

## **Additional Instructions Coventor Global Trade Compliance Screening Form**

1. This document is required by Coventor to comply with regulations. Completion is mandatory.
2. Please answer all questions.
3. Please arrange for this document to be completed by and signed by a person of appropriate authority within your Organization. If the Coventor tools and technology are used within multiple locations within your organization (e.g. different departments) then this completed statement must reflect all locations and the whole usage.
4. Please complete the form clearly and legibly. Please complete all sections, and the form must be signed and dated. If you have a university stamp, please add this by your signature.
5. These additional instructions do not form part of the document and should not be included with your final document.
6. Please sign (an original signature in ink is required) and return this checklist with any accompanying documentation to

The Microelectronics Support Centre,  
STFC Rutherford Appleton Laboratory,  
Didcot,  
Oxfordshire,  
OX11 0QX,  
United Kingdom.

You may return an electronic high-quality scanned copy by email to [MicroelectronicsCentre@stfc.ac.uk](mailto:MicroelectronicsCentre@stfc.ac.uk) but the original signed copy must follow by post.

### What next?

The Microelectronics Support Centre will forward these checklists and accompanying documentation (if any) to the appropriate department within Coventor.

### Future documents

Currently it is our understanding that Coventor will require this checklist to be re-completed annually. However, if your circumstances change in the interim please complete and submit a new form. Coventor may require that some institutes complete a more in-depth questionnaire so that Coventor can comply with export regulations.

### Questions?

If you have any questions then please contact the Microelectronics Support Centre (email: [MicroelectronicsCentre@stfc.ac.uk](mailto:MicroelectronicsCentre@stfc.ac.uk)). However, please note that this checklist is a document that is defined by Coventor. It will be processed and interpreted by Coventor. The Microelectronics Support Centre at STFC Rutherford Appleton Laboratory is distributing this checklist as part of the administration required to make Coventor licenses available through the Europractice project.