



Please be informed that the SLT process is divided into three steps. For each step there are documents that need to be filled out and signed by the responsible parties. The SLT Team can proceed to the next step only when the required documents are provided.


We kindly ask you to carefully review all of the documents required for each step and provide all the requested information in a timely manner.

- Step 1. SLT Process Initiation

Document required	Responsible	Blank Forms
SLT Request Form	<ul style="list-style-type: none"> • Transferor – Current License Owner 	 Transfer_Request_HPUX_E.doc Transfer_Request_Mercury.doc
HP Software License Terms & Conditions	<ul style="list-style-type: none"> • Transferee – New License Owner 	 License T&Cs.doc
Proof of Ownership*	<ul style="list-style-type: none"> • Transferor – Current License Owner 	Please find the list of accepted documents in section “Notes”


Once the full documentation from Step 1 is received we will aim to process your request within 10 business days. If all requirements are fulfilled the SLT Team will continue to Step 2 and send the SLT Authorization form to the Transferor to be signed, acknowledging they no longer own the licenses.

- Step 2. License Transfer Authorization

Document required	Responsible	Blank Forms
SLT Authorization	<ul style="list-style-type: none"> • Transferor – Current License Owner • SLT Team 	 SLT AUTH. SAMPLE.pdf

Signed document will be approved by the SLT Team and the process will continue to the final step.

- Step 3. New License Confirmation

Document required	Responsible	Blank Forms
SLT Final Letter	<ul style="list-style-type: none"> • SLT Team 	 Final Letter - Sample.pdf

The SLT Final Letter will be sent with accompanying documents – SLT Authorization, HP License Terms & Conditions and where applicable the Entitlement Certificate and redemption instructions will also be provided.

Notes:

* A valid Proof of Ownership is a copy of one of the following documents showing customer details, product numbers, serial numbers and software being transferred:

- HP Hardware and/or Software support agreement
- HP invoice of purchase
- HP Authorized Reseller invoice for purchase
- HP invoice to an HP Authorized Reseller showing the Transferor as the "ship to".
- HP packing slip
- an executed Software License Transfer Authorization