



# Open individual export licence undertaking template

## Background notes

If you hold an Open Individual Export Licence (OIEL), you must obtain a written consignee undertaking that the items are not intended for re-export to a destination and sector not listed as permitted on the licence. The undertakings need to be received from each consignee **before the first export**.

You should also:

- retain the original undertaking (which must be signed and dated)
- obtain an undertaking (in advance) if the contract or project is ongoing

If your OIEL includes named sectors within the schedule then the consignee must name them in the relevant sections of the undertaking. This is not required on an undertaking for any OIEL which does not include named sectors.

You need to obtain and keep the **original undertaking (not a copy)** for your records. This will be inspected at an export control compliance audit. Scanned copies of originals are permitted as an interim measure (for no more than three months).

Undertakings are only **valid for 12 months** and it is important that you ensure that the undertaking in relation to any particular shipment is not out of date when that shipment is made against the licence.

The undertaking **must be completed:**

- by your consignee
- in English
- on the **consignee's headed notepaper**
- dated and signed by the consignee; which if it consists of a company should be signed by a partner or principal officer of that company

and must incorporate one of the statements (i) to (iii) below (one of these will usually be sufficient) as well as the statement on Weapons of Mass Destruction (WMD) as appropriate.

## Undertaking template

\*I / We (*name and address of person, firm or company...*) certify that the items shown below have been ordered by \*me/us from (*name and address of UK exporter...*)

The items to be supplied are:

---

And are for the following purpose(s):

---

And are for delivery to the following consignee\* address(es):

---

***\*The consignee is the person or entity receiving the permitted goods, software or technology, which could differ from the person or entity who placed the order with you.***

(i) \*I/We also certify that the items above are for \*my/our own use and will not be re-exported.

Or:

(ii) \*I/We also certify that we intend to sell the items above to bona fide customers in (*name of destination and sector...*) and they will not be re-exported

Or:

(iii) \*I/We certify that the items above are for the end use of the [name of sector and destination against Government Purchase Order/Contract Number [ ] and will not be re-exported.

\*I/We confirm that the items above will not be used for purposes associated with chemical, biological or nuclear weapons or missiles capable of delivering such weapons, nor will \*it/they be resold if \*I/we know or suspect that \*it/they are intended or likely to be used for such a purpose

\*I/We confirm that the items above will not be re-exported or otherwise re-sold or transferred to a destination subject to UN, EU or OSCE embargo where that act would be in breach of the terms of that embargo<sup>1</sup>;

\*I/We confirm that the items, above or any replica of them, will not be used in any nuclear explosive activity<sup>1</sup> or unsafeguarded nuclear fuel cycle<sup>2</sup>.

Signed

---

Name (BLOCK CAPITALS)

---

Status

---

Date

---

\* *Delete as appropriate*

<sup>1</sup>An up-to-date list of applicable destinations subject to arms embargoes can be found here: [Get a licence to export military or dual use goods, services or technology.](#)

<sup>1</sup>includes research on or development, design, manufacture, construction, testing or maintenance of any nuclear explosive device or components of subsystems of such a device.

<sup>2</sup>includes research on or development, design, manufacture, construction, operation or maintenance of any reactor, critical facility, conversion plant, fabrication plant, reprocessing plant, plant for the separation of isotopes of source or special fissionable material, or separate storage installation, where there is no obligation to accept [IAEA](#) safeguards at the relevant facility or installation, existing or future, when it contains any source or special fissionable material; or of any heavy water production plant where there is no obligation to accept IAEA safeguards on any nuclear material produced by or used in connection with any heavy water produced therefrom; or where any such obligation is not met

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit [www.nationalarchives.gov.uk/doc/open-government-licence](http://www.nationalarchives.gov.uk/doc/open-government-licence), write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

This publication available from [www.gov.uk/dit](http://www.gov.uk/dit)

Any enquiries regarding this publication should be sent to:

Department for International Trade  
1 Victoria Street  
London SW1H 0ET

020 7215 5000

If you require this publication in an alternative format, email: [enquiries@trade.gov.uk](mailto:enquiries@trade.gov.uk), or call 020 7215 5000.