# INSTRUCTIONS FOR <br> APPLICATION TO CHANGE LICENSE STRUCTURE FORM NO. RGW-307 

## NOTE: TO ADD A NEW UNLICENSED FACILITY, PLEASE COMPLETE GRAIN WAREHOUSE SCHEDULE A.

## SECTION A

## 1. VERIFICATION INFORMATION

Enter your Full Legal Business Name, TDA Client Number, and TDA License Number.

## SECTION B

## 1. REQUESTING LICENSE CHANGE

Carefully read Section B of this form. Check the box according to the changes you wish to make and complete the appropriate section according to the type of change you are making.

## SECTION C

## 1. COMBINE EXISTING LICENSES

This section only applies when you are combining two licenses. Be aware that by combining two or more licenses you will also combine any facilities under those licenses.

Example: In this case the customer is combining licenses A \& B, and wishes to designate license A as the main license number that he wishes to keep. If you are combining more than five licenses use Schedule $\mathbf{G}$ for additional space.

License A


License A
Facilities
1 through 5
(cont'd)

## SECTION C (cont'd)

## 2. DESIGNATE MAIN HEAQDQUARTERS LOCATION

Designate the name and address of the main headquarters.

## SECTION D

## 1. TRANSFER FACILITIES TO EXISTING LICENSE

Section D allows you to transfer one or more facilities from an existing license to another license.
NOTE: If you are transferring more than one facility from this license, please complete Schedule G.
Example: Transfer facility 1 from license A to license B.

## License A License B

| Facilities 1, $2 \& 3$ | Facilities $4 \& 5$ | License A | License B |
| :---: | :---: | :---: | :---: |
|  | This will be the result. | $\begin{gathered} \text { Facilities } \\ 2 \& 3 \end{gathered}$ | Facilities <br> $1,4 \& 5$ |

## SECTION E

## 1. DISSOLVE A COMBINATION LICENSE

This section limits you to dissolve facilities that are currently under one combined license into individual licenses. A Schedule A must be completed for each facility that you intent to separate from your combined license.

Example: In this case we have a combined license A with facilities 1, $2 \& 3$. The warehouseman wishes to separate all of the facilities and have an individual license for each one.


## SCHEDULE F

## 1. SPLIT PORTION OF COMBINATION LICENSE INTO INDIVIDUAL LICENSES

Split a portion of your combined licenses into individual licenses.
Example: In this scenario the warehouseman currently has a combined license A that has facilities 1 through 6 . He wishes to separate only facilities $4,5 \& 6$ and have them licensed individually.


## SECTION G

## 1. SPLIT A COMINATION LICENSE INTO MULTIPLE COMBINATIONS

This section allows you to combine several active licenses into multiple combinations, a Schedule A must be completed for each group. Please make sure to provide us with a designated main headquarters for each group.

Example: The warehouseman has a combined license A with facilities 1 through 6. The warehouseman wishes to have three combined licenses instead of one.


## SECTION H

## 1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.

