

2024

BRAZILIAN ARMY COMMISSION

ANNEX A – REQUIRED DOCUMENTS INTERNATIONAL CONTRACTS SYSTEM (SICOI)



ANNEX A

1. CAGE CODE (mandatory “Active” status)

The Commercial and Government Entity Code, or CAGE Code, is a unique identifier assigned to suppliers to various government or defense agencies, as well as to government agencies themselves and various organizations. CAGE codes provide a standardized method of identifying a given facility at a specific location and is used as part of the legal qualification for registering a company.

CAGE Codes are used extensively and internationally as part of the NATO Codification System (NCS), where they are sometimes called NCAGE Codes. CAGE codes are referenced in various databases of the NCS as well as in most of the technical orders from manufacturer of aviation and defense equipment, where they are used along with the supplier's part number to form a reference which is held on the National Stock Number (NSN) record.

This reference enables users of the NCS to determine who supplies any given part, which permits to work with cross references and reach as many potential suppliers as possible during a bidding process.

The cage code can be requested with no cost by accessing the Commercial and Government Entity Program at < [Commercial and Government Entity Program \(dla.mil\)](#) > or intermediate cataloging associations.

The Defense Logistics Agency (DLA) website provides a standalone solution to search for foreign and domestic entity's CAGE information. DLA website is the source the Brazilian Army Commissions use to check whether a CAGE CODE is active or not. Make sure your company cage code is in “Active” status while submitting your registry or update request.

2. DUNS Number from Dun & Bradstreet

DUNS® - is a unique nine-digit identifier for companies worldwide, providing basic data such as company name, country of origin and tax domicile, sourced from Dun & Bradstreet. It also makes it possible to access additional information such as financial situation analysis, and which is used to meet financial-economic registry requirements. Companies can get a free D-U-N-S Number in up to 30 business days accessing:

<https://www.dnb.com/duns-number/get-a-duns.html>

In case your company has the interest of participating an open reverse auction and do not own a DUNS number, but has ordered one, you can complete the registration procedure and upload the proof of the DUNS number request and the Registration Commission will consider this requirement fulfilled.

3. EIN/FEIN/VAT – Federal Identification Number

Every country worldwide has some version of this “Federal Identification Number”, which is a unique number that identifies a taxable person (business) or non-taxable legal entity that is registered within that federal organization.

- Businesses located in the USA has a EIN issued by the IRS - Internal Revenue Service (please see link below):

<https://www.irs.gov/businesses/small-businesses-self-employed/do-you-need-an-ein>

- European Businesses have the VAT Identification Number or VAT Registration Number (please see link below):

https://taxation-customs.ec.europa.eu/vat-identification-numbers_en#:~:text=What%20is%20a%20VAT%20identification,that%20is%20registered%20for%20VAT

W-9
Form (Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin, for guidance related to the purpose of Form W-9, see Purpose of Form, below.

1. Name of entity/individual. An entry is required. For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.

2. Business name/disregarded entity name, if different from above.

3a. Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

3b. If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "PT" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
Exempt payee code (if any)
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

5. Address (number, street, and apt. or suite no.). See instructions.

6. City, state, and ZIP code.

7. Last account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

VIES
VAT Validation Batch Validation Technical Information Self Monitoring Help Specific disclaimer for this service Privacy Statement

VIES VAT number validation

You can verify the validity of a VAT number issued by any Member State / Northern Ireland by selecting that Member State / Northern Ireland from the drop-down menu provided, and entering the number to be validated.

Yes, valid VAT number

Member State / Northern Ireland: DE

VAT Number: [redacted]

Date when request received: [redacted]

Name: [redacted]

Address: [redacted]

Consultation Number: [redacted]

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4. State/Federal Business License (mandatory "Active" status)

A business license grants the owner the right to start and run a particular type of business in the city, county, state, or country that issues it. It is a type of permit indicating the company has the government's approval to operate and it is considered as one of the legal requirements for registering a company. Check the following examples for this specific requirement.

E.g. in the US:

Corporations Section
P.O. Box 13697
Austin, Texas 78711-3697

John B. Scott
Secretary of State

Office of the Secretary of State

CERTIFICATE OF FILING OF

The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Formation for the above named Domestic Limited Liability Company (LLC) has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 06/20/2022
Effective: 06/20/2022

John B. Scott
Secretary of State

Franchise Tax Account Status
As of: 03/21/2022 10:23:37

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State
Obtain a certification (<https://comptroller.texas.gov/taxes/franchise/reinstate-terminate.php>) for filings with the Secretary of State.

Texas Taxpayer Number [redacted]

Mailing Address [redacted]

Right to Transact Business in Texas: ACTIVE

State of Formation: TX

Effective SOS Registration Date: 02/07/2019

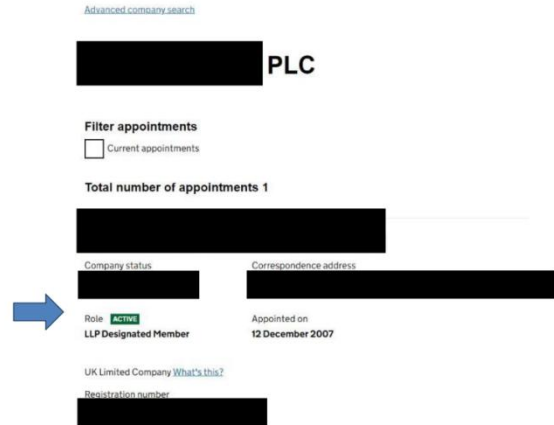
Texas SOS File Number [redacted]

Registered Agent Name [redacted]

Registered Office Street Address [redacted]

<https://www.sos.state.tx.us/>

E.g. in Europe:



<https://find-and-update.company-information.service.gov.uk>

1. System for Award Management (SAM)

Active registration in SAM.gov provides your entity the ability to apply for federal grants or loans or bid on government contracts. Please see instructions below:

SAM
SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide for Entities Interested in Being Eligible for Grants

How to register your entity to be eligible for GRANTS in SAM:

Before you register, you need to know the following:

- What is an Entity?**
In SAM, your company/business/organization is now referred to as an "Entity."
 - REGISTERING IN SAM IS FREE.
 - If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.
- Your Entity's DUNS Number**
You need a DUNS to register your entity in SAM.
 - If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
 - It takes 1-2 business days to obtain a DUNS.
- Your Entity's Taxpayer Identification Number (TIN)**
You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.
 - A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
 - Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
 - To obtain an EIN visit: www.irs.gov/businesses/small/article/0,,id=102767,00.html
 - Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

- Go to www.sam.gov
- Create an Individual User Account and Login
- Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
- Select your type of Entity
- Select "No" to "Do you wish to bid on contracts?"
- Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
- Complete "Core Data"
 - Validate your DUNS information
 - Enter Business Information (TIN, etc.)
 - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - Enter General Information (business types, organization structure, etc)
 - Financial Information (Electronic Funds Transfer (EFT) Information)
 - Executive Compensation
 - Proceedings Details
- Complete "Points of Contact"
- Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov

Contact the SAM Help Desk: www.fsd.gov