



CORPORATION ACQUISITION CHECKLIST

When companies that execute the AOAC Certification Mark License Agreement for the methods certified in the AOAC *Performance Tested MethodsSM* (PTM) program merge with another company, acquire another company, acquire a portion of a company, or are acquired, these transactions can have impact on AOAC certifications. To ensure that the AOAC Research Institute has the most current information on file for applications, method projects, certificates, Certification Mark License Agreement, etc... the following is a checklist of information that needs to be considered and provided to the AOAC Research Institute along with acquisition notification on company letterhead.

I. Applications and Review Processes	
a.	Responsible party for submission of program applications for manufactured methods including Consulting Service, <i>Performance Tested MethodsSM</i> , <i>Official MethodsSM</i> , annual certification renewals, method modifications, etc....
b.	Responsible party to whom all program application invoices should be sent including Consulting Service, <i>Performance Tested MethodsSM</i> , <i>Official MethodsSM</i> , annual certification renewals, method modifications, independent laboratory fees, etc....
c.	Provide revised QA/QC synopsis for the manufacturing location of the test kits, package inserts/user instructions, and packaging information if changes have occurred
d.	Responsible party as primary contact for individual method projects
e.	Submission of data supporting any manufacturing location changes as a result of the merger or acquisition
II. Contributing Membership and Organizational Affiliate Membership	
a.	Acquired or merged corporation/assets <i>will or will not</i> be covered under Parent Organization's AOAC Research Institute's Contributing Membership or AOAC INTERNATIONAL'S Organizational Affiliate Membership.
b.	Representative(s) for AOAC INTERNATIONAL Organizational Affiliate Membership
c.	Representative(s) and contact information for the Research Institute Advisory Council participation— New application may be required if there is a change in representatives and the organization
III. Method Certification and Approvals	
a.	Newly reviewed PTM methods may experience a delay, at no fault of AOAC Research Institute's in completing PTM Certificate and web entries while waiting for the submission of final company branding and materials for said approvals.
b.	Modifications to any current PTM Certificates such as changes to the Legal Name of Method, Name of Manufacturer and Manufacturing Location (acquired or merged corporation or assets to be acknowledged on certificates, etc...) will require a Modification application.
c.	Modification application will be required for all changes/revisions to Packaging and Package Inserts or revisions to the method.
d.	Responsible party to whom certification and/or approval package information is addressed and delivered
e.	Listing of acquired methods/corporation that are now bound to new organization.
IV. Certification Mark License Agreement	
a.	Responsible legal entity and representative executing the AOAC Certification Mark License Agreement
b.	Name of any distributors of the certified methods that will be using the certification mark or distributors who will distribute under a different method name, etc... All packaging and package inserts must be reviewed and approved.
c.	Submission of documentation in support of Consent to Assignment on company letterhead by company wishing to assign their rights of the Certification Mark License Agreement to purchasing organization (if acquired organization is a current AOAC Research Institute Certification Mark holder)
d.	Submission of documentation in support of accepting rights of Assignment on company letterhead by acquiring company to be licensed to use the certification marks of the methods obtained through merger or acquisition