**Proof of Internal Compliance Programme (ICP)
(FOR LEGAL ENTITIES ONLY)**

**For further information on ICPs:**[**https://www.seco.admin.ch/seco/en/home/Aussenwirtschaftspolitik\_Wirtschaftliche\_Zusammenarbeit/Wirtschaftsbeziehungen/exportkontrollen-und-sanktionen/elic/icp.html**](https://www.seco.admin.ch/seco/en/home/Aussenwirtschaftspolitik_Wirtschaftliche_Zusammenarbeit/Wirtschaftsbeziehungen/exportkontrollen-und-sanktionen/elic/icp.html)

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| **Organisation** | Yes | No |
| Has the executive board issued a statement in which it makes compliance with export control regulations an integral part of company policy? |[ ] [ ]
| Is there an organisational chart, which shows which units are responsible for export controls? |[ ] [ ]
| Which unit in your company is responsible for export controls (export control officer)?      |
| Who is the nominated contact for SECO for administrative questions concerning export controls?      |
| If you answered "NO" to any of the points above, please specify why.      |
| **Order processing** | Yes | No |
| Are there directives that state that the customer and/or end user must be reviewed according to a checklist (red flags: know your customer/check of end user and end use/catch-all) while processing orders for or sales of **goods subject to licence that are listed in the annexes to goods control legislation or Annex 1 to the War Materiel Ordinance**? |[ ] [ ]
| Are there directives governing the processing of orders for or sales of **non-controlled goods** that may be misused to develop or manufacture weapons of mass destruction or their delivery systems (red flag: know your customer/check of end user and end use/catch-all)? |[ ] [ ]
| If you answered "NO" to any of the points above, please specify why.      |
| **Training** | Yes | No |
| Does the company run internal training sessions on export controls? |[ ] [ ]
| Do staff attend training courses on export controls outside the company? |[ ] [ ]
| **Controlling** | Yes | No |
| Does the company conduct internal audits of export controls? |[ ] [ ]
| Is its product range reviewed regularly to check licence requirements, e.g. where goods are placed on the lists in the annexes to goods control legislation or in Annex 1 of the War Materiel Ordinance?  |[ ] [ ]

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| If you answered "NO" to all the questions, please explain here why.      |

*The following confirmation must be signed by an authorised signatory, or by authorised signatories in the case of joint signatory powers.*

Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_