

**INSTRUCTIONS FOR  
HANDLING AND MARKETING OF PERISHABLE COMMODITIES  
CHANGE OF HMPC PRINCIPALS AND AGENTS  
FORM NO. RPC-403**

**SECTION A**

**1. VERIFICATION INFORMATION**

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

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**SECTION B**

**1. PRINCIPALS**

Please complete this section by checking the appropriate box to indicate whether you are adding, removing or changing address of a principal and indicate whether the principal is a director, officer, manager, partner, shareholder or other type of equity owner. In the appropriate boxes, please indicate the principal's first name, middle initial, last name, home address, city, state, zip code and title. Please make additional copies of this form as needed.

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**SECTION C**

**1. AGENTS**

Please check the appropriate box to indicate whether you are adding, removing or changing address of an agent and indicate whether the change is for a transporting agent, buying agent or both. In the appropriate boxes, please indicate the agent's first name, middle initial, last name, home address, city, state, and zip code. Please make additional copies of this form as needed.

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**SECTION D**

**1. PAYMENT**

**NOTE: Texas Department of Agriculture accepts only checks, cashier's checks, or money orders.**

**General License Fee - \$400.00**

**\$150** license fee and **\$250** Produce Recovery Fund fee.

**(cont'd)**

## **SECTION D (cont'd)**

A general license holder may apply for the following agent cards:

**Buying agent** - allows the agent to purchase perishable commodities for the license holder.

Buying Agent Card Fee

\$30.00 per card

**Transporting agent** - allows a transporting agent to act for the license holder in the transporting of perishable commodities.

Transporting Agent Card Fee

\$30.00 per card

To apply for buying or transporting agent cards, please complete Schedule B.

Check method of payment. Enter check number or money order number. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, TX. 78711-2076.

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## **SECTION E**

### **1. SIGNATURE**

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

## **SECTION F**

**Please note that an incomplete application may result in denial of or delay in processing your application.**

### **1. CHECKLIST**

Check all boxes to verify you have completed the application process and attached or enclosed items requested in the application, such as payment, reports, schedules, labels, etc.