



# FOREIGN SUPPLIERS ACCESS TO SHARE



**To:** AEI, LLC. and/or HM Dunn Company Foreign Supplier

**Subject:** Supplier Access to Share File

AEI and/or HM Dunn have installed Share File as a method to flow down the latest revision of Customer specifications and engineering to our Suppliers. For Suppliers to have access to their Supplier Share File folder and Customer engineering and specifications within ShareFile, the Supplier must complete this document for each employee that needs access. AEI and HM Dunn have established this document in compliance with ITAR Requirements.

In adherence to the requirements of AS9100, AEI and/or HM Dunn shall maintain records of Supplier access to the Share File.

This certification is effective as of \_\_\_\_\_, 2\_\_\_\_, by and between \_\_\_\_\_ (“Recipient”), and Apex Engineering International and/or HM Dunn Company.

This certification is made in order to certify that Recipient understands they are not to share access to or any engineering or specifications found in their ShareFile folder, with anyone outside their organization.

Please complete the following so AEI and/or HM Dunn may grant you access to Share File. Upon receipt of this completed document, you shall receive an email with your unique user name and password.

Full Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Email this completed document to [ITAR@hmdunn.com](mailto:ITAR@hmdunn.com) .