



Global Location Number (GLN) Release Letter

Use this form to initiate a transfer of a GLN licensed by GS1 US Inc., in the event of a merger, acquisition, or divestiture of your company. Complete and return this letter along with the completed GLN Transfer Request Form and applicable supporting documents to GS1 US®. There are no fees associated with transferring a GLN. If you have any questions or concerns, please contact dmaintenance@gs1us.org. This release letter is only to be used for a GS1 US licensed GLN(s) that is not associated with a licensed GS1 Company Prefix.

Step	Instructions
1	Complete the GS1 US licensed GLN Transfer Request Form. The form can be obtained at www.gs1us.org/mergers .
2	Complete the Global Location Number (GLN) Release Letter on the next page by filling in the fields. Any modifications to this letter may result in a denial of your request.
3	Email the signed Global Location Number (GLN) Release Letter along with the Global Location Number (GLN) Transfer Request Form to the GS1 US Data Maintenance Team at dmaintenance@gs1us.org . While submitting this letter along with the Global Location Number (GLN) Transfer Request Form and applicable supporting documents starts the process, it does not guarantee the completion of the process.
4	Be sure to use full legal company names when filling out the letter. Refrain from the use of DBA (doing business as), assumed company name, or fictitious company name.
5	GS1 US initially reviews the forms and documentation provided within three (3) business days. Each request is unique and in some cases may take additional time to review.

To continue, please complete the Global Location Number (GLN) Release Letter on the next page.

Today's Date:

GS1 US, Inc.
Attn: Data Maintenance
7887 Washington Village Dr., Ste. 300
Dayton, OH 45459

This letter is to confirm that on

Effective Date of Sale:

Seller/Member Company Full Legal Name:
("Company") sold the assets of Company to

Purchaser Company Full Legal Name:
("Purchaser Company")

Accordingly, Company agrees to transfer the following Global Location Numbers (GLNs) licensed by GS1 US, Inc. ("GLN(s)") to Purchaser Company:

{GLN(s)}

Company relinquishes the rights to the above GS1 US licensed GLN(s) in its/their entirety to Purchaser Company and does not intend to use the GS1 US licensed GLN(s) with any Company-related product(s) as of

Effective Date of Sale:

I am sending this to you as

Title:

of Seller/Member Company Full Legal Name:

As a duly authorized officer of the Company, I am authorized to execute this letter on its behalf. If you have any questions or concerns, please contact me.

Regards,

Signature

Full Name:

Title:

Seller/Member Company Full Legal Name:

Email Address:

Phone Number: