
**CHECKLIST #0273 FOR THE APPROVAL OF:
NAME CHANGE OF EXISTING NOTICE OF ACCEPTANCE**

BY SALES OF ASSETS

Submit the following information and documents:

- A complete original PRODUCT CONTROL APPLICATION FOR NOTICE OF ACCEPTANCE (NOA) & LABORATORY CERTIFICATION (PC0001 application) from new owner;
- A non-refundable filing fee in the form of a check with the name of the applicant printed on the check in accordance with the current fee schedule for Revision;
- Letter from applicant specifically stating that they have legally purchased all assets and requesting that a new NOA be issued under their name;
- Letter from owner of existing NOA containing the following statements:
 1. That they have legally sold all assets of the NOA to applicant,
 2. Request that the existing NOA be rescinded,
 3. That they no longer manufacture the product approved under the referenced NOA,
 4. That they have given up all rights to the referenced NOA, and
 5. That all the necessary machinery, equipment, and know-how used in the fabrication of the product used for the tests, which were the basis for obtaining the NOA, are being sold to the applicant;
- One set of revised approval document, where the only change from the existing NOA approval document is to be the new name and address of the NOA holder; and
- A certified copy of the executed sales agreement listing all the assets, including all machinery and other equipment used in the fabrication of the product.

BY OTHER THAN SALES OF ASSETS:

Submit the following information and documents:

- A complete original PRODUCT CONTROL APPLICATION FOR HOURLY RATE SERVICES (PC002 application);
- Check mark the 'Special Services' box, and under 'Specify' enter "NOA name change not by sales of assets";
- Letter from applicant specifically stating that a name change has legally occurred and requesting that a new NOA be issued under the new name and that the existing NOA be rescinded;
- One set of the revised approval document, where the only change from the existing NOA approval document is to be the new name and address of the NOA holder; and
- At least one the following documents:
 - A certified copy of the court order; or
 - Any other official document clearly legalizing the name change.
- Upon complete review of the file, applicant must submit payment for the invoiced hours in the form of a check, in the amount accordance with current fee schedule for Special Project, with the new name of the applicant clearly printed.

