



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114-8130

MEMORANDUM FOR Commercial Affairs Office, USAG Bavaria, APO AE 09114

SUBJECT: Request to operate a Home Based Business (HBB)

1. I am requesting the authorization to operate a HBB in my quarters. The following information is provided:

a. Name: \_\_\_\_\_

b. Address of Quarters (Street, City, Zipcode):  
\_\_\_\_\_

c. Telephone Number: \_\_\_\_\_

d. Email Address: \_\_\_\_\_

e. Type of Business (please circle): Service / Product

f. Proposed Name of Business: \_\_\_\_\_

g. Description of Business: \_\_\_\_\_  
\_\_\_\_\_

h. Methods of Contacting Customers and Advertising: \_\_\_\_\_  
\_\_\_\_\_

2. The following documents are provided:

a. AE Form 210-70A, July 2010 (original signature).

b. Host-nation tax number or letter of exemption.

c. Photocopy of a valid passport and a photocopy of the SOFA identification certificate.

Signature  
Date

**CERTIFICATE OF UNDERSTANDING  
FOR U.S. FORCES FAMILY MEMBERS TO ENGAGE IN COMMERCIAL ACTIVITIES**

(AE Reg 210-70)

1. I have read and understand AR 210-7 and AE Regulation 210-70. I understand that a violation of these regulations could result in the withdrawal of my commercial activity privileges. Furthermore, I understand the following limitations on my commercial activities and certify that I will comply with these limitations:

- a. I will not use the Military Postal Service to send or receive mail or merchandise connected with my commercial activities.
- b. I will use neither a U.S. Forces-plated vehicle nor tax-free gasoline in any vehicle connected with my commercial activities.
- c. I will not use my duty-free import privileges to import any merchandise, advertising material, or other items to be used in connection with my commercial activities.
- d. I will not use any portion of Government-owned or -leased quarters as a factory or workshop for the production of goods for commercial resale. Furthermore, I will not use Government-owned or -leased quarters as business premises, showroom, store, or storage area for goods intended for commercial resale.
- e. I will not take legal title to merchandise for commercial resale to comply with this regulation while, in fact, allowing any unauthorized company or person (including active duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R) to operate a commercial enterprise under the guise of my commercial activity privileges.
- f. I will not employ or use the services of active duty U.S. military personnel or DOD civilians contrary to the provisions of DOD 5500.7-R as agents, brokers, or salespersons in the operation of a commercial activity.
- g. I will not lend, reproduce, or alter my letter of authorization.
- h. I will not use any type of official identification document, other than my letter of authorization, AE Form 210-70F, or AE Form 210-70G to gain access to Army installations for the purpose of commercial activities.
- i. I will comply with the provisions of AE Regulation 210-70 and in particular the following:
  - (1) I will not solicit door-to-door on Army installations, including Government-owned or -leased housing, except at the personal invitation of an individual residing in the area.
  - (2) I will not solicit or make appointments with military personnel in barracks and dayrooms or when they are on duty, nor will I solicit civilian employees during duty hours.

2. Additionally, I am aware that--

- a. I am required by local law to register my business activity with host-nation authorities and apply for any necessary permits or licenses.
- b. The requirement to register my business with host-nation authorities and pay taxes to host-nation tax authorities does not negate the requirement to report any income I derive from that same business to the U.S. Internal Revenue Service.
- c. At the end of the calendar year or 8 weeks before leaving the host nation, whichever occurs first, I must report to host-nation tax authorities for assessment and collection of any tax due.
- d. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not in itself entitle me to engage in commercial activities on any Army installation. I must apply to local installation commanders to solicit and otherwise engage in commercial activities on installations under their jurisdiction.
- e. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not entitle me to any type of logistic support from the United States Government aside from my entitlement to logistic support as a Family member.
- f. If my commercial activity privileges are withdrawn or suspended, I must return my letter of authorization, AE Form 210-70F, or AE Form 210-70G to the appropriate issuing authority within 7 days after receipt of notification of the withdrawal or suspension notice.
- g. Commanders have the discretionary prerogative of restricting or prohibiting commercial activities on installations under their jurisdiction.
- h. I must become familiar with and understand commercial activity regulations issued by appropriate headquarters and installation commanders.
- i. Violations or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe areas of responsibility.

3. I further understand that a violation of the provisions of this certificate of understanding may result in the withdrawal of my commercial activity privileges.

4. I also understand that my commercial activities are subject to the customs, business registrations, and tax laws of the host nation where I seek to do business. In this regard, it is understood that my commercial activities may require the advice of local attorneys and possible Government customs officials to ensure my business activities are in compliance with local law.

5. I understand my contracts are governed by the requirements of the host-nation law. I will inform the personnel whom I contract that host-nation law applies.

Printed name	Date (YYYYMMDD)	Signature



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I acknowledge receipt of the Bavaria Military Community Policy Letter # 11, Subject: Commercial and Religious Solicitation.

I understand the content of the Policy Letter.

DATE:

PRINTED NAME:

SIGNATURE:

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- I confirm that I am a **non-employed** family member. I agree that my HBB approval be reviewed should I enter in an employment status.
- I confirm that I am a government employee (DA and NAFI) or Active Military and as such I will provide a Memorandum from my supervisor or Commander **authorizing outside employment.**
- I further confirm that **no modifications** will be made to assigned government owned or leased quarters.

DATE:

PRINTED NAME:

SIGNATURE:

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**STATEMENT FROM HOST NATION TRADE OFFICE/**  
**BESTAETIGUNG DES ZUSTAENDIGEN GEWERBEAMTS**

After reviewing the type of business and the expected profit, the trade office.....  
found out that the request for Mr./Mrs.....  
for operating a home based business as.....  
in.....  
does not require the registration with the local trade office.

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Date, Stamp, Signature

**ANTRAGSTELLER FÜR HANDWERKSBERUFE BENÖTIGEN EINE  
MEISTERPRÜFUNG. AUSNAHMEGEGENÜNGEN KÖNNEN NUR MIT DEN  
NOTWENDIGEN DOKUMENTEN ERTEILT WERDEN.**

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Nach Ueberprüfung des zuständigen Gewerbeamts der Gemeinde/Stadt.....  
wird festgestellt, dass für die von Herrn/Frau.....  
beabsichtigte Gewerbeausübung als .....  
in.....  
eine Gewerbeanmeldung bei der Wohnsitzgemeinde nicht erforderlich ist.

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Date, Stamp, Signature

**PLEASE BE ADVISED THAT CERTAIN PROFESSIONS (HANDWERK) REQUIRE SPECIAL  
LICENSING IN GERMANY. NO EXEMPTION CAN BE GIVEN WITHOUT THE  
NECESSARY DIPLOMAS.**