



PLEASE TYPE OR PRINT

FOREIGN-TRADE ZONE NO. 9 Request for Space Assignment

Company Name	Date
Address	Contact Person
	Telephone
	Email
1. Indicate the size range of office space required (sq. ft.):	
2. Number of parking stalls desired:	
3. How long have you been a Zone user? Since _____ <div style="text-align: center; margin-left: 150px;">Month</div> <div style="text-align: center; margin-left: 150px;">Year</div>	
4. Do you store merchandise in the FTZ bonded area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Do you export merchandise stored in the FTZ bonded area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Estimated annual \$ volume of foreign merchandise received plus domestic merchandise exported (FOB value) from the FTZ: \$ _____	
7. Estimate how frequently new shipments of your merchandise enter the FTZ. Every _____ month(s)	
8. List the kinds of merchandise you are bringing into the FTZ:	
<ul style="list-style-type: none"> • Foreign (and country of origin) _____ _____ _____ _____ _____ • Domestic _____ _____ _____ _____ 	
9. If foreign, estimate average duty rate of merchandise received:	
<input type="checkbox"/> 0 – 2% <input type="checkbox"/> 7½ - 10% <input type="checkbox"/> 15 – 20% <input type="checkbox"/> 2½ - 5% <input type="checkbox"/> 10 - 15% <input type="checkbox"/> More than 20% <input type="checkbox"/> 5 – 7 ½%	
10. Your customhouse broker:	

11. Please indicate any special needs you may have:												
12. Referred to the FTZ by:												
13. Location/address of latest leased/rented space: Tenant from: to: Landlord's name: Landlord's address: Landlord's telephone number:												
14. Principals of your company:												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Name</th> <th style="width: 33%; text-align: center;">Title</th> <th style="width: 33%; text-align: center;">Telephone</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> </tr> <tr> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> </tr> <tr> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> <td style="border-top: 1px dotted black; border-right: 1px dotted black; border-bottom: 1px dotted black; height: 20px;"></td> </tr> </tbody> </table>	Name	Title	Telephone									
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<p>A tax clearance certificate from the State Department of Taxation may be required before execution of a lease.</p> <p>The applicant acknowledges that credit checks may be made on the company and the principals and hereby consents to same.</p> <p><i>We understand that the Foreign-Trade Zone leases office space to firms that use the Zone warehouse to store commercial quantities of bonded cargo and that the Zone Management reviews the use of the Zone by its tenants before renewing leases. We further understand that should the nature of our business change, or should our firm fail to utilize the FTZ benefits of customs duty avoidance and/or postponement, our lease may not be renewed.</i></p> <p style="text-align: right; margin-right: 100px;"> _____ Signature _____ Title _____ Print Name </p>												

Submit completed request form to:
Business Manager
Foreign-Trade Zone No. 9
521 Ala Moana, Pier 2
Honolulu, Hawaii 96813
Or fax to (808) 586-2512

Any questions, please call the Business Manager at (808) 587-5374.