



# Oklahoma State Bureau of Narcotics and Dangerous Drugs Control

## Notice of Business Change of Ownership

### REGISTRANT INFORMATION

OBN REGISTRATION NO. \_\_\_\_\_

Registrant Name (Business Name): \_\_\_\_\_

Registered Owner(s) (Name Only): \_\_\_\_\_

Registered Address: \_\_\_\_\_

Individual Submitting Notification: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### REASON:

*Please select one*

- ☐ Registered business is being sold or transferred to completely new ownership
- ☐ Registered business is adding a new owner not previously recorded on the registration

NOTE: Controlled dangerous substances cannot be transferred to new ownership until the new ownership is properly registered with OBN. OBN registrations are only valid for the individual or entity to which the registration is issued including all beneficial owners of a registered entity or business and cannot be utilized by another person unless specifically authorized by the Uniform Controlled Dangerous Substances Act.

### CHANGE OF OWNERSHIP

#### • Current Registered Ownership

- Owner Name: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_%
  - Home Address: \_\_\_\_\_
  - Cell Phone: \_\_\_\_\_ Office/Home Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - DL Number or SSN: \_\_\_\_\_ State: \_\_\_\_\_
- Owner Name: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_%
  - Home Address: \_\_\_\_\_
  - Cell Phone: \_\_\_\_\_ Office/Home Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - DL Number or SSN: \_\_\_\_\_ State: \_\_\_\_\_
- Owner Name: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_%
  - Home Address: \_\_\_\_\_
  - Cell Phone: \_\_\_\_\_ Office/Home Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - DL Number or SSN: \_\_\_\_\_ State: \_\_\_\_\_

- **Proposed New Ownership**

- Owner Name: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_%
  - Home Address: \_\_\_\_\_
  - Cell Phone: \_\_\_\_\_ Office/Home Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - DL Number or SSN: \_\_\_\_\_ State: \_\_\_\_\_
- Owner Name: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_%
  - Home Address: \_\_\_\_\_
  - Cell Phone: \_\_\_\_\_ Office/Home Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - DL Number or SSN: \_\_\_\_\_ State: \_\_\_\_\_
- Owner Name: \_\_\_\_\_ Ownership Percentage: \_\_\_\_\_%
  - Home Address: \_\_\_\_\_
  - Cell Phone: \_\_\_\_\_ Office/Home Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
  - DL Number or SSN: \_\_\_\_\_ State: \_\_\_\_\_

## **PROCEDURE**

- Pursuant to OAC 475:10-1-20 and 35-1-3, this Notice shall be submitted at least fourteen (14) days prior to the proposed change being initiated with the professional or occupational licensing board or authority.
- Any business that is changing ownership is required to submit a new application for OBN registration with the new ownership.
- The original registrant shall maintain the original registration and custody of all controlled dangerous substances as well as oversight of all operations involving controlled dangerous substances unless and until the new OBN registration is approved.
- If the new registration is approved, the parties will be notified and will have 30 days to close and finalize the sale of the business.
  - If the new registration is denied, the original registrant will have 30 days to either submit a renewal application or wind down the business.
- The parties must notify OBN once the sale is complete with the original registration being inactivated following the closing.
  - The original OBN registration will go inactive 30 days after both parties are notified of the new registration approval. If the sale is not completed for any reason, the original registrant must either submit a renewal application to keep the registration active or otherwise wind down the business within the 30 days.
- The original registrant is responsible for maintaining an active OBN registration up to the point of closing. A renewal application is not necessary if the business name is staying the same and the new application is submitted prior to the expiration of the existing registration on October 31<sup>st</sup>.
  - If a different business is purchasing the registered business, it is the responsibility of the original registrant to maintain an active OBN registration including the submission of timely and sufficient renewal applications if the sale occurs over an expiration period.
- No controlled dangerous substances or authorized business activities may be transferred under the authority and control of the new ownership until the new ownership is approved for registration.

## PROPOSED DATE

Please indicate what date you will be submitting the proposed ownership changes to the appropriate professional or occupational licensing board or authority. THIS IS THE DATE OF SUBMISSION TO THE BOARD OR AUTHORITY, NOT THE DATE OF APPROVAL BY THE BOARD OR AUTHORITY.

- \_\_\_\_\_
- If the new ownership is already an OBN registrant, please check here: ☐
  - Transfers of any controlled dangerous substances should take place in accordance with OAC 475: 35-1-3.
- If the new ownership is not an OBN registrant, please check here: ☐
  - Any new ownership cannot take possession of controlled dangerous substances or engage in any activity with controlled dangerous substances until approved for OBN registration.

## SUBMISSION

This Notice of Business Change of Ownership must be submitted in person or by mail to the Bureau's principal place of business at least fourteen (14) days prior to the proposed change being initiated with the professional or occupational licensing board or authority. It will be uploaded to the existing registration. This Notice should be addressed to the following:

Oklahoma Bureau of Narcotics  
Attn: Registration Division  
419 NE 38<sup>th</sup> Terrace  
Oklahoma City, OK 73105

Failure to submit this Notice is a violation of the rules and regulations of the Oklahoma Bureau of Narcotics and may result in administrative, civil, or criminal liability. All parties to a transaction must sign this Notice for it to be deemed valid.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><b>Current OBN Registrant or Authorized Representative</b> <i>(Please Print)</i></div>	<b>x.</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><b>Signature</b></div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><b>Date</b></div>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><b>New OBN Applicant or Authorized Representative</b> <i>(Please Print)</i></div>	<b>x.</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><b>Signature</b></div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><b>Date</b></div>