

Can I transfer my Sage software licence or change the name on my account?

Sage Software Licence Agreements (“SLAs”) are non-transferable. We do, however, sometimes exercise our discretion and give permission for SLAs to be transferred. If you would like us to consider transferring your SLA you must:

- complete and return the letter attached to this form (which should be printed on the letterhead of the business you wish the licence to be transferred to); and
- provide the relevant evidence to us outlined below.

Please note we will automatically reject any request if there is an outstanding balance on your account and SLAs automatically terminate in cases of insolvency/liquidation/administration so there is no licence to transfer in these situations.

The circumstances in which we will consider transferring an SLA depend upon whether you are trading as a:

1. limited company or LLP;
2. partnership; or
3. sole trader.

1. I trade via a limited company/LLP in what circumstances can I transfer my SLA?

You can apply for your SLA to be transferred if:

- (i) you have changed your name with Companies House but your registered number remains the same.
- (ii) you wish to transfer your licence to another company within the same group of companies i.e. if you are a subsidiary of a parent company, you can request for the SLA to be transferred to your parent company or another subsidiary of that parent company.

The following documented evidence is required...

- A copy of the most recent accounts detailing the group structure OR...
- A letter from your solicitor confirming that you are in the same group of companies as the company to whom you are seeking to transfer the SLA. This must be letterheaded, signed and reference the full company names and registration numbers.

You cannot transfer your licence to another business as a result of an asset sale.

2. I am in a partnership, in what circumstances can we transfer our SLA?

You can apply for your SLA to be transferred if:

(i) you have changed the partnership name.

The following documented evidence is required...

- a letter from your accountant or solicitor confirming that the name of the partnership has been changed but the business entity remains the same OR...
- a copy of your accounts detailing the change of name.

(ii) you have changed your business structure and incorporated as a company/LLP.

The following documented evidence is required...

- a letter from your accountant or solicitor detailing the change OR...
- a copy of the agreement under which the business was transferred to the new company, and a letter from the directors of the company/LLP outlining the position that all partners now have within the company i.e. director/shareholder.

(iii) you are transferring your business to a related buyer i.e. you are selling your partnership to another partnership and forming a larger partnership where you are still going to be involved in the business and the business type is the same.

3. I am a sole trader, in what circumstances can I transfer my SLA?

You can apply for your SLA to be transferred if:

(i) you have changed your business name.

The following documented evidence is required...

- a letter from your accountant or solicitor confirming that the name of your business has been changed OR...
- a copy of your accounts detailing the change of name.

(ii) you have changed your business structure and incorporated as a company/LLP.

The following documented evidence is required...

- a letter from your accountant or solicitor detailing the change OR...
- a copy of the agreement under which the business was transferred to the new company and a letter from the directors of the company outlining the position that you now have within the company i.e. director/shareholder.

(iii) you are transferring your business to a related buyer i.e. entering into partnership with another person or persons where you continue to be involved in the business and the business type is the same.

If you do not fit into one of these categories of transfer please call your Sage Business Partner to discuss your situation further.



Sage (UK) Limited
5 & 6 Cobalt Park Way
Cobalt Park
Newcastle upon Tyne
NE28 9EJ

Date:

Dear Sage

Licence Transfer/Change of Account Name Request

Account/Serial Number:

I would like you to consider transferring the Software Licence Agreement from
..... (registration number: [IF APPLICABLE].....) to
..... (registration number: [IF APPLICABLE].....)
because [PLEASE TICK APPROPRIATE BOX]:

- we are a company/LLP and we have changed our company/LLP name at Companies House. we are*
- a company/LLP and we would like the licence to be in the name of another company/LLP within our group.*
- we are a partnership and have changed our business name.*
- we are a partnership and have incorporated as a company/LLP. Our new company/LLP registered number is On behalf of the partnership, I warrant (promise) that all partners consent to the transfer of the software licence and those who are not continuing with the business as a company/LLP have relinquished all rights of ownership and use in the software.*
- we are a partnership and have transferred our business and assets to a related buyer. On behalf of the partnership, I warrant (promise) that all partners consent to the transfer of the software licence and those who are not continuing to work under the related buyer have relinquished all rights of ownership and use in the software.*
- I am a sole trader and have changed my business name.*
- I am a sole trader and have incorporated my business as a company/LLP*
- I am a sole trader and have decided to transfer my sole-trading business to a related business. I*
- warrant (promise) that I am continuing to be actively involved in the business and the business type is the same.*

I can confirm that I am authorised to make this request and enclose the relevant evidence you require. I warrant (promise) that the information set out in this application is correct and accurate in all respects.



The new details for this account are as follows:

New Address:

New Contact Name:

New Telephone Number:

New e-mail address:

New fax number:

I look forward to receiving your decision on this in due course.

Yours sincerely

.....

Name in full:

Position: