



FUEL INDUSTRY CHANGE OF BUSINESS INFORMATION

1. All changes require a Fuel Supplier/Dealer Application with types of change(s) marked.
 - A. The application must be completed in full and signed by a current principal of the business and;
 - B. The Personal History Questionnaire (PHQ) section completed for each principal or corporate officer listed on the license application if the last PHQ is one year old or older or if adding a new principal.
2. A copy of the Certificate of Incorporation and Corporate filing, with names of the officers, filed with the State of Nevada, Secretary of State's Office, if applicable.
3. A bond rider is required if the business name or address is changed or when the principal on the original bond changes.
4. There is no charge for name and/or address change.

REMOVING A PRINCIPAL

1. The requirements to remove a principal depend upon the business structure.

Business Structures:

- A. Corporation or a limited liability corporation and a corporate officer is being removed, the documents that must be submitted are minutes reflecting the change, the current list of principals, managers, and/or members and a current certificate of good standing.
- B. Limited liability partnership or a partnership, a notarized letter signed by the principal being removed stating that they are relinquishing their interest in the business or that they wish to be removed from the license.
- C. Individual, the business must go out of business.