



## Change of name or identity of the participant

In case it is found (e.g. during an audit) that the name and/or identity of an (aspiring) certificate holder has been changed compared to the signed quotation and/or an earlier agreement with MPS-ECAS it is necessary for the (aspiring) certificate holder to fill out this form. Reason for filling out this form is that it should be unmistakably clear with which company MPS-ECAS has an agreement.

The form that is to be sent in by the (aspiring) certificate holder should always be accompanied by documentation which proves that the change has taken place.

To conclude the process MPS and/or MPS-ECAS has/have to approve in writing of a change in legal identity in relation to the certification.

### **A Change of Company name**

In case of a change of name of the company of the certificate holder only:

Documentation to be appended: copy of a document from the competent national authority regarding company registration in your country, indicating the change of name.

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Old company name + clientnumber: .....

New, present company name: .....

In effect from (date): .....  
(at what date has the official name of the company been changed to the present name)

What is the corresponding national company registration number: .....

What is the VAT number corresponding with the legal entity?.....

Legal representative: .....  
(undersigned)

#### **Statement:**

Herewith the undersigned states that the company has changed its official name as from the date mentioned above.

The undersigned also declares to have appended the necessary documentation as mentioned above.

**Date:** .....

**Signature** of the legal representative: .....

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Under this line to be filled out by MPS/MPS-ECAS

#### **Administrative processing**

Change of company name (customer number.....) has been processed.

Name employee:.....

Date: .....

Signature:.....



## **B Change of legal entity**

In case of transfer of activities that have been certified by MPS-ECAS to another legal entity, the transfer should be approved by MPS/MPS-ECAS.

Documentation to be appended: written confirmation by the alienating party that the company activities relevant to the certification have been transferred, or other written documents (such as a deed by a notary public) with which the transfer can be proven.

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In effect from (date): .....  
(at what date has the transfer to the other legal entity taken effect)

What is the company name of the company that has taken over the activities (X):  
(X = new situation) .....

What is the corresponding national company registration number (X): .....

What is the VAT number corresponding with the legal entity (X)?.....

Legal representative: .....  
(undersigned)

What is the company name of the certificate holder that has transferred the activities  
concerned (Y = old situation) + clientnumber: .....

What is the corresponding national company registration number (Y):.....

What is the VAT number corresponding with the legal entity (Y)?.....

### **Statement:**

Herewith the undersigned states as legal representative of X, that X has taken over the activities relevant to the certification from party Y above and that this entails that X has also fully entered into the rights and accepted the duties of Y towards MPS and MPS-ECAS.

The undersigned also declares to have appended the necessary documentation as mentioned above.

**Date:** .....

**Signature** of the legal representative: .....

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Under this line to be filled out by MPS/MPS-ECAS

### **Approval**

Change of legal entity (customer number ..... ) has been judged by MPS / MPS-ECAS\* and has been approved/ disapproved\*. The outcome and the consequences have been put down in writing and communicated.

Name employee:.....

Date: .....

Signature:.....