

**REGULATORY CHANGE TEMPLATE A
(GRAIN WAREHOUSE, FISH FARM VEHICLE,
HMPC, LICENSED SERVICE COMPANY)**

SECTION A

1. VERIFICATION INFORMATION

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

Please provide ONLY the information that has changed.

SECTION B

1. APPLICANT INFORMATION

This information will be used to generate your license. Enter the full legal business name as it is registered. If applicable, also enter a Doing-Business-As (DBA) name.

SECTION C

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, CEO, or equivalent
- For a limited or general partnership – the managing partner, general manager, or equivalent
- For a sole proprietorship – the owner’s full legal name
- For any other type of business – the general manager, or equivalent

2. RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER

Indicate name and title of person responsible for the business. Enter contact information.
The Responsible Person may be contacted by TDA concerning legal matters.

3. RESPONSIBLE PERSON MAILING ADDRESS

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

SECTION D

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.

All correspondence, licenses, and other documents will be sent to the Person to Contact. Approximately 30 – 45 days in advance of the expiration date of the license/certificate, the contact employee will receive a renewal invoice that will include a login ID to access TDA's internet website. A password will be provided at time of login to supplied email address. 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 E

1. FACILITY INFORMATION

Enter facility name.

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

Enter the actual physical street address of the licensee, licensed activities or the equipment, including directions to this location if the address is difficult to locate. Please do not enter a P.O. Box. This information will assist TDA inspectors in locating your business in the event that an inspection is needed.

SECTION F

1. NEW RESIDENT AGENT - Out-of-State APPLICANT Only

Enter the new Resident Agent's contact information.

AN APPLICANT FOR LICENSURE WHO'S PRINCIPLE PLACE OF BUSINESS IS SITUATED OUTSIDE OF TEXAS MUST DESIGNATE A RESIDENT AGENT WITHIN TEXAS FOR SERVICE OF PROCESS FOR ACTIONS TAKEN IN ADMINISTRATION AND ENFORCEMENT OF LICENSURE. THE SECRETARY OF STATE CANNOT SERVE AS AN APPLICATORS REGISTERED AGENT.

SECTION G

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. The application must be signed in order to be complete. TDA will not process an incomplete application.