

**INSTRUCTIONS FOR
APPLICATION TO OPERATE A PUBLIC
GRAIN WAREHOUSE
FORM NO. RGW-300**

In order to obtain a Public Grain Warehouse license, you must submit a complete signed application along with the appropriate fees. The license will be issued to the name appearing under **Section B** of this application. The Bond, Financial Statement and Verification of Insurance as well as any other forms required by the Texas Public Grain Warehouse Law **MUST** be issued to the name and location provided under the **CLIENT INFORMATION Section B** of this application.

SECTION A

1. FACILITY INFORMATION

Check the correct box. In order to apply for a combination license you must list all facilities within a 60-mile diameter of the central or primary business location and maintain one set of records for all locations. A bonding and insurance document is required for licensure which lists all locations included in the combination license. If you do not wish to apply for a combination license and intend to request a separate license for each facility, note that a separate set of records must be maintained for each facility. A bonding instrument must be submitted for each license. A verification of insurance listing all locations will be accepted for proof of insurance provided each location is operated by the same legal entity and the legal name of the business entity is the same for all locations identified on the proof of insurance.

SECTION B

1. TYPE OF APPLICATION

Check the box that identifies the application type. A new business application is an application for a business that has not held a TDA license. A change of ownership application is an application where a business has been acquired from a previous owner or is an established business that changes its form of entity or business structure (see "Business Type" below). If the most recent license account number is known please indicate in space provided.

2. BUSINESS TYPE

Check the box that identifies your type of business. Once submitted, this information cannot be changed. If you have a change in your business type, a new application will be required.

3. CLIENT INFORMATION

This information will be used to generate your license. Enter the full legal name of the business as it is registered. If applicable, also enter any assumed names for the business. For in-state businesses (except sole proprietors) a Comptroller Taxpayer Identification Number is required. For out-of-state businesses (except sole proprietors) a Federal Tax Identification Number is required.

For sole proprietors applying for this license, a social security number is mandatory and required by Texas Family Code § 231.302. Social security numbers are required to assist in child support enforcement. In the event the applicant does not have a social security number, an affidavit of no social security number (Form OGC-001) must be attached along with a driver license number or state-issued identification number. Form OGC-001 is available on TDA's website at www.TexasAgriculture.gov or by mail. Failure to provide a social security number or an affidavit of no social security number will result in rejection of your application and a license will not be issued to you.

SECTION C

1. RESPONSIBLE PERSON INSTRUCTIONS (see form).

2. RESPONSIBLE OFFICER, PARTNER, MEMBER, MANAGER, OR OWNER

Indicate name of person responsible for the business. Enter contact information.

3. RESPONSIBLE PERSON MAILING ADDRESS

Enter mailing address for indicated responsible person. Please provide an internet address for your business if available.

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.

SECTION D

1. WAREHOUSE OPERATOR OR 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 be the Responsible Person.

TDA prefers to communicate with its licensees via e-mail. If you provide an email address on your license application, correspondence and notifications regarding your license will be sent to you via email. Otherwise, all correspondence, licenses, and other documents will be sent to the Person to Contact at the mailing address listed below.

In addition, the contact employee will receive, through regular mail, a login ID and password to access TDA's internet website. The contact employee will then be able to conduct business online, including viewing and renewing a license. 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.

SECTION E

1. FACILITY INFORMATION

Enter Facility Name and Rated Grain Storage Capacity in bushels.

2. PHYSICAL ADDRESS OF LOCATION OF LICENSEE, LICENSED ACTIVITIES or EQUIPMENT

Enter the actual physical street address for the licensee, licensed activities, or the licensed equipment, as applicable, and directions to the location. Please do not enter a P.O. Box. Location information will be utilized by TDA inspectors to

facilitate inspections of your business. Failure to provide a true and accurate street address or directions may result in denial of an application or enforcement action.

SECTION F

1. OUT-OF-STATE APPLICANTS ONLY

If the address provided in Section C is out of state, in order to receive license approval, applicant must provide the name and complete Texas street address for its third party registered agent

SECTION G

1. APPLICANT INFORMATION

Please read the question and check the appropriate box. If yes, provide details of the conviction(s).

SECTION H

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

1. PAYMENT

Set requested date for issuance of license. Check method of payment. Enter check number or money order number. See fee table for payment information. Enter amount remitted.

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

The license fee for one facility (single license) is \$500.00

The license fee for multiple facilities (combination license) is \$500.00 for headquarters and \$300.00 for each additional facility. For example, if you have two facilities and you are applying for a combination license, your total license due is \$800.00.

SECTION I

1. SIGNATURE

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

SECTION J

Please note that an incomplete application may result in rejection of the application or delay in processing same.

1. CHECKLIST

Check all boxes to verify you have completed the application and attached or enclosed all items requested in the application, such as bond(s), certification of insurance, payment, reviewed or audited financial statement, etc.