



Rotek is required to maintain documentation regarding our small business suppliers. The said supplier must meet the definition of a small business as defined by the Small Business Administration (SBA). The definition of a small business is based on the type of products or services your company provides and requires that the place of business be located primarily within the U.S. and that it is independently owned and operated. A supplier can Self-Certify their company as long as it meets the definition provided by the SBA or it can provide a Formal SBA certification. Products or services that your company supplies to Rotek may be used in bearings or products that are sold to the U.S. government, directly or indirectly, through a prime or subcontractor of a government contract. Rotek may, in some situations, be required to submit reports to the government detailing the business size of suppliers we use to support the needs of a contract. If, you are not formally certified by the SBA, you can determine your business size by utilizing Section 2 below.

Please complete the following sections where applicable. *Note that your classification, if owned by a parent company, must be based on the size of the top level U.S. parent company.*

Section 1: Business Information	
Company Name: _____	Parent Company: _____
Address: _____	City: _____
State: _____	Zip/Postal Code: _____
Country: _____	Phone: _____
Contact Name: _____	Fax: _____
Title: _____	Email: _____
Date: _____	

As the said supplier, you may also refer to the North American Industry Classification System (NAICS) code in order to determine the applicable code. This code, in turn, can be used with the SBA Size Standards tool located on the SBA website.

Section 2: Business Size Declaration

Place a check on the area that applies to your company. Please ensure to make a selection under Business Type and under Employees/Sales.

Business Type	Employees/Sales
<input type="checkbox"/> Wholesale	Number of Employees: <input type="checkbox"/> Less than 100 <input type="checkbox"/> Greater than 100
<input type="checkbox"/> Services	Annual Sales: <input type="checkbox"/> Less than \$15 million <input type="checkbox"/> Greater than \$15 million
<input type="checkbox"/> Manufacturing	Number of Employees: <input type="checkbox"/> Less than 500 <input type="checkbox"/> 500 to 1000 <input type="checkbox"/> Greater than 1000
Business Size Declaration	
<input type="checkbox"/> Large <input type="checkbox"/> Small <i>Note: Supplier will need to provide the NAICS Code if company is Small and selects a business type of Manufacturing</i>	
Classification (please check what applies): <input type="checkbox"/> Self-Certification <input type="checkbox"/> Formal SBA Certification <input type="checkbox"/> NAICS Code (if applicable)	

The SBA has specific eligibility requirements for specific disadvantaged programs. As long as your company meets these requirements, you may fill out the applicable fields in Section 3. You may reference www.sba.gov for further guidance.

Section 3: Disadvantaged Business Self-Representation Classification	
<input type="checkbox"/> Small Disadvantaged Business (SDB)	<input type="checkbox"/> Veteran Owned Small Business (VOSB)
<input type="checkbox"/> Women-Owned Small Business (WOSB)	<input type="checkbox"/> HUB Zone Small Business (HUBSB)
<input type="checkbox"/> Service Disabled Veteran Owned Small Business (SDVOSB)	<input type="checkbox"/> Other _____