



ODF No.

**Offset Declaration Form (ODF)** *(Please attach any supporting documents and pre-approvals)*

**Name of Swiss procurement project:**

**Offset type:**

**A. Offset transaction** *(to be completed by the foreign supplier)*

**1. Name and address of foreign supplier or eligible partner:**

**2. Contact (Name, Tel. No., E-mail):**

**3. Order number and date:**  
*(if more than one order, please list them in the appendix with date, number and value)*

**4. Description of the transaction:**

**5. Economic sector and number:**  
*(see Appendix 1 of Offset Policy)*

**6. Transaction type:**  
*(see Clause 5.2 of Offset Policy)*

**7. Additionality code:**  
*(only for indirect offset transactions, see Clause 5.3 of Offset Policy)*

**8. Security-relevant technology:**  
*(if applicable, please list and describe, see Appendix 2 of Offset Policy)*

**9. Transaction value and currency:**  
*(without multiplier)*



## B. Confirmation *(to be completed by the Swiss beneficiary)*

**1. Name and address of Swiss beneficiary:**

**2. Contact (Name, Tel. No., E-mail):**

**3. Swiss added value (%):**  
*(materials and services of foreign origin must be deducted)*

German-speaking      French-speaking      Italian-speaking

**4. Order share per Swiss language region (%):**

The Swiss beneficiary hereby confirms that the reported offset transaction has taken place as described above and has come about due to the offset obligation of the foreign supplier. The Swiss beneficiary undertakes to grant armasuisse or a commissioned external auditor, upon their request, free of charge access to all necessary documents and information related to this transaction. Intentionally false declarations may result in exclusion from future offset transactions. The Swiss beneficiary agrees that this offset transaction will be credited to the foreign supplier's offset obligation, that its name will be entered in a public offset register and that, **in the case of indirect offset transactions, it will pay 0.1% of the recognised offset value to the Offset Office Bern** after receiving the corresponding invoice (for its administrative support). For any queries, please contact the Offset Office Bern, tel. +41 (0)58 464 70 38, [offset@ar.admin.ch](mailto:offset@ar.admin.ch). Further information (incl. Offset Policy) can be found at: <https://www.ar.admin.ch/en/beschaffung/ruestungspolitik-des-bundesrates/offset.html>.

**Place, date:**

**Signature(s):**

## C. Explanations

Foreign suppliers of defence materiel are obliged to compensate the contract value by commissioning and enabling companies and research institutions that have expertise, skills and resources in the field of security and defence technology in Switzerland. The respective procurement contract and the Offset Agreement between armasuisse and the foreign supplier form the legal basis.

With this form, the Swiss beneficiary confirms to have received an order in fulfillment of the aforementioned offset obligation. This Offset Declaration Form (ODF) filled out under part A is submitted by the foreign supplier to the Swiss beneficiary when placing an order. The Swiss beneficiary fills out part B, signs the ODF and sends it back to the foreign supplier. The foreign supplier then submits the ODF to armasuisse. armasuisse must be informed immediately of any subsequent changes to the reported offset transaction. The information contained in this ODF will be treated confidentially.

Important: Offset transactions are subject to the requirement of **additionality**. They may not be placed within the framework of existing business transactions. In direct offset transactions (including “buy back”), this requirement is generally met based on its correlation with a new procurement of defence materiel. With indirect offset transactions, one of the following requirements must be met:

### **Code 1: New offset transaction**

- a) First business relationship with the Swiss beneficiary;
- b) The business contains different goods/services or significant alterations in comparison to previous business with the Swiss beneficiary\* ; or
- c) Resumption of business relationship with the Swiss beneficiary after an interruption of at least 24 months.

### **Code 2: Follow-up orders**

- a) Follow-up order to an offset transaction recognised by armasuisse with an order value that is at least 50% higher in comparison; or
- b) Follow-up order to an offset transaction recognised by armasuisse whose promoted technology exhibits a high or critical security relevance (see Appendix 2 of Offset-Policy).

\* This means a significant tangible (technical) or intangible (intellectual) deviation from previous goods or services (not simply a different colour or software).