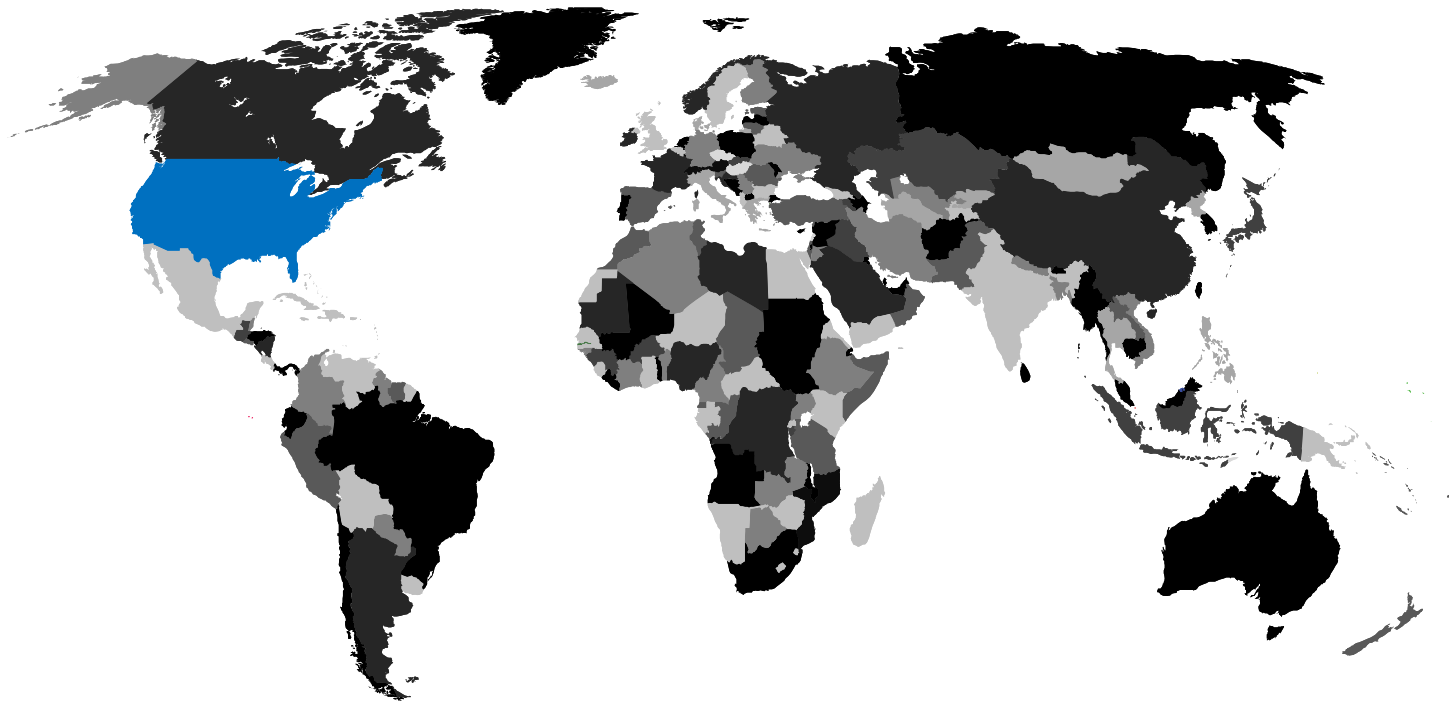


Consulting abroad or when being abroad

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The Global Marketplace Provides Many Opportunities to Consult Abroad



Consulting Abroad

- Consulting abroad is doing business outside the USA
 - Visiting prospective clients
 - Consulting directly with clients overseas
 - Collaborating with overseas consultants
 - Teaching courses
 - Managing your business
 - Gaining a different cultural perspective

Consulting Abroad

- There are many resources on line for doing business abroad that can be reviewed prior to leaving the USA
- The US Small Business Administration website has a wealth of information
 - <https://www.sba.gov/managing-business/running-business/doing-business-abroad/resources-doing-business-abroad>

Initial Steps – Clients and Projects

- Know your client/customer
 - How was the contact made?
 - Direct contact through friends
 - Direct contact through the internet (your website, LinkedIn)
 - Through another organization (CECON, YourEncore)
- Who are your principle contacts?
- What are the goals of your trip?
- How will you be paid?
 - Check if your client's country has a tax treaty with the US:
<https://www.irs.gov/individuals/international-taxpayers/tax-treaties>
 - IRS form 8802 and 6166 are used to claim income tax treaty benefits.
<https://www.irs.gov/individuals/international-taxpayers/form-8802-application-for-united-states-residency-certification-additional-certification-requests>

Initial Steps – Overseas Countries

- Read about the countries you plan to visit for business
 - VISA requirements
 - Do you have a valid passport?
 - Some countries refuse entry if passport expires in less than three or six months
 - Business practices and customs
 - [Travel Warnings](https://travel.state.gov) on travel.state.gov
 - Check the requirements of the countries you plan to visit

Initial Steps – US Law

- Review the [Bureau of Industry and Security](#) (BIS) and [Office of Foreign Assets Control](#) (OFAC) websites
- “Bad guy lists” - make sure your client and their company is not on any list
- Make sure that you or your company do no work for an embargoed country

Bureau of Industry and Security (BIS)

- Review the BIS [Ten General Prohibitions](#)
 - (1-3 goods related, 4-10 apply to everything)
- Review the BIS [“Know Your Customer Guidance”](#)
 - End use, end user - don't self blind
- Review BIS [“Red Flags”](#)
- Review the BIS Consolidated Screening list
- Review the lists of [Parties of Concern](#)
 - People
 - Companies
 - Banks
 - Any other parties to the transaction

Office of Foreign Assets Control (OFAC)

- [OFAC Sanctions list](#)
- Searchable list of Blocked Persons ("SDN List")
- Review the companies and persons who you will consult with to make sure they are not blocked

The screenshot shows the OFAC Sanctions List Search application. At the top, there is the OFAC logo and the text "Office of Foreign Assets Control" and "Sanctions List Search". Below this is a detailed description of the application's purpose and a disclaimer. There are two links: "Download the SDN List" and "Download the Consolidated Non-SDN List". On the right side, there are links for "Visit The OFAC Website" and "Program Code Key".

The main interface is titled "Lookup" and contains several input fields:

- Type: All (dropdown)
- Name: (text input)
- ID #: (text input)
- Program: 561List, BALKANS, BELARUS (dropdown)
- Minimum Name Score: 100 (text input)
- Address: (text input)
- City: (text input)
- State/Province*: (text input)
- Country: Poland (dropdown)
- List: All (dropdown)

There are "Search" and "Reset" buttons at the bottom right of the lookup form.

Below the form, it says "Lookup Results: 1 Found". The results are displayed in a table:

Name	Address	Type	Program(s)	List	Score
LA EMPRESA CUBANA DE FLETES		Entity	CUBA	SDN	

Planning Travel

- Who will arrange travel, hotel and transportation?
 - Will you be picked up from the airport – make sure transportation is secure if necessary
- Will your phone work in the foreign country?
 - Purchase call plan prior to leaving
 - Client may provide a local SIM card
 - Use Internet-based apps like WhatsApp or Skype to lower cost
- Are there any foreign holidays that could impact your trip or work?
- Review best business practices in that country

Planning Travel

- Do you need any travel shots or medicine?
 - Check the CDC website for information on the countries you plan to visit
 - Schedule a doctor's visit to get any shots or medicine if needed
 - Read about the medical care in the countries you plan to visit
 - Think about purchasing travel insurance

Other Steps Before You Fly

- Notify credit card companies about which countries you plan to use their card
- Bring your ATM card or cash
- E-mail photocopies of your passport, VISA's and flight itinerary to yourself
- Enroll in the Smart Traveler Program if needed to provide emergency contacts get updates about your destinations

Completing Work

- Review with the client whether objectives were met
- Review or schedule any follow up consulting

Resources

- US Small Business Administration.
 - <https://www.sba.gov/managing-business/running-business/doing-business-abroad/resources-doing-business-abroad>
- Smart Traveler Enrollment Program
 - <https://step.state.gov/step/>
- Travel.State.Gov – US Department of State
 - <https://travel.state.gov/content/travel/en.html>
- Passport to Trade – Business Culture
 - <http://businessculture.org/business-culture/>
- CDC
 - <http://wwwnc.cdc.gov/travel/notices>

Resources

- Bureau of Industry and Security (BIS)
 - <https://www.bis.doc.gov/>
 - Know Your Customer Guidance: <http://www.bis.doc.gov/index.php/compliance-a-training/export-management-a-compliance/23-compliance-a-training/47-know-your-customer-guidance>
 - Ten General Prohibitions: https://www.bis.doc.gov/index.php/forms-documents/doc_view/413-part-736-general-prohibitions
- Office of Foreign Assets Control (OFAC)
 - <https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>
 - Sanctions List Search: <https://sanctionssearch.ofac.treas.gov/>