

LICENSING ANNOUNCEMENT

JANUARY 28, 2022

REMINDER ON MERGERS/ACQUISITIONS/NAME CHANGES

Primary Audience: All NCOA^{Link} Licensees

As a reminder, license agreements between the USPS® and licensees are non-transferable in whole or in part. In cases of mergers or acquisitions (licensee purchased by another company), outlined below are guidelines that Licensees must follow to continue to allow NCOA^{Link} processing for 45 days while the new company completes the certification & licensing process with the USPS.

- The USPS must receive written notification (via ncoalink@usps.gov) from the Licensee about the merger/acquisition and the new company must complete the application and certification process within ten (10) business days.
- Publicly filed documents related to the merger/acquisition must be submitted to the USPS. The Licensee may need to contact their legal department to obtain these documents. Acceptable documents include:
 - Documents filed with the Secretary of State where the existing licensee is registered to do business showing a change in control or ownership.
 - A copy of “Certificate of Good Standing” for the new company (issued within the last 12 months) in the state where it is incorporated.
 - Fictitious names certificates filed with the Secretary of State where the existing licensee is registered to do business that shows the change in name of the old company to the new.
 - Documents filed with any state securities agency showing a change in ownership
 - Documents filed with the United States Security and Exchange Commission
 - Assignment and Assumption Documents
- A Stage I/II test must be processed and returned for review and grading. The new company will not be charged a testing fee unless multiple platforms are tested, or retesting is required due to failures.
- If the certification documents are not completed and submitted to the Licensing & Certification Department within this timeframe the existing licensee’s agreement(s) may be suspended/terminated.

If you have any questions regarding this notice, please submit them in writing to ncoalink@usps.gov.