



INSTRUCTIONS **SMALL BUSINESS APPLICATION** **FOR TECHNICAL ASSISTANCE**

Eligibility as a small business is determined according to the Small Business Administration (SBA) Size Standards (13 C.F.R. § 121). A link to the SBA Size Standards is available on the ITC's Trade Remedy Assistance Office (TRAO) web page (<http://www.usitc.gov/TRAO.HTM>). Copies of the SBA Size Standards may also be obtained by calling the TRAO at 1-800-343-9822 or (202) 205-2200.

When completing an application for technical assistance, a business concern must include the following:

- The number of its employees (see 13 C.F.R. § 121.106) and its annual receipts (see 13 C.F.R. § 121.104). (When making such calculations, it is necessary for a business to include all domestic and foreign affiliates. See 13 C.F.R. § 121.103.)
- The appropriate Standard Industrial Classification (SIC) codes pertaining to its relevant economic activities. (The SBA's Office of Size Standards (202) 205-6618 may provide assistance in determining appropriate SIC numbers for a business concern.)
- The signature and date under oath by an officer or principal of the applicant. See 19 CFR § 213.3(a). (The application must also be notarized.)

A completed application constitutes a certification that the applicant qualifies as a small business under the appropriate SBA Size Standards and that it is an independently owned and operated business concern. See 19 C.F.R. § 213.3. Small Business Applications for technical assistance may be submitted to the TRAO at :

Trade Remedy Assistance Office
U.S. International Trade Commission
500 E Street, S.W.
Washington, D.C. 20436

Within 10 days of receipt of an application, the TRAO will notify an applicant of its determination regarding eligibility for technical assistance. See 19 C.F.R. § 213.3(c).

SMALL BUSINESS APPLICATION FOR TECHNICAL ASSISTANCE

Certifications of Applicant

The undersigned certifies that _____ (hereinafter referred to as “Applicant”) is an independently owned and operated company and that it qualifies as a small business under the Small Business Administration’s Size Standards (hereinafter referred to as “SBA Size Standards”) set forth in 13 C.F.R. § 121. The undersigned further certifies that:

(1) the Standard Industrial Classification (“SIC”) codes (up to the 4 digit codes, if known) for each of the Applicant’s lines of business are _____ ;

(2) the Applicant employs _____ number of employees at the time of submitting this application. (The method of calculating the number of employees is set forth in the SBA Size Standards at 13 C.F.R. § 121.106.); and

(3) the Applicant’s annual receipts as calculated at the time of submitting this application are _____. (The method of calculating annual receipts is set forth in the SBA Size Standards at 13 C.F.R. § 121.104.)

Acknowledgments of Applicant

Applicant acknowledges that it has received copies of the relevant statutory provisions (19 U.S.C. § 1339) and International Trade Commission’s (ITC) Rules (19 C.F.R. § 213) concerning trade remedy assistance. Applicant acknowledges that it has reviewed these statutes and rules and understands that:

(1) in accordance with the relevant statute and ITC rules, ITC personnel, in coordination with other agencies responsible for administering U.S. trade laws, will provide technical assistance to eligible small businesses seeking benefits and relief under U.S. trade laws. (A definition of “technical assistance” is set forth in 19 U.S.C. § 1339 (b) and 19 C.F.R. § 213.2 (d); a definition of “U.S. trade laws” is set forth in 19 U.S.C. § 1339 (c) (2) and 19 C.F.R. § 213.2 (b); and a definition of the “agencies responsible for administering the U.S. trade laws” is set forth in 19 C.F.R. § 213.2 (c));

(2) the ITC’s determination of eligibility for technical assistance is not reviewable by any other agency or by any court;

(3) technical assistance does not include legal representation or advocacy on behalf of an applicant and, therefore, is not a substitute for the advice and/or retention of private legal counsel; and

(4) technical assistance does not ensure that the recipient will prevail in any trade remedy proceeding.

For questions concerning the required certifications and acknowledgments, applicants should contact the ITC's Trade Remedy Assistance Office (TRAO) at 1-800-343-9822 (toll free) or (202) 205-2200. Applicant may also want to consult with private counsel about these matters.

(Print name of officer or principal signing under oath on behalf of Applicant)

(Date)

(Signature of Applicant's officer or principal)

(Print name, address and telephone number of Applicant)

Sworn to before me this ____ day of _____, 20__.

(Notary Public)

My Commission expires on _____.

(Place notary seal above.)

Public reporting burden for this collection of information is estimated to average one (1) hour 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 streamlining the application process, to Trade Remedy Assistance Office, U.S. International Trade Commission, 500 E Street, S.W., Washington, D.C. 20436, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.