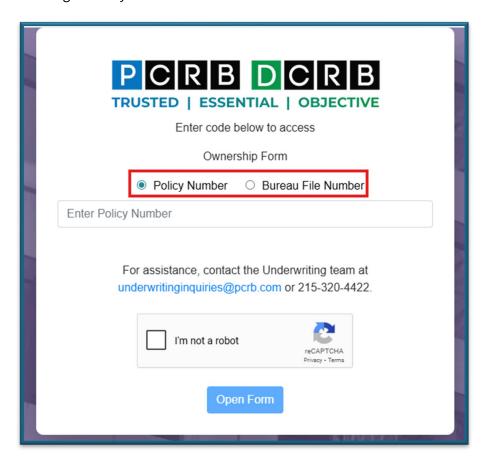
## **Ownership (ERM-14) Form Instructions**

This application is intended for Businesses, Carriers, Agents, Brokers, and Insureds to view and edit their information. The purpose is to report changes in a business's ownership or legal status. It is used for changes such as mergers, acquisitions, reorganizations, or changes in legal entity status, which enable the bureau to calculate the business experience modification rating and merit rating correctly.

## Additional questions can be sent to: underwritinginquiries@pcrb.com. 215-320-4422

To complete the process:

- Visit PCRB.com or DCRB.com.
- Navigate to the "Industry Resources" section.
- From the dropdown menu, select "Forms" and click on the hyperlink provided.
- A login prompt will appear, asking you to enter one of two access codes (Policy Number or Bureau File Number).
  - o This will enable you to access our internal application.
- Proceed to the Authenticator and check "I am not a robot", hit Open Form.
- Once the form opens, each question will guide you down the desired path to expedite the process in a concise, thoughtful way.



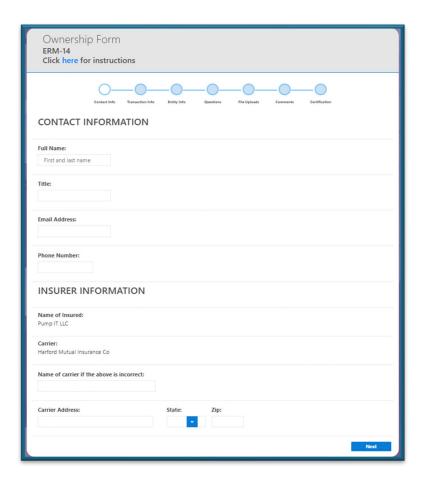


## **CONTACT INFORMATION:**

- Full Name
- Title
- Email Address
- Phone Number

#### **INSURED INFORMATION:**

- Name of Insured: Prepopulated from Optimus
- Carrier: Prepopulated from Optimus
- Name of carrier if the above is incorrect:
- Carrier Address:
- State:
- Zip:



#### TRANSACTION INFORMATION:

- Select the State for which the transaction applies: PA, DE, or Both
- Select the primary reason for the submission

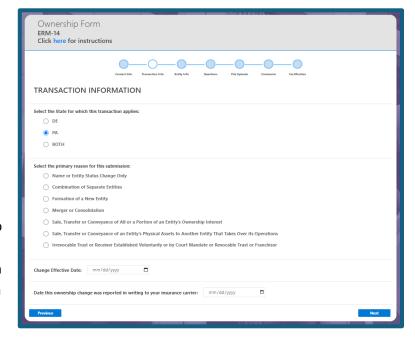
## NAME OR ENTITY STATUS CHANGE

 Name of the entity before the change and the name of the entity after the change.

#### COMBINATION OF SEPARATE ENTITIES

 Two or more entities share common majority ownership (more than 50% common ownership in each entity). Entities may be combined for experience rating if two or more entities share a common majority owner and wish to be written on one policy.

**Note**: Include the date interest was acquired in each entity.



## FORMATION OF A NEW ENTITY

• Creating a business structure, such as an LLC or corporation, by choosing a name, filing paperwork with the state, and complying with other federal and state regulations.



## MERGER OR CONSOLIDATION

- Merger When two or more entities are merged into one surviving entity.
- Consolidation When two or more entities are combined into an entirely new entity.
- Note: Include the date the merger or consolidation occurred.

## SALE, TRANSFER, OR CONVEYANCE OF ALL OR A PORTION OF AN ENTITY'S OWNERSHIP INTEREST

• An entity's assets have been sold or transferred. The acquiring entity has taken over the operations, and the selling entity has retained its legal business name.

## SALE, TRANSFER, OR CONVEYANCE OF AN ENTITY'S PHYSICAL ASSETS TO ANOTHER ENTITY THAT TAKES OVER ITS OPERATIONS

• An entity's assets have been sold or transferred. The acquiring entity has taken over the operations, and the selling entity has retained its legal business name.

# IRREVOCABLE TRUST OR RECEIVER ESTABLISHED VOLUNTARILY OR BY COURT MANDATE, OR REVOCABLE TRUST OR FRANCHISOR

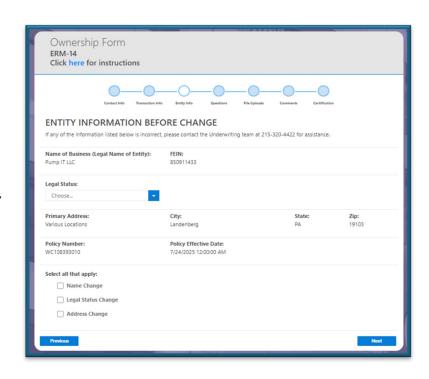
- A change has occurred to the business, either voluntarily or by court mandate, requiring the entity to be put in a trust or receivership.
- CHANGE EFFECTIVE DATE: The date the change occurred.
- DATE THE OWNERSHIP CHANGE WAS REPORTED IN WRITING TO YOUR INSURANCE CARRIER.

# **ENTITY INFORMATION:** PENDING ON THE PURPOSE, SELECT: ENTITY INFORMATION BEFORE CHANGE WILL PREPOPULATE INFORMATION BASED ON THE MOST RECENTLY SUBMITTED POLICY.

Use the toggle to indicate if the entity information is before or after the change. (Before Change or After Change)
 Purpose affected: Name or Entity Status Change Only, Merge or Consolidation, Sale, Transfer or Conveyance of All or a Portion of an Entity's Ownership Interest, Irrevocable Trust or Receiver Established Voluntarily or by Court Mandate, or Revocable Trust or Franchisor.

### ENTITY INFORMATION BEFORE CHANGE

- NAME OF BUSINESS (LEGAL NAME OF ENTITY)- Furnish both name and location of each entity before and after the change.
- FEIN: PREFILLED BASED ON LATEST POLICY
- LEGAL STATUS: MAKE A CHOICE BASED ON THE TYPE OF CHANGE
- PRIMARY ADDRESS: PREFILLED BASED ON LATEST POLICY
- CITY: PREFILLED BASED ON LATEST POLICY
- STATE: PREFILLED BASED ON LATEST POLICY
- ZIP: PREFILLED BASED ON LATEST POLICY
- POLICY NUMBER: PREFILLED BASED ON LATEST POLICY
- POLICY EFFECTIVE DATE: PREFILLED BASED ON LATEST POLICY
- SELECT ALL THAT APPLY: MAKE A CHOICE BASED ON THE TYPE OF CHANGE

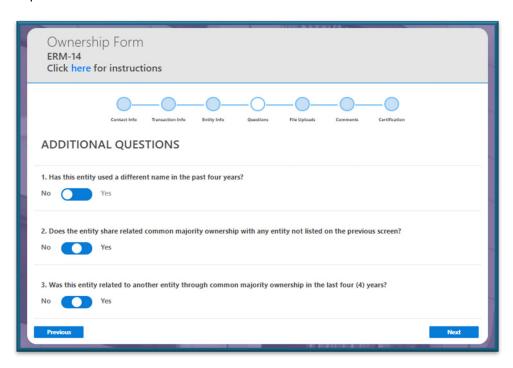




ENTITY INFORMATION RESULTING FROM CHANGE: PENDING ON THE PURPOSE, ADDITIONAL QUESTIONS WILL BE ASKED.

- When listing ownership for each entity, remember:
  - List all names of owners and their individual shares held
  - If it is a partnership, list all general partners' names and their percentage of ownership.
  - If it is a corporation, list owners and their percentages of 5% or more voting stock.
  - If an entity is other than a sole proprietor, partnership, limited liability company (LLC), or corporation, list the governing board of each entity. List the total shares of stock issued.
  - If it is a Combination, enter each entity to be combined: List complete ownership for all entities. Include the date ownership was acquired for each entity. Answer the question regarding employee retention.
  - If combining more than two entities, toggle the Add another entity to Yes.
- If it is a Change of Entity Status:
  - List the name/entity status and ownership before the change (prepopulated) and the name/entity status after the change.
- If it is a Merger/ Consolidation:
  - List the names of the entities and the ownership of each entity involved.
  - List the name and ownership of the remaining entity.
  - List of the amount regarding employee retention.

**ADDITIONAL QUESTIONS:** Depending on the purpose selected, specific questions will appear, requiring further explanation.

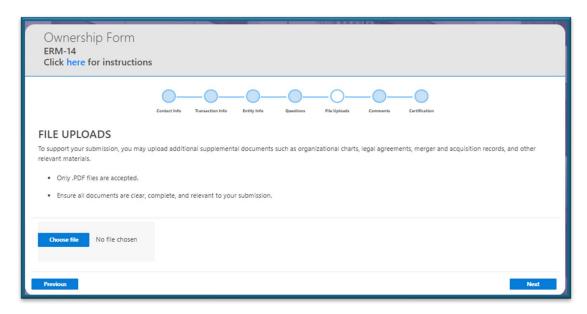




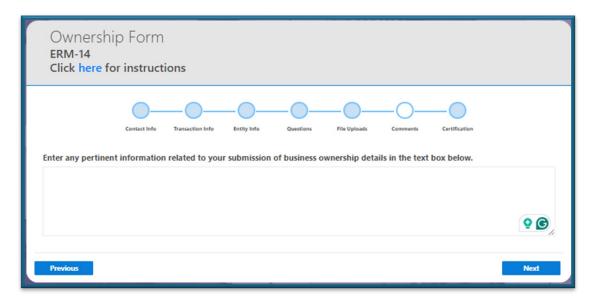
## SUPPORTING DOCUMENTATION

**File Uploads:** To support your submission, you may upload additional supplemental documents such as organizational charts, legal agreements, merger and acquisition records, and other relevant materials.

- Only PDF files are accepted.
- Ensure all documents are clear, complete, and relevant to your submission.



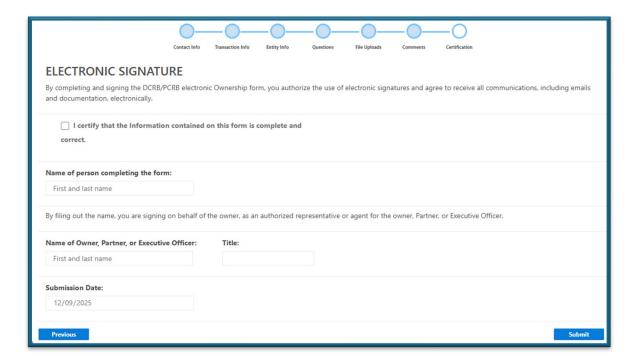
**Comments:** Enter any pertinent information related to your submission of business ownership details in the text box below.





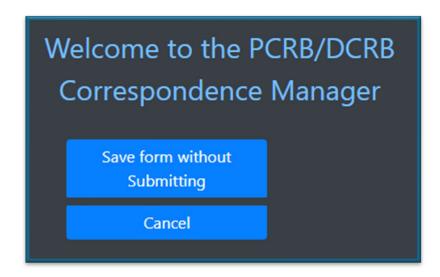
## **ELECTRONIC SIGNATURE**

- - Please check the box to certify that the information contained on this form is complete and accurate.
  - Name of person completing the form.
  - Name of the Owner, Partner, or Executive Officer must be included on the form.
  - Submission Date.



## **SUBMIT**

- Once the information is filled out, hit the Submit button. Information will be sent to our internal application, where the analyst will review and validate all requests, changes, or updates in our system.
- At any time, during your submission, you
  can elect to Save the form without
  Submitting or Cancel to start over. If you
  elect to save, you have up to one week to
  return and complete the process. This
  allows the submitter to enter the Policy # or
  the Bureau # on the Intermediary page,
  return where they left off, and complete the
  form.



• If you do not return, the information you submitted will be deleted and cleared, and you can start over.

