

**RESIDENTIAL-BASIC**  
\*\*\*GENERAL INFORMATION\*\*\*

**THE APPLICATION AND REQUIRED FEE SHOULD BE MAILED TO THE ADDRESS SHOWN ABOVE. ALL SUPPORTING DOCUMENTS SHOULD BE ATTACHED TO AND SUBMITTED WITH THE APPLICATION.** \*\*The application must be completed in ink\*\*  
**TO CHECK YOUR LICENSE APPLICATION STATUS ONLINE, PLEASE PROVIDE YOUR EMAIL ADDRESS ON THE APPLICATION WHERE REQUESTED. ACKNOWLEDGMENT OF RECEIPT OF YOUR APPLICATION WILL BE SENT BY EMAIL. YOUR EMAIL ADDRESS WILL NOT BE SHARED WITH ANY THIRD PARTY.**

**THIS APPLICATION PACKET INCLUDES:**

Application for Licensure  
Employment/Project Affidavit  
Bank Credit Reference  
Authorization for Release of Information

COMPLETED

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**LICENSES REQUIRED**

Licenses are required for persons who contract for any residential (residential-basic or residential-light commercial) or general contracting business. See § 43-41-2 from the Board Laws, as well as the Board's rules for definitions.

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**\*\*PLEASE READ THE FOLLOWING FOR HELP IN COMPLETING YOUR APPLICATION\*\***

1. **INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL BE RETURNED.** Applications are valid for one year. Check or money order should be made payable to "State Licensing Board for Residential and General Contractors." As provided by O.C.G.A. § 16-9-20, a \$40.00 service fee will be assessed on dishonored checks.
2. **APPLICATION FEE.** Submit non-refundable fee of \$200.00 with application.
3. **REQUIREMENTS FOR LICENSURE:**
  - Must be a minimum of 21 years old.
  - Must be of good character and otherwise qualified as to competency, ability, integrity and financial responsibility. To prove financial responsibility you may submit a bank credit reference form showing 24 months history (Page 13); a \$25,000 surety bond; a \$25,000 line of credit or letter of credit; or affirmation of a minimum net worth of \$25,000. If applying as an individual, it must be in your individual name; if applying as a qualifying agent for a business organization, it must be in the business organization's name.
  - Must show two years proven experience in employment of residential contractor and successful completion of at least two projects in the two years prior to application submission. Employment/Projects Affidavit (Page 12) must be completed and ***submitted along with your application.***
  - Must complete and sign the Consent Form (Page 9) granting permission to the Board for a background check, including criminal history, and ***submit it with your application.***
  - Must furnish a list of all persons, entities, and businesses the applicant will be affiliated with as a licensed contractor. Please include principal officers, titles, and contact information.
  - Must obtain a Certificate of Insurance showing proof of general liability insurance in a minimum amount of \$300,000 per occurrence and ***submit with your application.*** Also, the applicant must submit proof of workers compensation insurance, if the applicant is currently required by Georgia law to have such. If the applicant is applying as an individual, such proof shall be on behalf of the individual. However, if the applicant is applying as a qualifying agent, such proof shall relate to the business organization.
  - **Letter of Authority:** Must ***submit with your application*** proof that the business organization for which you are applying as qualifying agent is actively authorized and certified to do business in Georgia. Please visit the Secretary of State, Corporations Division at [www.sos.georgia.gov/corporations](http://www.sos.georgia.gov/corporations) , to print a copy of your business organization's History page or Letter of Authority.
  - **Part 4 Projects Completed:** If the projects were completed under a licensed contractor, list his/her name and license # under Part 4. If not, replace the projects.

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### **LAW AND RULES**

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's web site: [www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46). You are responsible for knowing the laws and rules for your profession.

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### **VETERANS' PREFERENCE POINTS**

Veterans may be eligible for Veterans' Preference Points on their examination if they served on active duty in the Armed Forces, Reserves or National Guard for at least 90 days during wartime or during any conflict when military personnel were committed by the President and either served on active duty for at least one year or was discharged for injury or illness incurred in the line of duty. To apply for veterans' preference points, submit a completed copy of the DD-214 form with the application.

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### **DISABILITY ACCOMMODATION**

Persons who have a disability and may require accommodation should either: a) contact the Board office or b) visit our website (click the link to "download forms") to obtain the "Request for Disability Guidelines" form.

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### **KEEP A COPY OF YOUR APPLICATION MATERIALS.**

All original materials will be maintained by our office and not returned to you.



**Part 2 – QUALIFYING AGENT INFORMATION:** (only complete if applying on behalf of a business organization)  
**Please be sure the Qualifying Agent Affidavit section below is completed and signed by an authorized agent of the business organization who possesses binding authority for the business organization. The applicant may appoint him or herself ONLY IF the applicant is the ONLY authorized agent of the business organization who possesses binding authority. Please note the affidavit must be notarized.**

**8. Name and type of Business Organization\*:** \_\_\_\_\_

Partnership/LLP     LLC     Corporation (please list state of incorporation): \_\_\_\_\_  
 Joint Venture     Other \_\_\_\_\_

If the business organization is one other than a LLC or corporation, paperwork for which can be found on the Secretary of State's Corporation Division's website, please submit official company formulation documentation proving the existence of such business organization.

\* Submit on a separate sheet, attached to this application, the names of all persons, entities and business organizations you will be affiliated with as a licensed residential-basic or residential-light commercial contractor. "Affiliated with" means by way of employment, ownership, serving as an owner or director, partnership, or membership or by serving as a qualifying agent.

**9. Physical Business Address:** \_\_\_\_\_  
(Street) (Apt #) (City/State/Zip Code)

**10. Federal ID#:** \_\_\_\_\_

**11. Business Telephone #:** ( ) \_\_\_\_\_ **12. Fax #:** ( ) \_\_\_\_\_

### QUALIFYING AGENT AFFIDAVIT

I, \_\_\_\_\_, of \_\_\_\_\_, certify that I am  
(Name) (Company Name)  
the  Owner  Officer  Partner of said business and possess binding authority for the business organization and do hereby appoint \_\_\_\_\_ to act as  
(Name)

qualifying agent on the business organization's behalf and to take the examination (unless exempted), as required for a Georgia residential basic contractor's license. **I further attest that the individual applicant has final approval authority for all construction work performed by the business organization or entity within the State of Georgia and that the individual applicant has final approval authority on all construction matters, including contracts and contract performance and financial affairs related to such construction matters, for each construction job for which his or her license was used to obtain the building permit.**

I understand that should the qualifying agent leave the business organization while being the only qualifying agent affiliated with the business organization, the business organization shall promptly notify the appropriate division of the termination of the relationship and shall have 120 days from the termination of the qualifying agent's affiliation to employ another qualifying agent and submit an application for licensure under the new qualifying agent.

\_\_\_\_\_  
(Owner/Officer/Partner Signature)

\_\_\_\_\_  
(Title)

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

(Seal)

**Part 3: Work Experience Information** (must show 2 years in the chart below) **Please have Employment/Projects Affidavit (Page 12) completed and submit it along with this**

**Application** may sign the affidavit as both the applicant and contractor **ONLY** if you have been self-employed for the required amount of years. ALSO NOTE: The chart below is NOT for specific project information, but for dates of employment (mo/yr.) That is, the dates you have been employed with the employer listed in the first column, NOT the dates you began and completed a particular project. Your current experience should end in "Present."

Employer Name & Address	Direct Supervisor	Employment Dates (mm/dd/yy to mm/dd/yy) or present	Position Title	Type of Work Performed

**Part 4: Projects Completed:** List 2 residential-basic projects completed within 2 years immediately preceding date of application submission. **Please have Employment/Projects Affidavit(Page 12) completed and submit it along with this application.**

Street Address Of Project	Completion Date of Project	Employer at time of Completion	Address of Employer	Telephone Number of Employer	Name & License # of Contractor projects were completed under

**Part 5: Financial Responsibility** (To be answered by the applicant – *if applying as an individual in his or her own behalf, answer for the individual – if applying as a qualifying agent for a business organization, answer for the business organization*)

1. Do your total assets (what is owned) exceed your total liabilities (what is owed)?  
 Yes     No
2. Have you paid all state and federal income taxes, payroll withholding taxes, and unemployment taxes as required by law?  
 Yes     No

3. Have you paid all judgments, taxes, student loans or child support payments as required by law?  Yes  No
4. Have you personally as an individual or has any business entity with which you have been involved ever filed for bankruptcy, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under the bankruptcy laws during the last 10 years?  Yes  No

If you answered "No" to question 1, 2, or 3 above, please enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. A "No" answer does not necessarily mean a license will not be granted. However, the State Licensing Board for Residential and General Contractors may request additional documentation if the information submitted is insufficient. If you answered "Yes" to question 4, submit written explanation and pertinent court documents and schedules filed with the bankruptcy court.

5. Please check one of the following indicating what you are submitting to prove financial responsibility (must be in your individual name if applying as an individual/must be in business organization's name if applying as qualifying agent).

- Bank Credit Reference Form reflecting 24 months history(Page 13) or;  
 \$25,000 Surety Bond or;  
 \$25,000 Line of Credit or;  
 I hereby affirm:  
 I (as an individual) have a minimum net worth of \$25,000.  
 The business organization for which I am applying as qualifying agent has a minimum net worth of \$25,000.

6. Do you currently carry workers compensation insurance as required by state law?  
 Yes (Attach certificate from insurer)  No  N/A (Less than 3 employees)
7. Do you currently carry general liability insurance in a minimum amount of \$300,000?  
 Yes (Attach certificate from insurer)  No

**Part 6: General Information (To be answered by the applicant)**

1. Are you at least 21 years of age?  Yes  No
2. Are you of good moral character and otherwise qualified as to competency, ability and integrity?  Yes  No  
Please note that completion of and submission to the Division of this application provides your consent for the Division to perform a background check on you. Thus, you must complete the attached Consent Form and submit it with your application.
3. Do you have at least two years of proven experience working as or in the employment of a residential contractor, predominantly in the residential-basic category, or other proven experience deemed substantially similar by the Division?  Yes  No  
(Experience information shall be listed in Part 3 above)
4. Have you been significantly responsible for the successful performance and completion of at least two projects falling within the residential-basic category in the two years immediately preceding application?  Yes  No  
(Project information shall be listed in Part 4 above)

5. Please attach a list of any professional certifications you hold or any professional associations of which you are a member.
6. Have you ever been convicted and sentenced, or pled guilty to, pled nolo contendere to, or been given first offender status for the commission of a felony, misdemeanor, or any offense other than a minor traffic violation? (DWIs & DUIs are not minor traffic violations)  
 Yes\*  No  
**\*If you answered "Yes", you must submit to the Board the following: a) a *certified* copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation/parole officer regarding your current status/completion of any probation/parole.**
7. Have you ever had revoked or suspended or otherwise sanctioned any professional license issued by any board or agency in Georgia or in any other state?  Yes\*  No  
**\*If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office.**
8. Have you ever been denied issuance of or, pursuant to disciplinary proceedings, denied renewal of a professional license by any board or agency in Georgia or in any other State?  
 Yes\*  No  
**\*If you answered "Yes" to this question, please attach an explanation.**

**APPLICANT AFFIDAVIT:**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

- 1) \_\_\_\_\_ I am a United States citizen. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.**
- 2) \_\_\_\_\_ I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

**Applicant's Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public My commission expires \_\_\_\_\_

(Seal)

**IMPORTANT NOTICE: Please submit this unstapled and unfolded application in a 9 X 12 envelope.**

Georgia Bureau of Investigation  
Georgia Crime Information Center (GCIC)

**Consent Form**

I hereby authorize \_\_\_\_\_  
to receive any Georgia criminal history record information pertaining to me which may  
be in the files of any state or local justice agency in Georgia.

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

By signing this form, I acknowledge that I have been informed of the Non-Criminal  
Justice Applicant's Privacy Rights and the Privacy Act Statement (Title 28 United States  
Code § 534) and affirm that I have retained a copy (attachments A and B) for my  
records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Special employment provisions (check if applicable):

Employment with mentally disabled (Purpose Code "M")

Employment with elder care (Purpose code "N")

Employment with children (Purpose code "W")

One of the following must be checked:

This authorization is valid for 90 / 180 / \_\_\_\_\_ (circle or enter) days from date  
of signature.

I, \_\_\_\_\_  
give consent to the above named to perform periodic criminal background checks  
for the duration of my licensure with this state.

## Attachment A

### NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

## Attachment B

### PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



STATE LICENSING BOARD FOR RESIDENTIAL  
AND GENERAL CONTRACTORS  
State of Georgia  
Professional Licensing Boards  
237 Coliseum Drive  
Macon, GA 31217-3858  
Telephone: (478) 207-2440  
Web Site: [www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46)

**PLEASE HAVE THIS FORM COMPLETED AND RETURN IT ALONG WITH YOUR APPLICATION**

**RESIDENTIAL-BASIC CONTRACTOR  
EMPLOYMENT/PROJECTS AFFIDAVIT**

O.C.G.A. §§ 43-41-6(b)(3) and (b)(4) state:

“[To be eligible as a residential-basic contractor, a person must] (3)[have] at least two years of proven experience working as or in the employment of a residential contractor, predominantly in the residential-basic category, or other proven experience deemed substantially similar by the division; and (4) [have] had significant responsibility for the successful performance and completion of at least two projects falling within the residential-basic category in the two years immediately preceding application.”

**AFFIDAVIT**

I, \_\_\_\_\_,  
(a Residential Contractor)

solemnly attest and affirm that \_\_\_\_\_,  
(Applicant)

meets the above stated requirements of O.C.G.A. §§ 43-41-6(b)(3)and (b)(4).

\_\_\_\_\_  
(Applicant’s Signature)

\_\_\_\_\_  
(Contractor’s Signature)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

(Seal)



**STATE LICENSING BOARD FOR RESIDENTIAL  
AND GENERAL CONTRACTORS**  
State of Georgia  
Professional Licensing Boards  
237 Coliseum Drive  
Macon, GA 31217-3858  
Telephone: (478) 207-2440  
Web Site: [www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46)

**BANK CREDIT REFERENCE**

**TO BE COMPLETED BY APPLICANT:**

To: \_\_\_\_\_  
 Name of Bank \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_ Fax \_\_\_\_\_

Re: \_\_\_\_\_  
 Customer Name (if this is an individual application, the customer and account information below must be in the individual's name. If this is a qualifying agent application, the customer and account must be in the name of the business organization)  
 \_\_\_\_\_  
 Address of Customer \_\_\_\_\_  
 \_\_\_\_\_  
 Account No(s) \_\_\_\_\_

I hereby authorize the above referenced bank to furnish the State of Georgia, State Licensing Board for Residential and General Contractors, any information relative to my account(s) with your bank, and/or credit experience with me or my business organization.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**TO BE COMPLETED BY BANK AND RETURNED DIRECTLY TO APPLICANT**

Has the above referenced customer handled their checking account in a satisfactory manner?  
 Yes  No, Explain \_\_\_\_\_

Date Account Opened: \_\_\_\_\_

Number of overdrafts in last 12 months: \_\_\_\_\_

Does this customer have any loans?  Yes \*  No  
 If "Yes", how many payments over 30 days \_\_\_\_\_, 60 days \_\_\_\_\_, 90 days \_\_\_\_\_.

Date of last delinquent payment: \_\_\_\_\_

Date: \_\_\_\_\_ Signature and Title \_\_\_\_\_

**Bank Reference**

**Form B**



State Licensing Board for Residential and General Contractors  
State of Georgia  
Professional Licensing Boards  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
Telephone: (478) 207-2440

Web-Site: [www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46)

## LINE OF CREDIT FOR RESIDENTIAL CONTRACTOR

**TO BE WRITTEN ON BANK LETTERHEAD AND PROVIDED TO THE APPLICANT**

Date

To: CONTRACTOR LICENSEE (Individual, Corporation, Partnership or LLC)  
Address  
City, State, Zip

Dear Contractor:

You have requested that (*Name of Lending Institution*) establish a Line of Credit which will be available to (*Contractor's name as to be on license*) for use in conducting the contracting business for which a license is being sought from the State Licensing Board for Residential and General Contractors, Residential Contractor Division.

We hereby establish a Line of Credit for these purposes in the amount of \$25,000.00, which will be maintained for a period of one year from the date of license issuance, subject to no adverse change in your financial condition.

As a condition of this arrangement, it is our understanding you will inform us and the Board of any significant change(s) in your financial condition during the term of this commitment.

We, the undersigned, will endeavor to notify the State Licensing Board for Residential and General Contractors, Residential Contractor Division, should we become aware of any significant change(s) in financial conditions of the above named applicant.

Yours truly,

(Signature)

(Name/Title)

### **SAMPLE LETTER – FOR BANK USE ONLY**

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#### **Instructions**

- The Line of Credit (LOC) does not increase the net worth.
- The LOC is for the contractor's use and may be utilized at any time by the contractor.
- Name on LOC must be in the **EXACT NAME** as to be licensed and as on financial statement.

LOC

Form D