

31 AUG 1991

For Six Month Period Ending _____
(Insert date)

Name of Registrant *Dubai Commerce & Tourism
Promotion Board*

Registration No. *4217*

Business Address of Registrant *8 Penn Center
Philadelphia, PA 19103*

I-REGISTRANT

1. Has there been a change in the information previously furnished in connection with the following:

(a) If an individual:

- (1) Residence address Yes No
- (2) Citizenship Yes No
- (3) Occupation Yes No

(b) If an organization:

- (1) Name Yes No
- (2) Ownership or control Yes No
- (3) Branch offices Yes No

2. Explain fully all changes, if any, indicated in item 1.

IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, and 5.

3. Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name

Position

Date Connection
Ended

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 FEDERAL BUREAU OF INVESTIGATION
 SECTION
 GENERAL INVESTIGATIVE

4. Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?
Yes No

If yes, furnish the following information:

<i>Name</i>	<i>Residence Address</i>	<i>Citizenship</i>	<i>Position</i>	<i>Date Assumed</i>
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5. Has any person named in Item 4 rendered services directly in furtherance of the interests of any foreign principal?
Yes No

If yes, identify each such person and describe his services.

6. Have any employees or individuals other than officials, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

<i>Name</i>	<i>Position or connection</i>	<i>Date terminated</i>
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7. During this 6 month reporting period, have any persons been hired as employees or in any other capacity by the registrant who rendered services to the registrant directly in furtherance of the interests of any foreign principal in other than a clerical or secretarial, or in a related or similar capacity? Yes No

If yes, furnish the following information:

<i>Name</i>	<i>Residence Address</i>	<i>Position or connection</i>	<i>Date connection began</i>
Mr. Peter G. Streng	3899 Forest Dr. Doylertown, PA. 18901	Tourism Coordinator	April 9, 1991

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II—FOREIGN PRINCIPAL

(PAGE 3)

8. Has your connection with any foreign principal ended during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name of foreign principal

Date of Termination

9. Have you acquired any new foreign principal¹ during this 6 month reporting period? Yes No

If yes, furnish following information:

Name and address of foreign principal

Date acquired

10. In addition to those named in Items 8 and 9, if any, list the foreign principals¹ whom you continued to represent during the 6 month reporting period.

*Dubai Commerce + Tourism Promotion Board
Jebel Ali Free Zone Authority*

III—ACTIVITIES

11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 8, 9, and 10 of this statement? Yes No

If yes, identify each such foreign principal and describe in full detail your activities and services:

see Attached Appendix #1

¹The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual or organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a)(9)).

A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those foreign principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity² as defined below?
Yes No

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places of delivery, names of speakers and subject matter.

This information is included in the info. submitted in Appendix #1 plus on our monthly dissemination reports.

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13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits any or all of your foreign principals? Yes No

If yes, describe fully.

²The term "political activities" means the dissemination of political propaganda and any other activity which the person engaging therein believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, persuade, or in any other way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

IV-FINANCIAL INFORMATION

14. (a) RECEIPTS--MONIES

During this 6 month reporting period, have you received from any foreign principal named in Items 8, 9 and 10 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes No

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies.³

Date From Whom Purpose Amount

All money received were for reimbursement and compensation in connection with activities which do not require registration.

See Attached Financial Ledgers.

Appendix #2

\$ 239,679.31
Total

(b) RECEIPTS--THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value⁴ other than money from any foreign principal named in Items 8, 9 and 10 of this statement, or from any other source, for or in the interests of any such foreign principal? Yes No

If yes, furnish the following information:

Name of foreign principal Date received Description of thing of value Purpose

³A registrant is required to file an Exhibit D if he collects or receives contributions, loans, money, or other things of value for a foreign principal, as part of a fund raising campaign. See Rule 201(e).
⁴Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) DISBURSEMENTS--MONIES

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 8, 9 and 10 of this statement? Yes No

(2) transmitted monies to any such foreign principal? Yes No

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

<i>Date</i>	<i>To Whom</i>	<i>Purpose</i>	<i>Amount</i>
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See Appendix #2

\$ 249,892.03
Total

15. (b) DISBURSEMENTS--THINGS OF VALUE

During this 6 month reporting period, have you disposed of anything of value⁵ other than money in furtherance of or in connection with activities on behalf of any foreign principal named in items 8, 9 and 10 of this statement?
Yes No

If yes, furnish the following information:

<i>Date disposed</i>	<i>Name of person to whom given</i>	<i>On behalf of what foreign principal</i>	<i>Description of thing of value</i>	<i>Purpose</i>
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(c) DISBURSEMENTS--POLITICAL CONTRIBUTIONS

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value⁵ in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?
Yes No

If yes, furnish the following information:

<i>Date</i>	<i>Amount or thing of value</i>	<i>Name of political organization</i>	<i>Name of candidate</i>
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V--POLITICAL PROPAGANDA

(Section 1(j) of the Act defines "political propaganda" as including any oral, visual, graphic, written, pictorial, or other communication or expression by any person (1) which is reasonably adapted to, or which the person disseminating the same believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, or in any other way influence a recipient or any section of the public within the United States with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party or with reference to the foreign policies of the United States or promote in the United States racial, religious, or social dissensions, or (2) which advocates, advises, instigates, or promotes any racial, social, political, or religious disorder, civil riot, or other conflict involving the use of force or violence in any other American republic or the overthrow of any government or political subdivision of any other American republic by any means involving the use of force or violence.)

16. During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any political propaganda as defined above? Yes No

IF YES, RESPOND TO THE REMAINING ITEMS IN THIS SECTION V.

17. Identify each such foreign principal. *Dubai Commerce & Tourism Promotion Board*
Jebel Ali Free Zone Authority
Dissemination reports are submitted monthly.

⁵Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating political propaganda? Yes No

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of political propaganda include the use of any of the following:

- Radio or TV broadcasts
- Magazine or newspaper articles
- Motion picture films
- Letters or telegrams
- Advertising campaigns
- Press releases
- Pamphlets or other publications
- Lectures or speeches
- Other (specify) _____

20. During this 6 month reporting period, did you disseminate or cause to be disseminated political propaganda among any of the following groups:

- Public Officials
- Newspapers
- Libraries
- Legislators
- Editors
- Educational institutions
- Government agencies
- Civic groups or associations
- Nationality groups
- Other (specify) _____

21. What language was used in this political propaganda:

- English
- Other (specify) _____

22. Did you file with the Registration Section, U.S. Department of Justice, two copies of each item of political propaganda material disseminated or caused to be disseminated during this 6 month reporting period? Yes No

23. Did you label each item of such political propaganda material with the statement required by Section 4(b) of the Act? Yes No

24. Did you file with the Registration Section, U.S. Department of Justice, a Dissemination Report for each item of such political propaganda material as required by Rule 401 under the Act? Yes No

VI--EXHIBITS AND ATTACHMENTS

25. EXHIBITS A AND B

(a) Have you filed for each of the newly acquired foreign principals in Item 9 the following:

- Exhibit A⁶ Yes No
- Exhibit B⁷ Yes No

If no, please attach the required exhibit.

(b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period? Yes No

If yes, have you filed an amendment to these exhibits? Yes No

If no, please attach the required amendment.

⁶The Exhibit A, which is filed on Form CRM-157 (Formerly OBD-67) sets forth the information required to be disclosed concerning each foreign principal.

⁷The Exhibit B, which is filed on Form CRM-155 (Formerly OBD-65) sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

26. EXHIBIT C

If you have previously filed an Exhibit C⁸, state whether any changes therein have occurred during this 6 month reporting period. Yes No

If yes, have you filed an amendment to the Exhibit C? Yes No

If no, please attach the required amendment.

27. SHORT FORM REGISTRATION STATEMENT

Have short form registration statements been filed by all of the persons named in Items 5 and 7 of the supplemental statement? Yes No

If no, list names of persons who have not filed the required statement.

The undersigned swear(s) or affirm(s) that he has (they have) read the information set forth in this registration statement and the attached exhibits and that he is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his (their) knowledge and belief, except that the undersigned make(s) no representation as to the truth or accuracy of the information contained in attached Short Form Registration Statement, if any, insofar as such information is not within his (their) personal knowledge.

(Type or print name under each signature)

(Both copies of this statement shall be signed and sworn to before a notary public or other person authorized to administer oaths by the agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions who are in the United States, if the registrant is an organization.)

Charles S Heath

CHARLES S HEATH

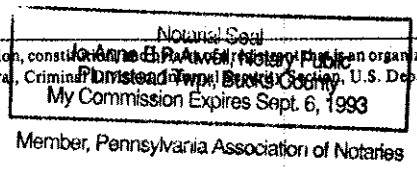
Subscribed and sworn to before me at 4387 Swamp Rd, Doylestown, PA

this 18th day of Sept., 19 91

John S. Powell

(Signature of notary or other officer)

⁸The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, constitution, bylaws, or other governing instrument of an organization. (A waiver of the requirement to file an Exhibit C may be obtained for good cause upon written application to the Assistant Attorney General, Criminal Division, U.S. Department of Justice, Washington, D.C. 20530.)



APPENDIX #1

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FEDERAL BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20535

USA - JULY, 1992 MONTHLY ACTIVITY REPORT

Operations and Events

1. Follow up two leads from SNTTA which has yielded one tour group of approximately persons in October.
2. Follow up JAFZA lead with Panduit International and forwarded request report to JAFZA.
3. Organized Dubai add-on packages after "Rebuild Kuwait" Exhibition in Bahrain. Package being promoted to Pennsylvania, North Carolina and Florida.
4. Established contact with Zephyr Group regarding Dubai.
5. Follow-up sales with Gillette Dairy Products for distribution via JAFZA.
6. Have established contact with organizer of trade mission to Kuwait. Convinced them to add-on Dubai. Group to be led by U.S. Congressman Curt Weldon. Scheduled to arrive Dubai 10 September - 12 September. Details to follow.
7. Confirmed Hershey Foods trip to Dubai. Good meetings with JAFZA. Proposals being sent out this month from JAFZA.
8. Reactivated discussions with Oxychem on JAFZA distribution. VS Operations visiting Dubai in September to finalize plans.
9. Finalized budget and preparations for attending ASTA World Conference in Taipei, September.
10. Initiated discussions with U.S. Small Business Administration to organize trade mission to Dubai February/March, 1992.
11. Attended U.S. Arab Chamber of Commerce Board meetings and trade receptions in Washington, D.C.
12. Preparation work on October ITME Exhibition in Chicago. Several meetings with prospective vendors and workings on budget proposal for MAE.
13. Opened discussions with Massport regarding sisterport promotion.
14. Attended meeting with Maryland Port Administration and Maryland International Trade Office. Trade Mission with 25 persons in January, 1992 confirmed. Working on sisterport relationship. Will discuss further with Chairman D.P.A.
15. Opened dialogue with FTZ Operating Company of Texas.
16. Continued discussions with Asbury Inc., Corp. regarding Dubai.

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CRIMINAL DIVISION

Operations & Events (cont'd.)

17. Initiated contact with GEM CORP regarding JAFZA.
18. Began discussions with Erv Lack of Canadian International Trade Office.
19. Arranged meetings for Reliance Electric with Dubai Chamber of Commerce.
20. Discussions with Intellitech Corp. regarding JAFZA.
21. Sent list of upcoming Dubai trade shows to North Carolina International Trade Office.
22. Began discussions with North American Auto Operations regarding Dubai distribution.
23. Reactivated discussions with Drafil Investments regarding factory in Dubai.
24. Follow up two leads from Dubai Chamber of Commerce and forwarded to appropriate person for action.
25. Sent check to reserve space at ITME.
26. On going contact with 11 travel agents interested in organizing tours to Dubai.
27. Contact and follow-up with Everpower Corp. regarding Dubai, JAFZA.
28. Contact and follow-up with the Bridge, Inc.
29. Initiated contact with "Semester of Sea" Institute of Shipboard Education above vessel calls at Dubai.
30. Began discussions with California World Trade Comm.
31. Discussions with Union Special Corp. regarding Dubai.
32. Discussions with Main Street Ltd. regarding Dubai.
33. Opened discussions with CI Tours to promote Dubai via London add-on.
34. Reopened discussions with Huntsman Chemicals regarding factory for JAFZA.
35. Opened discussions with Montana Department of Commerce about possible trade mission.
36. Opened discussions with Travel Trust International for Dubai Tours.
37. Finalized ASTA Budget.
38. Completed analysis of U.S. Justice Department registrations.

Administration & Finance

1. Opened discussion with Paul Revere Insurance Company on how to reduce our premiums. We have now consolidated policies under one umbrella policy effective February, 1992 which will reduce premiums by approximately 15%.
2. Received subpoena to appear at District Court to testify in lawsuit between MCI and UAE. Was able to have subpoena cancelled.
3. Employed Nicola Scanlon as secretary/receptionist.

Publicity

1. Contacted "Recommend Magazine, forwarded promo literature and have received confirmation of an upcoming story.
2. Finalized US Advertising Schedule for '91. On concern is Kodak USA have indicated they intend to scale out of Dubai. Control will be in London and sales/service will be handled by local agent. Should review whether Kodak should be featured in our ads.
3. Sent "Dubai Desert Classic" press release to 48 publications.
4. Forwarded update articles and video of TV coverage from Fam Trip during Made in the USA.
5. Sent 182 press release regarding "ALIS Technologies Choose Dubai".
6. Sent Cargo Village information to Middle East Report for upcoming article.
7. Localized editorial copy for "Decide on Sun" ad.
8. Corresponded with Corporate Travel regarding article to be published on Dubai.

Product Development

1. Researched the new U.A.E. Offset Program decreed by Ministry of Defense and how Dubai may benefit. Report written and submitted to CEO on is August U.S. trip.

Overseas Liason

1. Finalized plans for CEO and MOL U.S. Visit first week of August.
2. Researched information on ALIS Technologies for London office.
3. Follow-up report to CEO regarding L. Dunning's memo on sisterport relationships and cruise industries.

Overseas Liason (cont'd)

4. Initiated contact with Philadelphia City Hall regarding inclusion of UAE flag to be installed of Parkway of Flags.
5. Concluded agreement with Interfairs to be U.S. Representative of Dubai World Travel and Tourism Exhibition.
6. Responded to Dubai Chamber of Commerce regarding complaint from Kebir International.
7. Responded to CEO request for information on upcoming IMF Conference.
8. Follow-up memo to CEO regarding "Certification of Documents".

USA - JUNE, 1991 MONTHLY ACTIVITY REPORT

Operations and Events

1. Numerous communications generated on ASTA/ITME. Which if either we should exhibit in? Decided to attend ASTA. Still waiting on decision for ITME.
2. Wrote speech and attended conference for UAE Ambassador to Washington.
3. Sent letter to 11 tour operators that are advertising "exotic" tours.
4. Sent letter to 23 tour operators introducing Dubai as a destination.
5. Sent letter to Mexican Government Tourist Office and 7 Canadian Government Tourist Boards concerning a "catalogue" stand at Dubai World Trade and Tourism Exhibition.
6. Sent letter to 88 American Tourist Authorities concerning Dubai World Trade & Tourism Exhibition.
7. Visited CI Tours in Norfolk, Virginia to discuss a wholesale package of tours to Dubai.
8. Contacted Turkish tourism development office regarding possible cooperation on add-on tours.
9. At JAFZA request, follow up leads from World Trade advertisement with approximately 60 companies.
10. Invited to be keynote speaker by the "Women in Business Council" sponsored by the Small Business Administration in Baltimore. Approximately 300 women who own businesses in the U.S. Topic will be Trade Opportunities in the Post-War Gulf.

SBA has offered us a booth complimentary to promote Dubai and also to attempt to organize a business mission to Dubai during the winter.
11. Arranged visa for Design Resource Center - looking at regional showroom in Dubai.
12. Contacted Egyptian Tourist Authority - secured their list of major tour operators and sent introductory letter to 182 operators in attempt to promote add-on tours.
13. In depth discussion with Abercrombie and Kent, major tour operator - they want us to subsidize cost of brochure.
14. Contact and follow up with VP of Lifeco - major travel agent in Houston.
15. Established contact with Bancroft Company regarding JAFZA.
16. Applied for membership to American Society of Travel Agents (ASTA).

17. Established contact with W.O.R.K. (Women Organized for the Reconstruction of Kuwait) about possible business mission to Dubai.
18. Established contact with Imbariak Traders for JAFZA.
19. Arranged visa for Mr. Gilmore of GiC Agriculture.
20. Established contact with G&B Packing for JA Cold Store.
21. Established contact with Mellon Bank for Dubai.
22. Established contact with Devil Biss Health Care for Dubai.
23. Established contact with Snavely Forest Products for Dubai.
24. Established contact with W.R. Drach Company for Dubai.
25. Established contact with Transtek International for Dubai.
26. Established contact with Skinner Engine Company for Dubai.
27. Established contact with Pennsylvania Department of Commerce for Dubai.
28. Established contact with Pennsylvania International Trade Office for Dubai.
29. Established contact with Pennsylvania Department of Agriculture for Dubai.
30. Established contact with Raymond Friction Company for Dubai.
31. Established contact with SEDA Council of Governments for Dubai.
32. Established contact with Lights of America, Inc. for Dubai.
33. Established contact with North Carolina Department of Commerce regarding trade mission to Dubai.
34. Established contact with State of Utah Department of Commerce regarding trade mission to Dubai.
35. Established contact with SAR Wholesale for Dubai.
36. Sent JAFZA video to McNamara Fabricators.
37. Follow up letters sent to 294 companies exhibiting at Made in the USA Exhibition.
38. Established contact with United International group for Dubai.
39. Established contact with United Gulf Services for Dubai.
40. Established contact with Periollo Tours - one of the largest Tour Operators on the East Coast.

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41. Established contact with World Electronics for Dubai.
42. Established contact with J-Tex Technology for Dubai.
43. Coordinated visit and meeting with Chairman JAFZA with CEO of C.S. Johnson Company.

Publicity

1. Purchased list of '90 ASTA attendees. Beginning to "clean" list and prepare direct mail shot prior to ASTA Conference.
2. Submitted proposed revision for '91 Advertising schedule.
3. Liaison with Gary McClain, freelance writer preparing a book on how to get around various countries in the world.
4. Sent computer printout of all attendees from ASTA '90 for distribution in HO and OR's.
5. Contacted Sr. VP of Travel and Leisure regarding story on Dubai.
6. Issued press release on Jebel Ali Refinery to 84 publications.
7. Communication with Editor of Business Traveler International, Travel and Leisure, European Travel & Life, The Intelligencer, Travel/Holiday, Philadelphia Inquirer and Miami Herald.
8. Sent May Press Digest to American Banker - Bond Buyer.
9. Forwarded article on Dubai from the Buffalo newspaper.
10. Sent press release to 70 publications regarding New Tourist Village.
11. Sent O.B.U. articles to Mr. Gordon Platt of Journal of Commerce.
12. Forwarded copy of article from Dayton Daily News as result of Fam Trip.
13. Sent list of media to Al Fajer Information at their request.

Product and Development

1. Sent Mobil Travel Guide outline on Hotel classification criteria.

Administration and Finance

1. Identified accounting mistake and notified MFA with debit support documents.
2. Corresponded with US Immigration service for supply of I-9 forms.
3. Completed and submitted self evaluation forms to CEO.
4. Processed 977 registration documents with US Department of Justice.

Overseas Liaison

1. Sent Representation offer to Mr. Jreissati of Interfairs to represent their Dubai World Travel Exhibition.
2. Submitted budget for ASTA Taipei attendance.
3. Secured information on Offshore Technology Conference for Abdul Rahman Al Mutaiwee.
4. Sent Representation offer to Ms. Oliveira and Ms. Segundo of Al Fajer Information and Services to represent Arabplast '92 and A.I.M. '92.
5. Forwarded proposed 1992 Budget to CEO.

USA - MAY, 1991 MONTHLY ACTIVITY REPORT

Operations and Events

1. "Made in the USA" - played a major role in developing and assisting US based companies attending including visa processing; two direct mail campaigns; a. welcome letter with Dubai literature and b. Dubai Executive Digest; staff manned a joint booth with JAFZA and DC of C&I; worked closely with U.S. Department of Commerce and National US-Arab Chamber of Commerce; fam tours to JAFZA and attended most of the receptions and seminars.
2. Results of above Exhibition have generated 24 very active prospects for future investment in Dubai and the State of Maryland is planning to return in early December with approximately 30 companies for a follow-up mission.
3. We are working with 12 exhibitors interested in establishing a regional office in Dubai.
4. Follow-up request by JAPC on new shipping service - MENA Lines - first ship scheduled Jebel Ali 20 June.
5. Have sent numerous requests to JAFZA on behalf of Microphase Corp.
6. Sent application for membership to ASTA (American Society of Travel Agents).
7. Established contact with Twenty-First Century Corp. for Dubai facilities.
8. Arranged visa for Mr. William Bean to follow-up after Made in the USA.
9. Established contact with Great Eastern Shipping for Dubai facilities.
10. Established contact with Flatt & Company for JAFZA.
11. Established contact with Janho Enterprises for JAFZA.
12. Established contact with Raytheon for JAFZA.
13. Completed direct mail campaign to 41 specialist Tour Operators.
14. Delivered Keynote Address for International Trade Week sponsored by the Delaware Development Office - approximately 200 attendees.
15. Direct mail to six Tour Operators specializing in India to propose joint "add-on" tours.
16. Arranged visa for Mr. Liew Fat Fu to follow-up after Made in the USA.
17. Responded in writing to Mr. Walter Annen's voiced concerns over the "mishandling" of Made in the USA Exhibitors.
18. Sent fax to Interfairs requesting copies of brochures for upcoming Dubai Travel Exhibition.

19. Arranged accommodations and spent day with Chairman of JAFZA discussing combined ports, etc.
20. Declined invitation to attend World Economic Summit.
21. Organized fam trip for commercial journalists representing 6 publications and one syndicated TV station.
22. Established contact with Burkley.
23. Established contact with Cross Cultural Adventure for Tourism.
24. Established contact with International Gallery for Tourism.
25. Forwarded supply of Tourism literature to Emirates Airline NY office.
26. Established contact with ESARCO Corp. for JAFZA.
27. Established contact with Abercrombie and Kent for Tourism.
28. Established contact with L. Miller Forest Products for JAFZA timber terminal.
29. Established contact with Middleby Corp. for JAFZA.
30. Established contact with WH Brady Corp. for JAFZA.
31. Established contact with Kato Engineering for JAFZA.
32. Established contact with Advanced Computer Communications for JAFZA.
33. Established contact with A.B. Dick for JAFZA.
34. Established contact with Rustique for JAFZA.
35. Established contact with Advanced Building Systems for JAFZA.
36. Established contact with Department of Economic Development for State of Virginia.
37. Established contact with James Clem Corp. for Dubai.
38. Established contact with Living Standards for JAFZA.
39. Established contact with IMPSA International for JAFZA.
40. Follow-up with 8 companies from Gulf America Conference.
41. Sent supply of brochures to Trust House Forte.
42. Established contact with 4 travel publications regarding our new commitment to Tourism and to introduce Peter Streng as Tourism Coordinator.

Publicity

1. Researched and prepared speech for the UAE Ambassador to the US in Washington which was delivered to the financial sector in New York.
2. Reviewed proposed 1991 Advertising schedule and submitted modifications.
3. Ordered labels from previous ASTA attendees in order to do direct mail campaign prior to ASTA Conference in Taipei.
4. Issued press release on new Marriott Hotel to 37 publications.
5. Issued press release of Made in the USA to 60 publications.
6. Issued press release to 15 publications on PITC Conference.
7. Issued press release to 67 publications on New Tourist Village.
8. Made contact with Philadelphia Inquirer encouraging article on Dubai.

Product Development

1. Provide Hotel rating system used by Mobil Oil Hotel Rating Office.

Administration and Finance

1. Completed and sent "Self Evaluation" forms to CEO.
2. Forwarded recommendations on annual increases to MFA and CEO on M. Adams and D. Micalizzi.
3. Sent dexcription of insurance benefits to MFA.
4. Reviewed and sent comments of CSH Appointment letter to MFA.
5. Completed and posted 627 registration documents in accordance with US Department of Justice guidelines.

Overseas Liaison

1. Sent updates to subscribers of Dubai Executive Digest.

USA - APRIL, 1991 MONTHLY ACTIVITY REPORT

Operations & Events

1. Attended Gulf Reconstruction Conference organized by World Trade Center in New York - approximately 150 attendees.
2. Promoted Fam Trip to coincide with "Made in the USA" exhibition - confirmed Global Trade, Kansas City Star, Journal of Commerce, Christian Science Monitor, Biz Net TV, International Trade.
3. Began preliminary work on First Anniversary celebration.
4. Received invitation to participate at World Economic Forum.
5. Sent list of recommended guests for private reception for 25 exhibitors of Made in the USA.
6. Sent list of Japanese companies to Kimi for JAFZA Japan trip.
7. Requested and received permission from Dubai Chamber of Commerce to use their office at Exhibition Center for meetings.
8. Submitted recommended changes to agenda for Fam trip.
9. Faxed JAFZA our proposed agenda for Made in the USA so we don't have conflict in scheduled programs.
10. Sent Exhibitor list to JAFZA and Dubai Chamber of Commerce with indication of industry sectors that will be exhibiting.
11. Had several discussions with MAE on ASTA exhibition.
12. Received invitation by Small Business Administration to speak at Women in Business Conference this September.
13. Received invitation to speak at Texas International Trade Conference in June.
14. Gave briefing to 8 staff members of US Department of Commerce.
15. Did recommendation report on ITME vs. ASTA.

Operations & Events (cont'd)

16. Sent mailing to 17 journalist regarding EIBTM.
17. Contacted the following companies regarding JAFZA/Dubai:

Harris Corp.	Afzal & Assoc.	Katun
Paramount	Hercules	Brendon Corp.
Alken-Murray	UMA Engineering	Chrysler
RL Walker & Co.	NAOO Export	Morrison-Knudsen
Textron	Raytheon	Wallace Corp.
USG-Interiors	Proctor & Gamble	Muse-Stancil
Rexnord Corp.	Pemall Frie Extinguisher	Quantrum Tech. Corp.
Amerial Dist.		
18. Did update of sales calls for JAFZA marketing to follow-up.
19. Attended American Business Council Doorknock and cosponsored breakfast for 95 businessmen.
20. Working with North Carolina on Trade Mission to Dubai in Fall of 1991.
21. Attended Kuwait Recovery Conference by National US-Arab Chamber of Commerce.
22. Gave briefing to CSX/Sealand Logistics.
23. Attended Gulf-America Conference.
24. Working on Florida Air West to shift cargo service from Sharjah to Dubai.
25. Sent feasibility study on prawn processing facility to E.A. Butler.
26. Sent 42 letters of invitation to American companies attending Hanover Fair.
27. Arranged meeting with JAFZA and CEO of Cevin Industries.
28. Arranged cargo movement for Global Equipment with Swift Freight.

Publicity

1. Requested list of Dubai Media for Maryland International Trade Office reception.
2. Sent 642 press releases regarding Dubai Executive Digest.
3. Sent 250 releases to US Department of Commerce offices.

Publicity (cont'd)

4. Sent 180 releases to Small Business Administration offices.
5. Sent direct mailing to all 250 Exhibitors of Made In the USA - included press release on Dubai Digest, Kuwait company list, Welcome letter, Dubai Means Business and Dubai trifold.
6. Sent direct mailing on Dubai Digest to 300+ companies identified as bidders for Kuwait Recovery.
7. Tourism Coordinator sent information letter to 46 travel publications.
8. Contacted Middle East International regarding Made in the USA.
9. Exchange of correspondence with Bain Communications on PR and clippings in the US.
10. Took office photo for annual report.
11. Sent Positive News Digests to approximately 125 companies and 83 media.

Administration & Finance

1. Held three days of meetings with MFA on his US visit.
2. Modified RFP form.
3. Completed 1991 modified budget.
4. Discussed numerous administration and finance issues - all resolved satisfactorily.
5. Terminated B. Jones as secretary effective 1 May.
6. Hired P. Streng as Tourism Coordinator.
7. Ordered and received new stationary - business card to be received in Dubai.
8. Implemented budget cost controls for US office.

Overseas Liaison

1. Arranged hotel confirmation for National US-Arab Chamber of Commerce.
2. Sent Kuwait R&R update to HO.
3. Sent copies of Gulf Reconstruction Report to HO for inclusion in Dubai Executive Digest.
4. Advised MOL of change in Under Secretary of Commerce visit to Dubai - MOL to contact US Embassy for details of changes.
5. Provide CEO with JAFZA costs analysis.
6. Sent report to CEO on Certifications of Documents.
7. Sent report to Italy Office on Made in the USA.

U.S. MONTHLY ACTIVITY REPORT

MONTH OF MARCH, 1991

OPERATIONS & EVENTS

1. Received details for ITME '91 Exhibition and forwarded request for deposit.
2. Received details for ASTA Conference and Exhibition in Taipei. Sent preliminary report to H.O. for consideration.
3. Sent report on "Made in the USA" Exhibition in Dubai 13-17 May. Working closely with organizers, US Department of Commerce, etc. to ensure good turnout. Also offering visa processing to organizers travel coordinator.
4. Sent lead to UK office on Dial Corporation.
5. Sent letters and visitor registration forms to 30 publications announcing our stand at EIBTM '91.
6. Sent letters of invitation to 42 American exhibitors attending Hanover Fair to visit our stand.
7. Arranged meeting for Mr. Ken Hathi of Cevin Industries to meet Abdul Rahman AL Mutaiwee and Saif Sultan.
8. Initiated contact with Unsworth Transport regarding forwarding for AT&T project through Dubai.
9. Established contact with McMaster Carr Supply Corporation for "Made in the USA".
10. Sent request for rates and facilities to JAFZA for shipment of 50,000 tons of corn for distribution.
11. Established contact with Murvex International for JAFZA.
12. Advised JAFZA and Dubai Chamber of Commerce of impending visit to Dubai of Morrison Knudsen Corporation.

13. Established contact with Quantum Advanced Technology Systems for JAFZA.
14. Established contact with Ashland Petroleum Corporation for Dubai/JAFZA.
15. Re-established contact with Huntsman Chemical since Tom Wood has left - new contact - Henry Sullivan.
16. Established contact with Global Supply and Equipment - cargo booked for JAFZA discharge.
17. Established contact with North Carolina Department of Commerce for Dubai.
18. Re-established contact with Pro-Eco Ltd. for Dubai.
19. Established contact with Maloney Steel Canada for Dubai.
20. Established contact with Ingersoll Rand for JAFZA.
21. Established contact with McDonnell Douglas for JAFZA.
22. Pursued American Mill Supply after Dubai visit.
23. Made contact with Dick O'Leary, President, CI Tours. Interest is promoting Dubai as destination and establishing small cruise ship in Dubai.
24. Sent warehouse availability for Phoenix Commodities for JAFZA.
25. Established contact with Westinghouse Corporation for Dubai.
26. Established contact with Stone & Webster.
27. Established contact with General Dynamics.
28. Sent list of Dubai perfume traders to Amir Corporation.
29. Established contact with Energy Absorption Systems for Dubai.
30. Established contact with Food Engineering and Services Technology for Dubai and Gulf Food Exhibition.
31. Established contact with Independent Construction Company for Dubai.
32. Established contact with Technical Services Group.

33. Established contact with International American Products Corporation.
34. Established contact with Berntex Inc.
35. Established contact with Faultless Starch/Bon Ami Corporation.
36. Established contact with Warren Manufacturing Company.
37. Established contact with Tradewind Enterprise.
38. Established contact with Hill International.
39. Followed up on JAFZA lead for Silver Roses, Inc.
40. Established contact with DuroDyne for Dubai.
41. Established contact with ATCO Rubber Products.
42. Established contact with Gillette Dairy Products.
43. Established contact with Ralph Parsons Company.
44. Sent direct mail shot to 70 Exhibitors from Airconditioning/Heating Exhibition.
45. Established contact with FMC Corporation for Dubai.
46. Sent fax to Mohidin bin Hindi regarding Martinair resuming cargo flights to Dubai.
47. Sent letters and Gulf Food Exhibition brochures to 98 exhibitors at the NAWGA conference.

PUBLICITY

1. Got quote for US staff photo - sitting scheduled for Monday, 15 April.
2. Forwarded clippings from clipping service.
3. Received and ordered new stationary.
4. Sent press release to 37 media reps. on "Bonanza for GM."
5. Sent press release to 17 media reps. on "Cargo Village to Boost Dubai's Hub Status".

ADMINISTRATION AND FINANCE

1. Appointed Mr. Peter Streng as Tourism Coordinator for the North American market. Employment begins 9 April to coincide with pay period.
2. Instituted cost controls in office in line with new budget.
3. Registered 587 documents with US Department of Justice.
4. Reapplied for our six month registration with US Department of Justice.
5. Working on developing personnel/administration policies and procedures.

OVERSEAS LIASON

1. Sent update report on Kuwait R&R.
2. Secured list of 20 American CEO's who recently returned from Kuwait.
3. Sent report and feasibility study to CEO on Certification of Documents for consideration.
4. Sent memo to CEO regarding sponsorship fees.
5. Sent memo regarding details of Revised budget.
6. Sent memo regarding PR services.
7. Produced Kuwait R&R Logistics Manual and presented at Paris meeting.
8. Spent two days in London with Ian Raitt - meeting with London Chamber of Commerce, Anglo-Arab Chamber of Commerce, Middle East Association.

APPENDIX #2

NATIONAL SECURITY
ADMINISTRATION
REGISTRATION UNIT

91 SEP 23 P 1:18

RECEIVED
DEPT OF JUSTICE
CRIMINAL DIVISION

DUBAI COMMERCE AND TOURISM PROMOTION BOARD					
U S OFFICE					
REQUEST FOR PAYMENT					
No: <u>ITME</u>		Date: <u>7-16-91</u>			
Opening balance Imprest as of (Date): <u>7-16-91</u>		0			
Reimbursement Received during the Month:		0			
Total Imprest:		0			
Expenses during the current period (Details below):					
Balance available as of (Date): <u>7-16-91</u>		4500.00 (4500.00)			
Date	Serial No	Paid to & Purpose	Accounting Head	Amount	Total
7-16	ITME001	Booth Rental		4500.00	4500.00
TOTAL REIMBURSEMENT REQUESTED				4500.00	4500.00
Requested by: <u>CS Grant</u>			Date <u>7-16-91</u>		
Approved by: _____			Date _____		

pd + reimbursement

91 SEP 24 P 1 18

RECEIVED
DEPT OF JUSTICE

DUBAI COMMERCE AND TOURISM PROMOTION BOARD

U S OFFICE

REQUEST FOR PAYMENT

No: ASTA 91

Date: 7-29-91

Opening balance Imprest as of (Date): 7-29-91

0

Reimbursement Received during the Month:

0

Total Imprest:

0

Expenses during the current period (Details below):

Balance available as of (Date): 7-29-91

5092.60

(5092.60)

Date	Serial No	Paid to & Purpose	Accounting Head	Amount	Total
7-24	ASTA 1	Windigo Travel ASTA Tkt	Domestic	2446.30	Reimbr
7-24	ASTA 2	Windigo Travel ASTA TKT	Domestic	2446.30	Reimbr
7-24	ASTA 3	United Airlines Hotel			
		Deposit	Domestic	200.00	Reimbr
8-26	ASTA 4	United Airlines Hotel		618.00	

pd
pd
pd

TOTAL REIMBURSEMENT REQUESTED

5092.60

Requested by: [Signature]

Date 7-29-91

Approved by: _____

Date _____

**DUBAI COMMERCE AND TOURISM PROMOTION BOARD
U S OFFICE
REQUEST FOR PAYMENT**

No: 020

Date 20-3-91

Opening balance Imprest as of (Date) <u>2-28-91</u>	3741.97
Reimbursement Received during the Month:	20696.51
Total Imprest:	24438.46
Expenses during the current period (Details below):	21105.13
Balance available as of (Date) <u>30-3-91</u>	3333.35

Sr. No	Voucher No	Paid to & Purpose	Amount	
	✓ 485 100M 270.96	AT&T	755.46	pd
	✓ Dam	M. ADAMS EXP ACCT 2-28	95.89	pd
✓ 104.75	280 Dam 180 Rand	Federal EXPRESS	514.75	pd
	✓	76220 Customer Tickets	980.00	pd
	CAPITAL	BELL ATZANI SYSTEM	330.72	
	✓	PHILADELPHIA STATIONERS	48.97	pd
	✓	ACE AIR FREIGHT	48.23	
	✓	PHONE WORKS	70.00	pd
	ITIME	DOYLESTOWN STORE + LOCK-ADV PAY THRU 31-12-91	380.00	pd
	✓	YOUR CHOICE COFFEE	27.00	pd
	✓	DREXEL UNIV B. JONES MEDICAL	126.14	pd
	✓	PITNEY BOWES-POSTAGE ACCT.	111.23	pd
	✓	ARIES LIMO SRV	138.00	pd
	✓	BUDGET PRINTING	201.35	pd
	✓	PHILADELPHIA STATIONERS	48.97	
	✓	MIDAM. ARAB CAFE	200.00	
	MEDIA	BALCONI CLIPPING SERV	160.80	pd
	✓	BELL OP PA	244.35	pd
	ROADSHOW	ARIES LIMO SERV	109.25	pd
	✓	WOLF BARTH CUSTOMS	81.00	pd
	✓	WOLF BARTH CUSTOMS	81.00	pd
	✓	TOPPS SUBSC. MNG.	9.97	pd
TOTAL REIMBURSEMENT REQUESTED				

Requested by: CS/Neesh

Date 3-20-91

Approved by: _____

Date _____

**DUBAI COMMERCE AND TOURISM PROMOTION BOARD
U S OFFICE
REQUEST FOR PAYMENT**

No: 020 pg 2

Date

Opening balance Imprest as of (Date) _____	_____
Reimbursement Received during the Month:	_____
Total Imprest:	_____
Expenses during the current period (Details below):	_____
Balance available as of (Date) _____	_____

Sr. No	Voucher No	Paid to & Purpose	Amount	
		✓ POSTAGE BY PHONE	400.00	pd
		✓ BELL ATLANTIC MAINT. ON PHONE LINES	298.50	pd
		✓ VCI CAR LEASE	1037.98	pd
		✓ SALARIES 12-3-91	6746.34	pd
		✓ FICA TAX 12-3-91	515.02	pd
		✓ BARBARA JONES 1 day pay which she started 1 day earlier than pay period	76.92	pd
		✓ FICA TAX FOR above day	5.88	pd
		✓ SALARIES FOR 26-3-91	6746.34	
		✓ FICA FOR 26-3-91	515.02	
TOTAL REIMBURSEMENT REQUESTED			21105.13	

Requested by: CCBath Date _____

Approved by: _____ Date _____

**DUBAI COMMERCE AND TOURISM PROMOTION BOARD
U S OFFICE**

REQUEST FOR PAYMENT

No. 021 pg 2

Date

Opening balance Imprest as of (Date) _____

Reimbursement Received during the Month:

Total Imprest:

Expenses during the current period (Details below):

Balance available as of (Date) _____

Sr. No	Voucher No	Paid to & Purpose	Amount	
	00024 ✓	Staples - Office Supplies	66.83	pd
	00025 ✓	Your Choice Coffee	44.85	pd
	00026 ✓	Bell Atlantic	159.00	pd
	00027 ✓	Qmail Pkg CS6	190.00	pd
	00033 ✓	Qmail Pkg MB	190.00	pd
	00034 ✓	Qmail Pkg DM	190.00	pd
ROAD	00030	Federal Express	67.25	pd
ROAD	00031	Federal Express	57.00	pd
Dom	00032	FEDERAL EXPRESS	57.00	pd
	00033 ✓	Salary 4-9-91	6746.34	pd
	00034 ✓	Social Tax 4-9-91	515.02	pd
	00035 ✓	PB UNEMPLOY. COMPENSATION 1ST QTR	4225.42	pd
		This is payable 30-4		
TOTAL REIMBURSEMENT REQUESTED			26654.85	

111
07

Requested by: Charles Heath

Date 4-9-90

Approved by: _____

Date _____

DUBAI COMMERCE AND TOURISM PROMOTION BOARD

U S OFFICE

REQUEST FOR PAYMENT

No: 024 pg 4

Date: _____

Opening balance Imprest as of (Date):

Reimbursement Received during the Month:

Total Imprest:

Expenses during the current period (Details below):

Balance available as of (Date):

Date	Serial No	Paid to & Purpose	Accounting Head	Amount	Total
	176	UPS COURIER		18.63	18.63
	177	EXP ACCT MA	Dom. PROT.	444.11	444.11
	178	EXP ACCT MA	ROADSHOW	1158.51	1158.51
		Salaries 2-9 July		7300.19	
		Trip Tax		604.36	
		Salaries 16 July		7900.19	
		Trip Tax		604.36	
TOTAL REIMBURSEMENT REQUESTED				33232.08	33232.08
Requested by: <u>[Signature]</u>			Date: <u>6-24-91</u>		
Approved by: _____			Date: _____		

RV
PW
AY

DUBAI COMMERCE AND TOURISM PROMOTION BOARD

U S OFFICE

REQUEST FOR PAYMENT

No. 025 1992

Date: 7-16-91

Opening balance Imprest as of (Date):

Reimbursement Received during the Month:

Total Imprest:

Expenses during the current period (Details below):

Balance available as of (Date):

Date	Serial No	Paid to & Purpose	Accounting Head	Amount	Total	
		Salaries 2 July		7900.19	7900.19	pd
		Fica 2 July		604.36	604.36	pd
		Salaries 16 July		7900.19	7900.19	pd
		Fica 16 July		604.36	604.36	pd
7-16	198	ASTA Conf. Exp.	Dom. Print	600.00	600.00	pd
7-16	199	Bacon Media Directory	Public Relation	170.00	170.00	pd
7-16	200	Manhattan Life. N. Scanlon		228.00	228.00	pd
7-16	201	Paul Ruse. N. Scanlon (Exp. for Desk + Life)		452.03	452.03	pd
7-11	202	Nationwide Cellular	Domestic Print Publicity	347.98 117.54	-	
7-22	203	AT&T	Domestic	903.51 201.19	1369.03	pd
				501.63	702.82	pd
TOTAL REIMBURSEMENT REQUESTED				33824.81	33824.81	
Requested by:				Date 7-16-91		
Approved by:		Date				

DUBAI COMMERCE AND TOURISM PROMOTION BOARD					
U S OFFICE					
REQUEST FOR PAYMENT					
No: 026	192		Date:		
Opening balance Imprest as of (Date):					
Reimbursement Received during the Month:					
Total Imprest:					
Expenses during the current period (Details below):					

DUBAI COMMERCE AND TOURISM PROMOTION BOARD

U S OFFICE

REQUEST FOR PAYMENT

No: 026 P93

Date: _____

Opening balance Imprest as of (Date): _____

Reimbursement Received during the Month: _____

Total Imprest: _____

Expenses during the current period (Details below):

Balance available as of (Date): _____

Date	Serial No	Paid to & Purpose	Accounting Head	Amount	Total
		ASTA National Cellular	ASTA	432.19	
			Med. Relation	121.00	
			Roadshow	99.50	
			ITME Trade Fair	98.20	
			-	407.82	1383.21
7-26	239	FED EXP.		11.50	11.50

Pd
Pd

TOTAL REIMBURSEMENT REQUESTED

25564.33

Requested by: [Signature]

Date 7-29-91

Approved by: _____

Date _____

DUBAI COMMERCE AND TOURISM PROMOTION BOARD

U S OFFICE

REQUEST FOR PAYMENT

No: 027 pg 3

Date: _____

Opening balance Imprest as of (Date):

Reimbursement Received during the Month:

Total Imprest:

Expenses during the current period (Details below):

Balance available as of (Date):

Date	Serial No	Paid to & Purpose	Accounting Head	Amount	Total
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8-17	269	UPS Courier		18.75	
	270	UPS Courier		9.75	
	271	UPS Courier		18.50	
	272	UPS Courier		69.50	

PD
 PD
 PD
 PD

TOTAL REIMBURSEMENT REQUESTED

44317.93

Requested by: [Signature]

Date ~~8-22-91~~ 8-22-91

Approved by: _____

Date _____