



NABP has been notified of a change in ownership or controlling entity for the accredited/approved entity/facility. To enable NABP to determine if the applicable letter of agreement can be transferred, please complete the form below, and return it along with the **required documentation**. NABP will contact you once the review is completed, (approximately 60 days).

A determination will not be made until a fully completed form and required documentation is received.

Ownership or Controlling Entity/Facility Change Form

Former Accredited/Approved Entity/Facility Name: _____
(The name the company files its tax returns with the Internal Revenue Service (IRS) or the name on the business articles of incorporation)

Former Parent/Controlling Entity Name: _____
(The name the company files its tax returns with the Internal Revenue Service (IRS) or the name on the business articles of incorporation)

Former Parent/Controlling Entity Address: _____

Former Parent/Controlling Entity Tax ID/FEIN number: _____

Former Website on which the program seal appeared _____

Method of Change: Merger: _____ Acquisition: _____ Creation of New Business Entity: _____

Date of Effective Ownership/Controlling Entity Change: _____

Explain How Ownership/Controlling Entity Changed: _____

As a result of ownership change, explain changes to policies or procedures or key management personnel of the Accredited Entity/Facility: (If necessary attach additional pages)

New Website: _____

New Accredited/Approved Entity/Facility Name: _____

New Accredited/Approved Entity/Facility will operate as a: Subsidiary _____ DBA _____ Independent Entity _____
(DBA, "doing business as" and includes fictitious or trade name that company uses that is different than the accredited/approved entity/facility name.)

If Subsidiary, of whom: _____ If DBA, DBA name: _____

New Parent/Controlling Entity Name: _____

New Parent/Controlling Entity Address: _____

New Parent/Controlling Entity Tax ID/FEIN number: _____

States that required New Entity to obtain a new license: _____

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH FORM: **1. A list of all state and federal license information** including any pending licenses (submitted but no decision received on the license); **2. Disclose any state or federal action** (including full summary of the action, plan of corrective action to prevent such future action, copies of agency Orders, Settlement Agreements, Citations, and Warning Letters) issued to the New Parent/Controlling Entity, executive officers (officers, directs, and other people who are in charge of the operations of the accredited/approved entity), and major investors (include any person, partnership, or corporation who directly owns equity or has a voting interest of greater than 10% of the accredited/approved entity); **3. The new corporate organizational chart** (from ultimate parent to and including the applicant entity, DBAs and company addresses and executive officers.)