S. Prime Contractor or the Owner.

USTDA Activity Number [To be completed by USTDA]

Activity Title [To be completed by USTDA]

Sec. 1 will always be the name of the **Prime Contractor** doing business with USTDA. ABC Corp. will be in Sec. 1 of all Attachment As.

1. Full Legal Name of U.S. Prime Contractor

2. Full Legal Name of Owner (as stated in articles of incorporation or equivalent legal document)

3. Business Address of Owner

4. Owner Telephone Number

5. Owner Website

6. Year Owner Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.

Sec. 2 should always contain the name of the parent entity the Attachment A is for. This Attachment A is for ABC International Inc.

7. Country of Owner's Principal Place of Business

8. Type of Entity

Publicly Traded Company  
(i.e., offers securities for sale to the general public through a stock exchange)

Principal stock exchange(specify):

Private Company

Other (specify)

9. Provide a list of Owner's upstream owners (e.g., shareholder, partner, parent company) and the percentage of their ownership. Please complete an **Attachment A** for each parent company whose ownership percentage is 10% or more.

Name of Owner

Percentage (%) Ownership  
(Column total must equal 100%)

As indicated in Sec. 8 above, ABC International Inc. is a U.S. publicly-traded company. No ownership information is needed and no further Attachment As are required.

Attachment A does not need to be completed for individual people who own shares of the Owner, though such individuals must be listed here. The sum of the percentages listed here must equal 100%.

Please attach additional sheets, as necessary.