

## INSTRUCTIONS FOR PREPARING PD-1A—APPLICATION FOR PREFERENCE RATING

**General:**

Fill out PD-1A in triplicate and sign the duplicate copy in space No. 18 on page 3. Please type or print answers. Retain the triplicate copy for your files and send the original and duplicate to the nearest Field Office of the War Production Board, Ref.: PD-1A.

You must make a statement in each numbered space; either supply the information requested or write "None," "Not Applicable," etc.

A *separate* application must be made for each class or *kind* of material (or capital equipment) commonly supplied to you by a single plant, such as steel, electric motors, precision tools; also a *separate* application must be made for each *product* or each *use* for which such material (or capital equipment) is required; e. g., if you manufacture both motors and refrigerators, you must apply for ratings on separate PD-1A forms for switches to be used in each.

Before filing this form PD-1A application, you must be sure that you will not be violating the provisions of existing L and M Orders by acquiring the material or capital equipment on which you request a rating.<sup>1</sup> A willful violation of any of these orders constitutes a misdemeanor and the violator may be fined not more than \$10,000 or imprisoned for not more than a year or both (Second War Powers Act, 1942, Sec. 2 (a) (5), P. L. 507, 77th Cong., 53 Stat. —.)

**Definitions:**

*Applicant* means person, firm, or corporation who has placed or intends to place order(s) for material (or capital equipment) for which preference rating is requested.

*Supplier* means person, firm, or corporation who has received, or will receive order(s) for which preference rating is requested.

*Product* means that which is produced from the material (or by capital equipment) or the service which is rendered by the use of the material (or capital equipment) for which rating is requested.

*Material* means raw material, semifinished or finished products, not including capital equipment.

*Capital equipment* means machinery, equipment, or other implement of production ordinarily acquired as a capital asset not for resale.

**RESTRICTIONS ON USE OF PD-1A APPLICATION FORM**

**APPLICATIONS BY DISTRIBUTORS.**—PD-1A may not be used by distributors, jobbers, wholesalers, or retailers except when requesting a rating for maintenance, repair, and operating supplies or capital equipment used in their own establishments. These persons *must* use PD-1X when requesting a rating on material purchased from producers for resale in the same form in which purchased.

**PRIORITY ORDERS.**—PD-1A may not be used where adequate priority assistance has been made available to your industry under Priority Orders.

**APPLICATIONS FOR PROJECT RATINGS.**—PD-1A may be used in requesting ratings on capital equipment only when no construction is involved. PD-200 *must* be used in requesting a rating for construction, construction and equipment, or equipment when construction is necessary in its installation.

**APPLICATIONS BY PRP UNITS.**—A manufacturer operating under the Production Requirements Plan may not use PD-1A applications except when requesting a rating on Capital Equipment where its installation does not involve construction.

**APPLICATIONS BY FEDERAL AGENCIES.**—PD-408 (Governmental Requirements Plan) must be used by all nonmilitary Federal agencies requesting priorities assistance except where specific exemptions have been allowed.

**APPLICATION FOR MATERIAL FOR EXPORT.**—Exporters or foreign applicants when filing a PD-1A in any of its permitted uses are not required to submit information requested under numbers 13; 15C, 15D, 15E, 15F; 16, column (E); and 17. Under question 4 give name of *consumer's* business, if known. If material is for export without further processing, application should be made on yellow PD-1A.

**Priorities Regulation No. 3 as Amended Governs the Application and Extension of the Preference Rating(s) assigned by this Certificate. All of Its Terms Must Be Observed. The Following Instructions are Provided To Assist in Applying or Extending Preference Ratings.**

- (1) The preference rating assigned by this certificate may be applied by the applicant only to the kinds and quantities of materials authorized. In no event shall the contract or purchase order to which the rating is applied call for delivery prior to the required delivery date specified.
- (2) The person to whom this certificate is issued shall retain it. He may apply, and each related supplier and subsupplier may extend the preference rating assigned herein to his purchase order(s) in accordance with Priorities Regulation No. 3 by executing and transmitting to his supplier(s) by endorsement on purchase order or other equivalent document, the following form of certification:

The following form of Certification is to be used as Endorsement on Purchase Order(s)  
Do not fill in on this Certificate

**SAMPLE CERTIFICATION**

"The Undersigned Purchaser Hereby Represents to the Seller and to the War Production Board That He Is Entitled To Apply or Extend the Preference Ratings Indicated Opposite the Items Shown on This Purchase Order, and That Such Application or Extension Is in Accordance With Priorities Regulation No. 3, as Amended With the Terms of Which the Undersigned Is Familiar.

Doe Company,  
Name of Purchaser and PRP Certificate No. if Purchaser is a PRP Unit

1465 West V. Jonesville, Va.  
(Address)

John Doe, Vice Pres.  
(Signature and Title of Duly Authorized Official)

December 22, 1942.  
(Date)

DO NOT SUBMIT COPIES OF PURCHASE ORDERS TO WAR PRODUCTION BOARD

ATTACH A STAMPED, SELF-ADDRESSED POSTAL CARD IF YOU WISH TO BE NOTIFIED OF CASE NUMBER ASSIGNED

<sup>1</sup> If additional information is desired, communicate with nearest War Production Board field office.