



<https://www.investguam.com/step/>

Funded in part through a cooperative agreement with the U.S. Small Business Administration



GUAM STATE TRADE EXPANSION CLIENT APPLICATION FORM

COMPANY INFORMATION	
Company Name <i>(as appears on Guam Business License)</i> :	
Doing Business As (DBA) Name(s):	
Business License No. <i>(please attach most recent copy)</i> :	
Company Website:	

CONTACT INFORMATION	
Mailing Address:	
Physical Address <i>(if different from mailing address)</i> :	
Telephone No:	
Fax No:	
Point of Contact:	First Name: Last Name:
Title:	
Email Address:	

COMPANY OUTLINE	
Year Company Established:	
Unique Entity Identifier (UEI) No:	
Primary NAICS Code (6-digit code): Use the NAICS Code Search for assistance.	
Company Structure: ☐ Sole proprietorship ☐ Partnership ☐ Limited Liability Company ☐ Corporation	My company is: ☐ New to Export (NTE) – no export experience, an ‘accidental’ or ‘occasional’ export or has not exported in over 18 months. ☐ Market Expansion (ME) – active or recent exporter (within the last 18 months) that is expanding into a new country market or new product line within an existing market.

Number of Employees:	Full-time: _____ Part-time: _____
Annual Gross Revenue:	
Annual Export Sales, If Any:	2025: \$ _____ 2023: \$ _____ 2024: \$ _____ 2022: \$ _____
Current International Distribution Channels:	☐ Direct sales to retailers or retail chains ☐ Direct sales to end users ☐ Sales through specialized importers/wholesalers ☐ Sales through one or more distributors ☐ New to export
Please check all categories that apply to your company: (Not less than 51% of the company must be owned by the individual that fits the category)	☐ Veteran-owned business ☐ Disabled veteran-owned business ☐ Rural business (Business located in a county with a population of 90,000 or less.) ☐ None of the above
Guam Product Seal Permit: (Priority for program participation will be given to companies that meet the "Made in Guam" designation.)	☐ Yes ☐ No Issue Date: _____ Expiration Date: _____
Product/Service Description:	

STEP ACTIVITY
Please indicate which Guam STEP programs you are applying for (check all that apply):
☐ Export Readiness Program (ERP) ☐ International Marketing Program (IMP) ☐ Trade Promotion Program (TPP) ☐ E-commerce ☐ International Marketing Media Design ☐ Export Conference
Please indicate if you would like for your company's name and contact information to be shared with other programs offered by SBA: ☐ Yes ☐ No

CERTIFICATION

I hereby certify that all information provided in this Guam STEP Application, as well as accompanying documents, are true and correct. I am aware of the penalties provided for false representation.

Signature: _____

Name: _____

Title: _____

Date: _____

CONFIDENTIAL –For Official Use Only.

Solely for the purpose authorized by the Guam Economic Development Authority. Use for unauthorized purposes is not permitted.



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GUAM STATE TRADE EXPANSION PROGRAM EXPORT READINESS QUESTIONNAIRE

COMPANY INFORMATION	
Company Name:	
Point of Contact:	

ASSESSMENT QUESTIONS	
Have you previously participated in Guam STEP? If yes, please check program(s) that apply. ☐ Export Readiness Program ☐ Trade Promotion Program ☐ International Marketing Program ☐ Export Conference	☐ Yes ☐ No
Are you registered to do business in Guam?	☐ Yes ☐ No
Are you a Guam Product Seal permit holder?	☐ Yes ☐ No
Have you made export sales in the past?	☐ Yes ☐ No
Do you have a product or service that has successfully sold in the domestic market?	☐ Yes ☐ No
Are you currently selling online?	☐ Yes ☐ No
Do you have marketing material available in foreign languages (including a website)?	☐ Yes ☐ No
Do you have an export plan as part of your business plan?	☐ Yes ☐ No
Do you have sufficient production capacity?	☐ Yes ☐ No
Do you have financial resources to support an increase of product sales overseas?	☐ Yes ☐ No
Have you attended any international trade shows or trade missions?	☐ Yes ☐ No
List all countries you currently export to. (Note: The United States and CNMI are not considered export markets)	



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GUAM STATE TRADE EXPANSION PROGRAM PRODUCT INFORMATION

COMPANY INFORMATION	
Company Name:	
Point of Contact:	

PRODUCT INFORMATION
Please describe your product or service:
Does your product or service contain at least 51% U.S. content? ☐ Yes ☐ No
List your major competitors at home and abroad:
List the most important end-users or end-user industries for your products or services:
What type of licensing/registration does your product require in the U.S. (e.g., FDA approval)?
How is your product typically distributed and marketed in the U.S. and in other countries?
List all countries (not including the U.S.) you currently export to:
Indicate the overseas markets you would like to target (Note: Please list specific countries. The U.S. or CNMI does not apply.)



U.S. Small Business
Administration

SELF-REPRESENTATION AS AN "ELIGIBLE SMALL BUSINESS CONCERN"

The undersigned seeks services from a State grant recipient under the Trade Facilitation and Trade Enforcement Act of 2015 (HR 644) which authorized the State Trade Expansion Program (STEP).

Section 503 of the Trade Facilitation and Trade Enforcement Act of 2015 defines the term 'eligible small business concern,' as a business concern that:

1. Is organized or incorporated in the United States;
2. Is operating in the United States,
3. Meets
 - a. The applicable industry-based small business size standard established under section 3 of the Small Business Act; or
 - b. The alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan programs under title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 et seq.);

The U.S. Small Business Administration (SBA) size standards are found at 13 C.F.R. Part 121. Use the following sba.gov link for information on size standards for your business

(<https://www.sba.gov/federal-contracting/contracting-guide/size-standards>)

4. Has been in business for not less than 1 year, as of the date on which assistance using a grant under this subsection commences; and
5. Has access to sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers.

The undersigned certifies that this is an export ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content.

Submitting false information in order to obtain services from a STEP grant recipient is a violation of Federal law. If you submit false information the Government may seek criminal, civil, and/or administrative remedies against you, pursuant to 18 U.S.C. §§ 1001, 1040; and 31 U.S.C. §§ 3729-3733. The Government may elect to exclude you from further participation in certain Federal programs and contracts if you submit false information in connection with receiving services from a STEP grant recipient.

I hereby certify that the business I represent is seeking services from a STEP grant recipient and is an eligible small business concern,* pursuant to the above definition.

SIGNATURE

DATE

TITLE

COMPANY NAME



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative



INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.