

**CONTRACTORS LICENSING BOARD**  
**4100 Richards Road**  
**North Little Rock, AR 72117**  
**501-372-4661**

***Name Change Request Form***

<b>1. PRESENT COMPANY NAME:</b> (As it <b>NOW</b> appears on your Contractor's License)	
Company Name	
Previous Address	
Federal ID Number	Social Security Number

<b>2. COMPANY NAME CHANGED TO</b> (As it <b>WILL</b> appear on your Contractor's License)	
Company Name	
New Address	
Federal ID Number	Social Security Number

**AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says: That all statements herein contained are true and correct and shall become a part of the present valid application on file. That the foregoing statement is submitted to the Contractors Licensing Board and/or Contractors Residential Committee for the purpose of amending the present valid license and that any depository, vendor or other agency herein named is hereby authorized to supply the Contractors Licensing Board and/or Contractors Residential Committee with any information necessary to verify these statements.

\_\_\_\_\_  
Owner/Officer/Partner

Subscribed and Sworn to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
My Commission Expires:

\_\_\_\_\_  
Notary Public

# Name Change or Transfer

*A name change is simply amending the existing entity's name with no change in the actual business structure, which means you CAN NOT DISSOLVE the existing entity and transfer the license to an already existing or newly formed entity.*

**WARNING:** In general, licenses are NOT transferable from one entity to another. However, there are LIMITED exceptions where a transfer might be possible in the following situations:

- (1) A Sole Proprietorship CONVERTING to a Corporation or an LLC or a Partnership.
- (2) A Corporation CONVERTING to an LLC or a Partnership or a Sole Proprietorship.
- (3) An LLC CONVERTING to a Corporation or a Partnership or a Sole Proprietorship.
- (4) A Partnership CONVERTING to a Corporation or an LLC or a Sole Proprietorship.
- (5) A MERGER, the unlicensed entity can be the survivor.

*If you are a Name Change, Conversion or Merger then execute the following:*

Name Change Request Form

Provide copies of all supporting documents from your Secretary of State's office.

You will also need to furnish an updated Certificate of Insurance verifying Workers Compensation insurance for the new entity.

A list will need to be provided from those that have Converted or Merged of anyone that owns 10% or more of the company and a current list of officers, members or partners.

### **Bond Requirements**

If there has been no change in the Federal ID number then an endorsement rider for your \$10,000 Contractors Bond is needed to amend your name.

A new bond is required if there has been a change in the Federal ID number.

### **Financial Requirements**

If it is also time to renew your license, commercial licensees that have Converted or Merged will need to furnish a letter from their CPA stating *the assets and liabilities of the previous entity were transferred to the new entity at the time of inception.* This letter is in addition to the financial statement.

If the change is mid-year then the only financial information needed will be the letter of transfer.

### **Residential Licenses Only**

This office will mail to those licensees that have Residential only, a special statement to sign and notarize concerning your financial statement.

**ANY OTHER SITUATION WILL REQUIRE A NEW APPLICATION  
REVISED July 1, 2009**

**INSTRUCTIONS FOR COMPLETION  
OF THE \$10,000 CONTRACTORS BOND**

This bond is required only of **commercial** applicants.

Principal's company name **must be exactly** as you have applied for the Contractors License.

An owner, officer, member or partner must sign the bond form as Principal.

Only this prescribed form will be accepted. Any alterations to this form must have prior approval from the Contractors Licensing Board.

All Principal, Surety and Agent information requested on this form must be provided.

This bond must be executed by an agency, agent, broker or producer licensed by the Arkansas Insurance Department. The agency, agent, broker or producer must also have an Appointment registered with the Arkansas Insurance Department for the surety company the bond is placed with. The bond may be executed directly by the surety company, but must include verification from executing Attorney-in-Fact. **If this bond is not fully executed or countersigned by an Arkansas Resident agent, broker or producer, a copy of the executing agency's, agent's, broker's or producer's Arkansas Non-Resident license must be attached.**

Any change in company ownership and/or Federal Employer Identification Number requires a new bond be executed. Any other change, such as name or address, requires an endorsement rider from your agent.

If you are having difficulties obtaining this bond another option is filing a cash bond, contact Phyllis Isham at 501-371-1505 or 501-372-4661 for a form.

Please leave this notice attached to your bond.



# \$10,000 CONTRACTOR'S BOND

Required by A.C.A. § 17-25-401

Effective Date \_\_\_\_\_

STATE OF ARKANSAS

Bond Number \_\_\_\_\_

WHEREAS, under the terms of A.C.A. § 17-25-401, et. seq., every contractor described therein must file with the Contractors Licensing Board a corporate surety bond or cash bond to secure compliance with A.C.A § 17-25-401, et. seq.

WHEREAS, every such contractor is required to comply with all the terms of said Code, and all rules and regulations promulgated by the Contractors Licensing Board pursuant to the authority of said Code, in the performance of contracts in the State of Arkansas:

NOW, therefore, we, the undersigned, \_\_\_\_\_  
Principal's Company Name As You Will Be Licensed

Principal Business Address (Physical) City State Zip Code Telephone Number

as principal, and \_\_\_\_\_  
Surety's Name

Surety Address City State Zip Code Telephone Number

as surety, are held firmly bound to the State of Arkansas in the Sum of Ten Thousand Dollars (\$10,000) for payment of which we bind ourselves, our heirs, assigns, executors and administrators, jointly and severally, conditioned that if the undersigned principal shall promptly pay any amount of money due as provided in A.C.A. § 17-25-401, et. seq., then this obligation shall be null and void; otherwise, it shall be in full force and effect.

The surety reserves, however, the right to cancel the above bond on the giving of sixty (60) days written notice to the principal and to the State (Contractors Licensing Board).

\_\_\_\_\_  
*Agent's/Broker's/Producer's Company Name*

\_\_\_\_\_  
*Principal's Signature (Owner, Officer, Partner, Member)*

\_\_\_\_\_  
*Mailing Address and Telephone Number*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*City/State/Zip Code*

\_\_\_\_\_  
*Principal's Federal I.D. and/or Social Security Number*

\_\_\_\_\_  
*Agent's/Broker's/Producer's Signature*

\_\_\_\_\_  
*Attorney-in-Fact's Signature*

**This bond shall be executed by an agency, agent, broker or producer that is properly licensed with the Arkansas Insurance Department, a copy of such license must be attached.**

MAIL ORIGINAL BOND AND ITS POWER OF ATTORNEY TO:  
Contractors Licensing Board, 4100 Richards Road, North Little Rock, AR 72117