

# Reseller Export Compliance Checklist

Date: [Insert Date]

To: [Reseller Name]

Address: [Reseller Address]

Subject: Export Compliance Checklist

Dear [Reseller Name],

As part of our commitment to ensure compliance with export regulations, we are providing you with the following checklist. Please review and complete the checklist to confirm that your company complies with all relevant export laws and regulations.

## Export Compliance Checklist

1. Verify the end use of products: \_\_\_\_\_
2. Check the eligibility of end users: \_\_\_\_\_
3. Ensure adherence to export licensing requirements: \_\_\_\_\_
4. Confirm no involvement with restricted countries: \_\_\_\_\_
5. Review internal compliance procedures: \_\_\_\_\_
6. Maintain accurate export documentation: \_\_\_\_\_
7. Conduct employee training on export controls: \_\_\_\_\_

Please ensure all items in the checklist are completed prior to processing any exports. Should you have any questions, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]