

This form and the required documentation listed below must be completed and submitted to ACN in order for an Independent Business Owner to hold an ACN position in a legal entity name. The Names, Social Insurance Numbers, Dates of Birth, Email Addresses, Phone Numbers and Ownership Interest of all owners, shareholders, partners, members, and/or persons profiting from, and any persons acquiring customers for, the Independent Business Owner must be provided. ACN does not permit individuals that do not have an ownership interest in the business entity and are not listed on the Position to acquire customers, IBOs, or otherwise hold themselves out as an ACN Independent Business Owner.

Required Documentation

1. **Independent Business Owner as Legal Entity** (this form), completed and signed by each owner of the business entity that will be listed on the Position.
2. A legal document which clearly displays the business entity's **Business Identification Number** (BIN) and proof of name.
3. A completed **Independent Business Owner Agreement** for **each** owner to be listed on the Position, signed by each individual.
4. For existing Positions that are changing from an individual to a business entity, a **written transfer request** from the Primary position holder authorizing the Position to be transferred to the business entity.

Business Entity Name

Transferring an Existing Position

If you are transferring an existing, individual ACN Position to a business entity, provide your current Business ID:

Additional Existing Positions

If any individual with an ownership interest in the business entity, or that individual's spouse/life partner, has an ownership interest in any other ACN Position, provide the Business ID(s):

Upload this completed document and all other supporting documentation via a case in the Support section of your Back Office by following the instructions below:

- Log in to your Back Office at https://acninc.force.com/ACNIBO/s/login/?language=en_CA
- Click On Support
- Click On Contact Support
- Select I need assistance with business paperwork from the case type
- Click on the upload file hyperlink located on the left-hand corner to upload the completed form and other documentation
- Click Submit to complete the case submission process

ALL owners of the business entity that will be listed on the Position must review, complete and sign the information below. Failure to complete this information in its entirety may delay the processing of your request or disallow the ownership of the Position by the Business Entity.

By signing below, I certify and agree that:

- The information provided on this form is true and correct and I will promptly notify ACN of any changes.
- I understand that omission of any details regarding existing ACN Positions, including that of a spouse or life partner, may be grounds for termination of my Position with ACN and the business entity's Position with ACN.
- I will comply with all ACN Policies and Procedures governing Canadian Independent Business Owners and the terms and conditions contained in the ACN Independent Business Owner Agreement, and will ensure that any activity that the business entity and the other owners listed on the Position undertake as an ACN Independent Business Owner will be performed in accordance with ACN's Policies and Procedures and the ACN Independent Business Owner Agreement.

OWNER		
Name (First, Last)	Date of Birth (MM/DD/YYYY)	% Ownership of Business
Social Insurance Number	Email Address	Phone Number
Signature	Existing ACN Position (BIN) - if applicable	

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