

INSTRUCTIONS FOR PESTICIDE REGISTRANT CHANGE OF BUSINESS INFORMATION FORM NO. PR-201

Complete only the sections where information has changed and return to:

Texas Department of Agriculture, P.O. Box 12847, Austin, Tx. 78711.

The Texas Administrative Code requires you to provide TDA with current information. Changes should be submitted to TDA within 30 days. Failure to provide such information may be grounds for denial, suspension or revocation of the license.

The form may be duplicated. For assistance in completing the form, call 1-800-TELL-TDA (835-5832) or directly (512) 463-7407. For the hearing impaired, call Relay Texas 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

SECTION A

1. VERIFICATION INFORMATION

Enter your Licensee Name, TDA Client Number, and TDA License Number.

1. RESPONSIBLE PERSON INSTRUCTIONS

Please list the full legal name (no aliases or nicknames) of the primary person responsible for the business, as indicated:

- For a corporation, limited liability company, or cooperative – the president or CEO
- For a limited or general partnership – the managing partner or general manager
- For any other type of business – the general manager

You may change the CEO, President, Managing Partner or General Partner information only. If you are a Sole Proprietor, and there is a change in ownership, you must apply for a new license.

2. RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER

Indicate name and title of person responsible for the business. Enter contact information. The Responsible Person will receive, through regular mail, a login ID and a password. The Responsible Person will then be able to conduct business related to their license(s) online, including viewing their licenses, making changes to their company information, and renewing licenses.

The Responsible Person will receive correspondence from TDA, including licenses and other documents, **ONLY** if a separate Person to Contact becomes unavailable. Otherwise, the Responsible Person will not receive any correspondence or documentation from TDA.

NOTE: The Person to Contact, named by the business in Section C of this form, is the preferred signatory of this application. That person may be the Responsible Person.

3. RESPONSIBLE PERSON MAILING ADDRESS

The Texas Department of Agriculture (TDA) website login ID and password will be mailed to the responsible person at this address.

SECTION C

1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS

Enter the name of a designated person, along with that person's contact information, who can discuss and answer questions about license-related issues.

NOTE: The Person to Contact, named by the business, is the preferred signatory of this application. That person may also be the Responsible Person.

SECTION C (cont'd)

All correspondence, licenses, and other documents will be sent to the Person to Contact at the email address listed below. Approximately 30 – 45 days in advance of the expiration date of the license/certificate, the contact employee will receive a renewal invoice via email that will include a login ID and password to access TDA's internet website. The contact employee will then be able to conduct business related to their assigned license(s) online, including viewing their licenses, making changes to their company information, and renewing their licenses. A business can appoint one contact person to manage online all of the company's licenses.

2. MAILING ADDRESS

Enter the address at which the Person to Contact receives general correspondence, where applicable.

SECTION D

1. CORRESPONDENT INFORMATION (If different from above)

If the business uses a correspondent, the correspondent supercedes the businesses' contact and becomes the person who should receive all correspondence. In addition, the correspondent will receive a password and user ID (mentioned in the Person to Contact Section). The correspondent will then be able to conduct business related to their specifically assigned license(s) online, including viewing their licenses, making changes to their company information, and renewing their licenses. A company can appoint one contact person or correspondent to manage online all of the company's licenses.

2. CORRESPONDENT MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Enter the address at which you receive general correspondence.

1. NEW RESIDENT AGENT - OUT-OF-STATE ONLY

An applicant for registration of pesticides whose principle place of business is situated outside of Texas must appoint and designate a resident citizen of Texas as said applicant's resident agent within Texas. A registrant may appoint the Texas Secretary of State by checking the appropriate box. If the registrant wants to appoint an individual, provide the name and contact information requested.

SECTION E

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.