



SETAAC PETITION PROCESS

PART 1: ABOUT YOUR COMPANY

◆ **Company** _____ **County** _____
Address _____ **Phone** _____
City _____ **State** _____ **ZIP** _____
Congressional District _____ **DUNS #** _____
Contact Person _____ **E-Mail** _____

◆ **Form of Organization** (check one)

Single Proprietorship Partnership LLC
 Corporation Other _____

◆ **Related Firms** – Please check all that apply, check N/A if not applicable

Successor Firm Subsidiary Affiliate
 Foreign Domestic N/A

◆ **Subsidiaries and Affiliates** – Please complete the following information for each affiliate or subsidiary. *(Attach a separate sheet if necessary)*

Subsidiary/Affiliate Name _____
Address _____ City _____ State _____
Type of business _____
Nature of Intercompany Transactions _____
Type of Relationship _____
Common Ownership Explanation _____

Subsidiary/Affiliate Name _____
Address _____ City _____ State _____
Type of business _____
Nature of Intercompany Transactions _____
Type of Relationship _____
Common Ownership Explanation _____



◆ Year founded _____ ◆ Fiscal Year Ending? (Calendar year or other) _____

◆ Number of facilities _____

◆ Please list the location for each facility

- _____
- _____
- _____
- _____

◆ Names and titles of officers and directors

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

◆ Ownership interests in the firm and their proportionate shares of ownership (Percent) – Total must equal 100%

| | | | |
|-------|---------|-------|---------|
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |
| _____ | _____ % | _____ | _____ % |

◆ Management and Supervisory Employees

Number of management and supervisory employees that are not considered production workers. _____

◆ Explain any significant management changes and ownerships changes that have occurred within the past 5 years

◆ List other important events in the recent history of the firm, such as natural disasters, fires, labor strikes, change in product mix, etc. _____

PART 2: ABOUT YOUR PRODUCT

Describe the articles produced by the firm that have been affected by import competition.

- ◆ SIC or NAICS code _____ If unknown; reference: <http://bit.ly/NAICS>
- ◆ Description of goods produced and sold: _____

- Principal material used _____
- ◆ Description of goods produced and sold _____

- Principal material used _____
- ◆ Please list markets served (i.e. industrial, retail, military, electrical, furniture, etc.)

- ◆ Do you serve domestic or international markets? _____
- ◆ If you export, what percent of sales _____ %

If applicable, describe any other articles produced by the firm that **have not been** affected by import competition.

- ◆ _____

- ◆ _____

If applicable, describe any **finished** articles **purchased for resale** and indicate whether the purchased goods are imported or domestic. Please do not include items that are used in your finished product.

- ◆ Description of goods purchased for resale: _____

Are purchases imported or domestic? _____

If imported, which country? _____

Period Beginning _____ and Ending _____ \$ Amt of Resale items _____

Period Beginning _____ and Ending _____ \$ Amt of Resale items _____



PART 3: ABOUT YOUR CUSTOMERS

Customer Name _____

Complete Address _____

Contact Name _____ Phone _____

Contact Email _____

Sales From: _____ Through _____ \$ _____

Sales From: _____ Through _____ \$ _____

Customer Name _____

Complete Address _____

Contact Name _____ Phone _____

Contact Email _____

Sales From: _____ Through _____ \$ _____

Sales From: _____ Through _____ \$ _____

Customer Name _____

Complete Address _____

Contact Name _____ Phone _____

Contact Email _____

Sales From: _____ Through _____ \$ _____

Sales From: _____ Through _____ \$ _____

Customer Name _____

Complete Address _____

Contact Name _____ Phone _____

Contact Email _____

Sales From: _____ Through _____ \$ _____

Sales From: _____ Through _____ \$ _____

CONFIDENTIALITY STATEMENT: The information provided in this document will be used only by the SETAAC staff at Georgia Tech to complete the firm's petition for the Trade Adjustment Assistance Program