



EPA Guidance for Licensees and Proposed Transferees on Licence Transfer Applications

ENVIRONMENTAL PROTECTION AGENCY
An Ghníomhaireacht um Chaomhnú Comhshaoil
PO Box 3000, Johnstown Castle Estate, Co Wexford, Ireland
Telephone: +353-53-9160600; Fax: +353-53-9160699
E-mail: info@epa.ie Website: www.epa.ie
Lo Call: 1890 335599

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EPA Guidance for Licensees and Transferees on Licence Transfer Applications

Introduction

The following guidance sets out the information that will be required from a Licensee and Proposed Transferee when completing the Licence Transfer Application Web-form for the transfer of an Industrial Emissions, Integrated Pollution Control or Waste Licence.

When is a Licence Transfer Required?

If a licensee decides to transfer his licence to another person (hereafter referred to as the 'Proposed Transferee'), then the licence transfer process needs to be completed. For example if a company that holds a licence is to be sold, then the licence needs to be officially transferred to the new owner.

In order to transfer a licence both the Licensee and Proposed Transferee (proposed new owner) need to jointly make an electronic application to the EPA, using the Licence Transfer Application web-form available via LMA through EDEN, requesting that such a transfer be effected by the EPA.

Prior to submitting a Licence Transfer Application

The Licensee and Proposed Transferee should take the time to read this guidance in detail and to collate the relevant information PRIOR to completing the application web-form.

All questions must be fully answered before the web-form is submitted to the EPA. However, applicants may find it helpful to collate and input the information as fully as possible and then discuss any outstanding points with the EPA Environmental Licensing Programme (ELP) Administration staff in advance of submitting the application.

Prior to completing the application, the Proposed Transferee organisation is required to register for an EDEN Single Sign-On (SSO) Account and have the account approved by the EPA. The Proposed Transferee is also required to request access to the current licensee's organisation on EDEN (see [Section 2](#) of this document for further information on this).

Any query in relation to ELRA (Environmental Liability Risk Assessment), CRAMP (Closure, Restoration and Aftercare Management Plan) or Financial Provision should be directed to the Office of Environmental Enforcement Team associated with the existing licence.

Financial Commitments or Liabilities

Section 83(6) of the EPA Act 1992 as amended and Section 53 of the Waste Management Act 1996 as amended provide for the EPA to require a Proposed Transferee to:

- (i) furnish such particulars in respect of such matters affecting his ability to meet the financial commitments or liabilities that will be entered into or incurred by him in carrying on the activity to which the licence relates or will relate, and
- (ii) make, and furnish evidence of having so made, such financial provision as it may specify as will, in the opinion of the Agency, be adequate to discharge the said financial commitments or liabilities.

To address the above requirements the EPA generally require the Current Licensee to have an approved ELRA and CRAMP¹ that will identify the amount of environmental liabilities, i.e. costs.

The Proposed Transferee is required to demonstrate that he/she is in a position to meet any financial commitments or liabilities incurred in carrying out the activity or in consequence of ceasing to carry on the activity and shall submit a proposed Financial Provision, in accordance with any guidance issued by EPA, to address the financial liabilities as specified in the approved ELRA and CRAMP. Financial provision proposals and queries should be directed to the OEE Waste and Financial Provision Team, at the EPA Cork Regional Inspectorate (021-4875540) or by e-mail at Financialprovision@epa.ie.

Approval of the Financial Provision will take place outside of the application web-form; however this approval is required prior to the completion of transfer of the licence.

The following sections of this guidance set out the information that is required and the process of completing the Licence Transfer Application Web-form.

- Section 1 specifies the Licensee information and process.
- Section 2 specifies the Proposed Transferee information and process.

Appendix 1 includes a Licensee application checklist and Appendix 2 includes a Proposed Transferee checklist.

General Information:

- The Licence Transfer Application Web-form provides for you to 'Save' and exit the application at any time and all saved information will be retained.

Note: There is a 30 minute time-out on the web-form. Therefore you should click on '**Save**' at the bottom of the screen PRIOR to leaving any unsaved data in the web-form for longer than this period.

- The Current Licensee Contact that will complete the 'Licence Transfer Application Web-form' must be an '**Organisation Administrator**' or an '**AM Module Administrator**' on EDEN. This is a requirement in order to access the transfer application web-form.

¹ Various terms are used in law and licences in reference to the closure (broadly speaking) of

SECTION 1: Current Licensee Section

Pre-Application Steps:

The Licensee should read this guidance in detail and collate the relevant information PRIOR to completing the application web-form.

A checklist of the documents that are required to be submitted to support the licence transfer application is set out in the Licensee Checklist in Appendix 1.

ELRA and CRAMP

To address the requirements of Section 83(6) of the EPA Act 1992 as amended and Section 53 of the Waste Management Act 1996 as amended, the EPA generally require the current Licensee to have an approved ELRA and CRAMP which identify the amount of environmental liabilities, i.e. costs.

For a successful licence transfer, you will be required to have a completed ELRA and CRAMP approved by the Office of Environmental Enforcement (OEE). This requirement will not apply to Intensive Agriculture licences where there are no unusual liabilities² or in exceptional circumstances³ for other activities.

Note:

In the event that you have not prepared an ELRA and CRAMP, where required to do so, or, if these have not been approved by the OEE, consideration of the Licence Transfer Application will be delayed **until these assessments have been submitted and approved by the OEE.**

Accessing the Licence Transfer Application Web-form

The button to access the 'Licence Transfer Application Web-form' is called '**Create Licence Transfer**' and is located under '**My Actions**' against the licence in EDEN. This button can only be seen and accessed by a Current Licensee contact that is an '**Organisation Administrator**' or an '**AM Module Administrator**' on EDEN.

The following guidance sets out the information required within each step of the licence transfer application web-form once you have clicked on the 'Create Licence Transfer' button.

Step 1: Guidance Declaration

You are required to confirm that you have read this procedure and that you certify that the information you will provide is true, accurate and complete and that you give consent for the EPA to make the application available, as required, to the public. You will need to enter a primary contact for the Licence Transfer Application, including their name and position.

You should then click on '**Save**' and then '**Next**' to move to the next step in the application.

Step 2: Current Licensee Information

Licensee information will be displayed.

² e.g., Contaminated ground/groundwater as a consequence of any incident/accident associated with the site.

³ An exceptional circumstance, where agreed by the Office of Environmental Enforcement.

ELRA/CRAMP Status

You are required to submit information on the ELRA/CRAMP Status by clarifying if an ELRA and CRAMP have been submitted and approved. At this point you have an opportunity to provide information on any exceptional circumstances such that the ELRA and CRAMP should not be required to be approved prior to the consideration of the transfer application.

As detailed previously it is considered that, with the exception of Intensive Agriculture licences where there are no unusual liabilities or in exceptional circumstances for other activities, an ELRA and CRAMP will need to be approved before the licence transfer can be completed.

Once you have entered the requested information on the ELRA and CRAMP you are required to click on the "Request Status" button. Following this the OEE Inspector / Team will evaluate the available information and determine if an ELRA and CRAMP technical proposal and subsequent costing is: (a) in place and satisfactory; (b) required to be approved prior to consideration of this licence transfer application; or (c) not required for this licence transfer application. The OEE will revert to you on this in due course. You will be notified of this decision by e-mail and the 'Status' as displayed at the bottom of this table in the web-form will also be updated to reflect the decision.

It should be noted that you will not be able to submit the licence transfer application until the OEE have made their determination on the requirement for an ELRA and CRAMP.

Intensive Agriculture Sector

For Intensive Agriculture (pig and poultry) licences, you are required to identify if there are any unusual liabilities associated with the installation⁴. If there is an unusual liability you will be required to submit an assessment of the liabilities. This should include a full description of any incident/accident together with closure liabilities associated with the site to include details of waste quantities and any contaminated land/groundwater. This assessment is required to be submitted as a regular Licensee Return via EDEN and will need to be approved prior to the completion of the Licence Transfer.

Contact Information

You are required to select the Proposed Transferee organisation from the drop-down list.

Note: This step can only be completed **after**: (i) the Proposed Transferee organisation has registered for an EDEN Single Sign On (SSO) Account; and (ii) this request has been approved by the EPA.

A Proposed Transferee organisation that is already registered for EDEN and has access to '**Authorisation Module (AM)**' will not need to go through the registration process.

You are also required to enter a Proposed Transferee Contact e-mail address, which must be identical to an EDEN SSO contact for the Proposed Transferee organisation.

Note: Prior to accessing the Licence Transfer Application form the Proposed Transferee is required to request access to your organisation via EDEN. This request will need to be approved in EDEN by your Organisation administrator. This approval will grant the Proposed Transferee access to the **Licence Transfer Application web-form only**, as a Proposed Transferee Contact.

⁴ e.g., Contaminated ground/groundwater as a consequence of any incident/accident associated with the site.

You are also required to specify the reason for the Licence Transfer Request and to select a desired date, via a date picker, for the proposed transfer to take place.

Enforcement Charges

It is the policy of the EPA not to grant a transfer of a licence unless all outstanding charges have been paid. You are required to pay all EPA enforcement charges and confirm that these have been paid in the Licence Transfer Application web-form.

If there are outstanding EPA enforcement charges that have not been paid, this may adversely impact on the consideration of your licence transfer application.

Additional Information Section

You are also required to attach a copy of your existing licence in PDF format.

Additional Document (if required)

You may submit one additional supplementary document, with any supporting information that you consider will assist the EPA in the consideration of your application.

Additional Information (if required)

You may also provide some additional information in the allocated text box (up to 1,000 characters) that will assist the EPA in its considerations.

You should then click on **'Save'** and then **'Next'** to move to the next step in the application.

Step 3: Proposed Transferee Information

This step is required to be completed by the Proposed Transferee only. You will be able to view the information inputted by the Proposed Transferee in this section when it has been entered and saved into the application.

You should click on **'Next'** to move to the next step in the application.

Step 4: Fees, Declaration and Submit

You are required to submit the applicable licence transfer application fee to the EPA by Electronic Funds Transfer (EFT) or cheque in order for your application to be processed.

The EPA's bank details for EFT can be requested by emailing licensing@epa.ie.

The licence transfer fee is:

- €2,000 for the transfer of an industrial emissions licence or IPC licence, and
- €5,000 for a waste licence

The appropriate fee will be pre-selected based on the licence type.

You are required to:

- confirm that the appropriate licence transfer application fee has been paid;
- select the date which you submitted the payment; and
- select the payment type that you used.

You are required to upload a Joint Declaration signed by both you and the Proposed Transferee. The Joint Declaration template is stored on the EPA website at <http://www.epa.ie/pubs/advice/licensee/jointdeclaration.html>. You may download a copy of the document for completion. A PDF version of the signed Joint Declaration is required to be uploaded as a PDF attachment.

Once the web-form has been fully completed by you and the Proposed Transferee, and all applicable attachments have been uploaded, you are required to re-confirm that the information you have entered is true, accurate and complete.

Once submitted you will not be able to make any changes to the Licence Transfer Application. Once finalised you are required to press '**Submit**' and you will be asked to confirm if you are sure that you want to submit the application?. Then click on '**OK**' to submit the completed transfer application to the EPA for consideration.

Note:

- All attachments uploaded to the Licence Transfer Application web-form are required to be in PDF format.
- The information you provide in the application form is required to be true, accurate and complete.
- The transfer application shall not be regarded as complete and will not be processed unless all the required information, as set out in the application web-form and this guidance, has been included in the application as submitted to the EPA.
- Failure to provide the required information may result in the transfer application being rejected by the EPA.

SECTION 2: Proposed Transferee Section

Pre-Application Steps:

The Proposed Transferee should read this guidance in detail and collate the relevant information PRIOR to completing the application web-form.

A checklist of the documents that are required to be submitted to support this licence transfer application is set out in the Proposed Transferee Checklist in Appendix 2.

In advance of completing the Transfer Application web-form, the Proposed Transferee organisation is required to register for an EDEN Single Sign On (SSO) Account (using an e-mail address that HAS NOT previously been used to access the 'Current Licensee' organisation via EDEN, i.e., a new e-mail address) and have the account approved by the EPA.

You are also required to request access to the current licensee's organisation on EDEN. (This step is described in the '**Access to the Licence Transfer Application Web-form**' section below).

Information and help in relation to the EDEN registration process is available at: <https://www.edenireland.ie/Help/EDEN%20Portal/EDEN%20Portal.html>

The EDEN is accessed at: <https://www.edenireland.ie/>

You should enter your full company name exactly as it appears on your Certificate of Incorporation, where applicable. You are required to request access to the '**Authorisation Module (AM)**' application in EDEN, if this has not previously been requested. Information on this process is available at:

<https://www.edenireland.ie/Help/EDEN%20Portal/EDEN%20Portal.html> and by clicking on the relevant 'Getting started' guidance.

You will need to advise the Current Licensee of the Proposed Transferee Contact e-mail address that has been used for your EDEN registration. (As mentioned previously, this e-mail address must NOT be associated with the Current Licensee's access to EDEN)

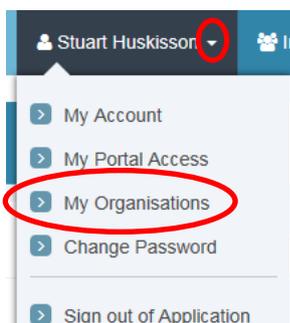
Any queries in relation to EDEN Registration should be submitted via e-mail to: eden@epa.ie

Access to the Licence Transfer Application Web-form

Note: PRIOR to accessing the Licence Transfer Application web-form via EDEN, the Current Licensee will need to have completed Step 2 of the application web-form, i.e., selected your organisation as the Proposed Transferee Contact and entered your registered e-mail address in order to link the Licence Transfer Application web-form to the registered contact. THIS STEP CAN ONLY BE COMPLETED BY THE LICENSEE AFTER YOU HAVE REGISTERED FOR EDEN.

You should then log into EDEN using your 'User Name' and 'Password'.

When logged in you need to request access to the **current licensee's organisation**. This is carried out by selecting the  icon next to your name and then 'My Organisations', as shown below:



You should then click on , and select the current licensee's organisation. You will be asked to select the organisation type:



Enter 3 or more characters from the organisation name. Once you have selected the organisation scroll down to the bottom of the page and click on '**Submit**'.



After the Current Licensee has entered your (Proposed Transferee) details into Step 2 of the Licence Transfer Application web-form and approved your access request to their organisation, you will be able to select the current licensee's organisation. (This is carried out by clicking on the small down arrow icon displayed on from the top-right hand corner of the screen, next to your own organisation name (as shown circled below)).



From the '**Organisation**' list select the Current Licensee's name/organisation by clicking on the name.

Move the cursor over '' and click on '' . Then click on '' at the top of the screen. You can then open the licence information by clicking on the '' *Details of Licence* icon on the right. You will then be able to see the *Licence Detail* and the only option visible to you will be '' . Click this to access the Licence Transfer Application web-form.

In addition to completing your parts of the licence transfer application web-form, you are required to prepare and submit a proposed Financial Provision to address the financial liabilities as specified in the approved ELRA and Closure Plan, where required. The Financial Provision is required to be in accordance with any relevant EPA guidance.

The recent Guidance on Financial Provision is available at:

<http://www.epa.ie/enforcement/financialprovisionforenvironmentalliabilities/>

You should contact Waste and Financial provision Team by telephone on 053 9160600 to discuss and put in place Financial Provision to address the liabilities. Discussion and approval of the Financial Provision will take place outside of the application web-form; however this approval is required prior to the completion of the licence transfer process.

Step 1: Guidance Declaration

You are required to confirm that you have read this procedure and that you certify that the information you will provide is true, accurate and complete and that you give consent for the EPA to make the application available, as required, to the public. You will need to enter a primary contact for the Licence Transfer Application, including their name and position.

You should then click on '**Save**' and then '**Next**' to move to the next step in the application.

Step 2: Current Licensee Information

This step is required to be completed by the Current Licensee only. You will be able to view information inputted by the Current Licensee in this section when it has been saved to this page of the application web-form.

You should note that it is the policy of the EPA not to grant a licence transfer unless all outstanding charges have been paid.

The licensee is required to pay all EPA enforcement charges and confirm that these have been paid in the Licence Transfer Application web-form.

If there are outstanding EPA enforcement charges that have not been paid, this may adversely impact on the consideration of the licence transfer application.

You should click on '**Next**' to move to the next step in the application.

STEP 3: Proposed Transferee Information

Proposed Transferee Details, as entered by the Current Licensee will be displayed.

Additional Transfer Contacts

Existing contacts registered for the organisation will be displayed. You can add 'Additional Transfer Contacts' by clicking on the "+" button located under the Additional Transfer Contact section. You are required to provide a name, position and relevant contact details for each additional contact which must include an e-mail address.

Any 'Additional Transfer Contacts' will be notified by e-mail when the licence transfer application is submitted to the EPA and when the licence transfer has been considered by the EPA.

General Background

You are required to complete the 'General Background' section by providing a brief description of the organisation's business activity. For 'companies' you are required to provide the date the company was established.

You are required to specify the **'Total Assets Value'**, the **'Turnover'**, and **'Profit/loss'** achieved in the last year, where available. You are also requested to include the following additional information in the document upload: (1) the current net assets of the organisation; (2) the profit/loss achieved in each of the last three years; and (3) a statement as to whether the accounts include a provision for ELRA and / or CRAMP costs agreed with the EPA.

You are required to state whether the organisation is a Holding Company. If the organisation is a Holding Company you are required to provide the same information in relation to the Ultimate Parent Company.

You are also required to specify the jurisdiction where the ultimate parent company is registered.

Fit and Proper Person

The EPA are required to ensure that the Proposed Transferee is a 'fit and proper person', as specified under Section 84(4) the EPA Act 1992 as amended or Section 40(7) of the Waste Management Act 1996 as amended. This includes consideration of convictions for relevant offences, technical competence and financial strength/provision.

➤ Fit and Proper Person Checks - Relevant Offences

You are required to specify whether the Proposed Transferee or other relevant person has been convicted under any of the following legislation:

- EPA Act 1992 as amended,
- Waste Management Act 1996 as amended,
- Local Government (Water Pollution) Acts 1977 and 1990, or
- Air Pollution Act 1987.

If the answer is 'Yes' to any of the above, you are required to provide full details of the conviction.

➤ Management and Supervisory Details

Section 84(4)(b) of the EPA Act 1992 as amended and Section 40(7)(b) of the Waste Management Act 1996 as amended require that, in the opinion of the EPA, the Proposed Transferee has or have the requisite technical knowledge or qualifications to carry on that activity in accordance with the licence or revised licence and the other requirements of the Act.

To demonstrate technical competence you are required to provide:

- (a) the names;
- (b) details of relevant education, training and experience; and
- (c) responsibilities

of all persons that will provide management and supervision of the activities authorised by the licence (in particular the name of the facility manager and any nominated deputies).

In the case of a proposed Intensive Agriculture licence transfer, you will be required to provide details of the management systems in place for the installation and why they are deemed appropriate for the activity undertaken.

➤ Financial Provision

Section 84(4)(c) of the EPA Act 1992 as amended and Section 40(7)(c) of the Waste Management Act 1996 as amended requires that a Proposed Transferee has made adequate

Financial Provision⁵ to meet the financial commitments/liabilities that will be entered into/incurred in carrying on the activity to which the licence relates or in consequence of ceasing to carry on that activity as the licence may specify.

Financial provision proposals and queries should be directed to the OEE Waste and Financial Provision Team, at the EPA Cork Regional Inspectorate (021-4875540) or by e-mail at Financialprovision@epa.ie.

Note: The processing of a submitted Licence Transfer Application will be delayed until a Financial Provision, where required, has been submitted and approved by the OEE.

Financial Standing - Intensive Agriculture Sector

For the Intensive Agriculture licence transfers, you will be required to indicate whether the Proposed Transferee or other relevant person has current or past bankruptcy or other insolvency proceedings against them or has entered into an arrangement with its creditors or suspended its business activities.

The Proposed Transferee may indicate whether any financial or other data disclosed herein is not a matter of public record for commercial or other reasons. Such data will be kept confidential by the EPA. Where you consider information to be confidential, the information should be identified clearly as related to a specific licence transfer and submitted by post to the EPA, bearing the legend "In the event that this information is deemed not to be held as confidential, it must be returned to".

Licence Application History

You are required to identify if the Proposed Transferee, their parent company or any 'relevant person' has had an application for a licence: (a) granted; (b) rejected; (c) revoked; and/or (d) a licence transfer refused. If you answer 'Yes' to any of these questions, you are required to provide the full details.

Additional Information

In this section you are required to state whether your organisation has made adequate Financial Provision to meet the financial commitments / liabilities that will be entered into / incurred in carrying on the activity to which the licence relates or in consequence of ceasing to carry on that activity as the licence may specify.

Acceptance of Liabilities

You are required to provide a statement (signed by the Proposed Transferee) that "*the Proposed Transferee has assumed and accepted all liabilities, requirements and obligations provided for in or arising under the licence, or revised licence, regardless of how and in respect of what period, including a period prior to the transfer of the licence or revised licence they may arise*". The web-form includes a link to a page of the EPA website which contains an Acceptance of Liabilities template and is located at: <http://www.epa.ie/pubs/advice/licensee/proposedtransfereestatement.html>.

You are also required to submit a PDF version of:

- A certified copy of the Certificate of Incorporation;
- Particulars of the Registered Office of the Company; and

⁵ The amount of financial provision must always be capable of covering the liabilities identified and must have been updated at least within the last twelve months.

- An Organisational Chart.

Additional Document (if required)

You may submit one additional supplementary document, with any supporting information that you consider will assist the EPA in the consideration of your application. This should also include as a minimum: (1) the current net assets value of the company, where available; (2) the profit/loss achieved for each of the last 3 years, where available; and (3) a statement as to whether the accounts include a provision for the ELRA/CRAMP costs agreed with the EPA.

Additional Information (if required)

You may also provide additional information in the allocated text box (up to 1,000 characters) that will assist the EPA in consideration of your application.

You should then click on '**Save**' and then '**Next**' to move to the next step in the application.

STEP 4: Fees, Declaration and Submit

This Step of the application web-form is required to be entered and completed by the Current Licensee.

Declaration

A Licence Transfer Declaration is required to be completed and signed by both you and the Current Licensee. This document should be filled in by both parties and signed and sealed with the company seal (where available). A PDF version of this document is required to be uploaded to the application web-form by the Current Licensee.

Note:

- All attachments uploaded to the Licence Transfer Application web-form are required to be in PDF format.
- The information you provide in the application web-form is required to be true, accurate and complete.
- The transfer application shall not be regarded as complete and will not be processed unless all the required information, as set out in the application web-form and this guidance, has been included in the application as submitted to the EPA.
- Failure to provide the required information may result in the transfer application being rejected by the EPA.

Appendix 1. Current Licensee – Licence Transfer Application Checklist

The Current Licensee is required to provide, as a minimum, the following information in the web-form:

1. A primary contact for the Licence Transfer Application, to include name and position.
2. Additional information on ELRA/CRAMP status.
3. The name of Proposed Transferee organisation, selected from a dropdown list.
4. The Proposed Transferee contact e-mail address (identical to the e-mail address of a contact registered against the EDEN SSO account (**NOTE:** The e-mail address **MUST NOT** previously have been used to access EDEN on behalf of the Current Licensee organisation).
5. The reason for licence transfer request (in up to 1,000 characters).
6. The desired date for Proposed Transfer to take effect.
7. Confirmation that all outstanding EPA enforcement charges have been paid.

The following attachments to support the licence transfer application:

8. A PDF copy of the existing licence.
9. If you require, an upload of one additional PDF attachment document.
10. If you require, you may provide additional text information (up to 1,000 characters).
11. A [joint declaration](#) signed by both the Current Licensee and the Proposed Transferee.

Appendix 2. Proposed Transferee – Licence Transfer Application Checklist

The Proposed Transferee is required to provide, as a minimum, the following information in the web-form:

1. A primary contact for the Licence Transfer Application, to include name and position (**NOTE:** The e-mail address of the contact **MUST NOT** previously have been used to access EDEN on behalf of the Current Licensee).
2. General background on the Proposed Transferee, to include:
 - 2.1 Business activity of Proposed Transferee
 - 2.2 Date established (companies only)
 - 2.3 Total Assets Value (where available)
 - 2.4 Net assets, in the additional attachment (where available)
 - 2.5 Turnover (where available)
 - 2.6 Profit/loss for the previous year (where available) and for each of the last 3 years, in the additional attachment (where available)
 - 2.7 Whether the Proposed Transferee organisation is a holding company
 - 2.8 Information as specified in 2.1 to 2.6 above, for the ultimate parent company (and the jurisdiction where ultimate parent company is registered).
3. Details of any convictions under relevant legislation.
4. Details of Relevant Education, Training and Experience of all persons that will provide management and supervision of the activities authorised by the licence.
5. Details if the Proposed Transferee, their parent company or any 'relevant person' has had an application for a licence: (a) granted; (b) rejected; (c) revoked; and/or (d) a licence transfer refused.
6. Confirmation if the Proposed Transferee has made adequate Financial Provision to meet the financial commitments / liabilities that will be entered into / incurred in carrying on the activity to which the licence relates or in consequence of ceasing to carry on that activity.

The following attachments to support the licence transfer application:

7. A PDF copy of a [statement of acceptance of liabilities, requirements and obligations](#) (signed by the Proposed Transferee). This shall state that “the Proposed Transferee has assumed and accepted all liabilities, requirements and obligations provided for in or arising under the licence, or revised licence, regardless of how and in respect of what period, including a period prior to the transfer of the licence or revised licence they may arise.”
8. A PDF copy of the Certified Copy of Certificate of Incorporation.
9. A PDF copy of the particulars of the Registered Office of the Company.
10. Where appropriate, an organisational chart showing company structure, including parent company, subsidiaries and related addresses.
11. A [joint declaration](#) signed by both the Current Licensee and the Proposed Transferee.