



## Request For Combined Entity Company Code(s)

### 1. Instructions

- 1) This is a three page form. If you need additional copies, you can download them from the Company Code page at [www.neca.org](http://www.neca.org).
- 2) Forward the completed form, any required documentation, and payment to NECA at the address provided on the last page of the form. Payment may be made by check or credit card.
- 3) After payment is made and all documentation is in order, NECA will normally assign the requested transitional code(s) within 10 business days and will notify the requestor directly. Large volume and/or special requests may require additional processing time. The industry will be notified through NECA's subscription Company Code update offerings.

### 2. Requestor Information:

<b>Name of Requestor</b>	
<b>Company</b>	
<b>Street Address</b>	
<b>P.O. Box Address</b>	
<b>City, State, Zip</b>	
<b>Country</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	

### 3. Definitions

**Combined Entity Code:** At the request of the surviving legal entity in mergers and/or acquisitions, the Company Code(s) previously assigned to non-surviving legal entity name(s) will be pointed to the record(s) associated with the surviving entity name(s). Company Codes that are pointed to another record in the Company Code database will be designated as "Combined Entity Codes". The former company name(s) will then be associated with the Combined Entity Code(s).

**Target Record:** This is the Record associated with the surviving legal entity in mergers and/or acquisitions that Combined Entity Code(s) will be pointed to in the Company Code database.

### 4. Code Information and Documentation:

Please enter the existing Company Code associated with the Target Record and the Codes you would like to have designated as Combined Entity Codes. Please note the following rules for Combined Entity Code assignment:



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1. The existing category of the Combined Entity Code must match the existing category of the Code associated with the Target Record. No cross-category assignments will be allowed.
2. An existing Overall Code may only be pointed to another existing Overall Code, and an existing Area-Specific Code may only be pointed to another existing Area-Specific Code. No assignments between Overall and Area-Specific Codes will be allowed.

Target Code <sup>1</sup>	Combined Entity Code(s) <sup>1</sup>	Code Category	Current Company Name (Entity's full Legal Name)

Note: If more space is needed, please attach a separate sheet (if submitting via fax or mail), or submit a separate file (if submitting electronically).

### Required Documentation:

- If the current name of the Target Record does not match the current name of the requested Combined Entity Code(s), legal documentation establishing the relationship of the two (or more) entities must be provided. Examples of appropriate legal documentation include Articles of Merger and Purchase Agreements. Any issues surrounding the availability of legal documentation will be addressed on a case-by-case basis.

### 5. Fees

NECA will charge the following fees in association with the assignment of Combined Entity Codes:

Line Item	Description	Cost
Combined Entity Code Fee – Basic	Charge for up to four Combined Entity Codes assigned to a single Target Record in a single request.	\$200
Combined Entity Code Fee – Additional	Charge for each additional Combined Entity Code assigned to the same Target Record. Request must be made at the same time as the basic request. Additional request made at a later date from the original Target Record request will treated as separate request, and the applicable basic and additional fees will be charged.	\$ 40

<sup>1</sup> See page 1 for definition.



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Fee calculation below is for a single request. Additional requests made at a later date require a new request form and fee calculation to be submitted. Please see rate table above for descriptions of Basic and Additional Fees.

### Amount Due:

_____ x Basic Fee (\$200)	=	_____
_____ x Additional Fee (\$40)	=	_____
Total	=	_____

### Payment will be made by:

- Check (mail to address below)
- Credit Card

*(Once this Combined Entity Code request review is completed, NECA will send you an e-mail with a PayPal link for making the credit card payment.)*

***Please do not send any credit card information through e-mail.***

**Requests cannot be completed until payment is received.**

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Please return to:

NECA  
 Attn: Company Code Administrator  
 60 Columbia Road  
 Building A – 2nd Floor  
 Morristown, NJ 07960

Phone: 973-884-8105  
 Fax: 973-884-8082  
 E-mail: ccfees@neca.org