



VMware License Assignment and Transfer Form ("LATF")

**Section 1 – Assignor (Current License Owner) Details**

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\_\_\_\_\_

Complete Legal Name

\_\_\_\_\_

\_\_\_\_\_

Address( including Country)

hereby requests to have their VMware software product(s) and associated Support and Subscription Services transferred and assigned to the Assignee (New License Recipient).

**Section 2 – Assignee (New License Recipient) Details**

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Complete Legal Name

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New Support and Subscription Services Renewal details

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Contact Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

E-Mail Address

**Section 3 –Current License Owner to provide details of the requested transfer**

Current License Owner would like to assign and transfer designated licenses to New License Recipient.

**A. Reason for LATF:** Please select the appropriate box in the "Reason for LATF" section below.

| REASON FOR LATF   | SUPPORTING DOCUMENTATION   |
|---|--|
| <input type="checkbox"/> 1. Acquisition or Merger (not due to bankruptcy)<br><br>(Current License Owner has been acquired by or has been combined with New License Recipient or Current License Owner has acquired New License Recipient) | Any of the following: <ul style="list-style-type: none"> <li>• Notice on <u>Current License Owner's</u> letterhead with details of acquisition/merger and signed by an authorized representative of the <u>Current License Owner</u>; or</li> <li>• Amended Articles of Incorporation (or equivalent document); or</li> <li>• Press Release; or</li> <li>• Copy of notice of name change with secretary of state (or other applicable government agency); or</li> <li>• SEC (or other equivalent) Filing Notice; or</li> <li>• Dunn and Bradstreet history entry.</li> </ul> |
| <input type="checkbox"/> 2. Sale of majority of the Current License Owner's assets (due to Bankruptcy)  | <ul style="list-style-type: none"> <li>• Notice from Bankruptcy court; or</li> <li>• Notice from Trustee or Debtor in Possession</li> </ul>  |
| <input type="checkbox"/> 3. Due to an acquisition of the Current  | <ul style="list-style-type: none"> <li>• Notice on <u>Current License Owner's</u> letterhead with details of the outsourcing</li> </ul>  |



|   |  |
|---|--|
| <i>License Owner's assets for purposes of Outsourcing, Managed or Co-Location services</i><br><br>(It may be more appropriate to simply use the VMware Consent to Access letter – also available on vmware.com) | and signed by an authorized representative.  |
| <input type="checkbox"/> 4. <i>Change in Government Machinery</i>   | <ul style="list-style-type: none"><li>• Amended Organizational Charts plus a Press Release</li></ul> |
| <input type="checkbox"/> 5. <i>Contractually Agreed*</i><br><br>*Only applicable where this has already been individually negotiated in an MSLA, EULA or ELA by the <b>Current License Owner</b> .              | <ul style="list-style-type: none"><li>• Copy of executed contract/VMware Contract Number</li></ul>   |

**B. Back up documentation:**

- Please provide VMware with supporting documentation according to the requirements of the table above in **ENGLISH ONLY**.
- Should your supporting documentation be in another language – you must provide VMware with a translation in English.
- The supporting documentation should be provided to VMware at time of submission along with the completed LATF.
- Please note that incomplete/insufficient supporting documentation may result in the rejection or delay of your LATF request.

**C. ELA confirmation:** Were the licenses to be assigned and transferred purchased under an ELA?  Yes  No,

- If yes, please insert VMware Legal contract Number (not SnS contract Number) .
- You cannot request license transfer(s) for license(s) under uncapped ELAs.

**D. List License (s) for transfer.**

**List Current License Holder's License(s)** requested for transfer: Current License Holder must provide license information\* in the table below.

\*this information can be found in the VMware Utility Portal. 1. Go to: <https://www.vmware.com/accounts/> , 2. Login, and 3. Select: Manage Product Licenses

**Please note:**

- Please list any upgrades.
- VMware does not allow for any Subscription transfer requests.
- You cannot request license transfer(s) for license(s) under uncapped ELAs.





have the full power and authority to bind your company to the terms and conditions contained within this document.

**Assignor (Current License Owner):**

**Assignee (New License Recipient):**

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Assignor's Complete Legal Name

Assignee's Complete Legal Name

\_\_\_\_\_

\_\_\_\_\_

Authorized Representative (Signature)

Authorized Representative (Signature)

\_\_\_\_\_

\_\_\_\_\_

Name (Print/Type)

Name (Print/Type)

\_\_\_\_\_

\_\_\_\_\_

Title (Print/Type)

Title (Print/Type)

\_\_\_\_\_

\_\_\_\_\_

Phone Number (Print/Type)

Phone Number (Print/Type)

**Section 5 – Submit this Request Form by printing this document onto your company letterhead.**

Customers, OEM and Distributors ATF, please send to Licensing Support Services: Email: [vi-hotline@vmware.com](mailto:vi-hotline@vmware.com)

Partner ATF, please send to VMware Partner Operations: Email: [PartnerNetwork@vmware.com](mailto:PartnerNetwork@vmware.com)

**VMware Legal Department Internal Use Only:** Approved [ ] Rejected [ ]

[ ] VMware, Inc.

[ ] VMware International Limited

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Authorized Representative (Signature)

Name (type/print)

Title

**Transfer Effective Date:** Date of signature by VMware - please note that transfer may not take place for up to 72 hours after this date.