



## Prefix Release Letter

Use this form to initiate a transfer of a GS1® Company Prefix(es) 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 Company Prefix Transfer Request Form and applicable supporting documents to GS1 US®. There are no fees associated with transferring a GS1 Company Prefix. If you have any questions or concerns, please contact [dmaintenance@gs1us.org](mailto:dmaintenance@gs1us.org).

Step	Instructions
1	Complete the GS1 US Company Prefix Transfer Request Form. The form can be obtained at <a href="http://www.gs1us.org/mergers">www.gs1us.org/mergers</a> .
2	Complete the Prefix 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 Prefix Release Letter along with the Company Prefix Transfer Request Form to the GS1 US Data Maintenance Team at <a href="mailto:dmaintenance@gs1us.org">dmaintenance@gs1us.org</a> . While submitting this letter along with the Company Prefix 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 business days. Each request is unique and in some cases may take additional time to review.

**To continue, please complete the Prefix Release Letter on the next page.**

Today's Date:

Data Maintenance  
GS1 US, Inc.  
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 GS1® Company Prefix(es) licensed by GS1 US, Inc.  
("Prefix(es)") to Purchaser Company:

\_\_\_\_\_  
\_\_\_\_\_

Company relinquishes the rights to the above Prefix(es) in its/their entirety to Purchaser Company and does not intend to use the Prefix(es) 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: