



HP Software License Transfer Procedure

A request-to-transfer for each system being transferred must be sent from the Transferor (seller) to the SLT Office in one of the following ways:

- 1) A letter, on company letterhead, requesting the transfer (letter **must** contain Serial Number, Model, HP Product Number, complete list of software to be transferred, complete address of Transferee including contact, phone number and fax number) for each system to be transferred; **or**
- 2) A completed Software License Transfer Request Form for each system to be transferred.

In addition to the request, the Transferor (seller) must include a Transfer Processing Fee of \$400USD, **plus** all applicable sales taxes, for each system to be transferred. (HP accepts checks, money orders, Visa, MasterCard and American Express. Please make all checks/money orders out to Hewlett-Packard.) The Transferor must also provide proof of ownership of the right-to-use license. The company name on the proof of ownership and the company name on the request **must** be the same. This proof of ownership **must** be one or more of the following:

- 1) An invoice from Hewlett-Packard or an HP-authorized reseller (if the machine was purchased new);
- 2) An executed HP Software License Transfer Authorization document (if the equipment was purchased used);
- 3) A current (within last 12 months) Hewlett-Packard Agreement for Support Services will be accepted if neither of the above is available. (No Quotation for Support Services will be accepted unless it is accompanied by a renewal letter from HP.)

Note: All proofs of ownership must include:

- a) Legal company name of the Transferor (seller);
- b) The Serial Number of the system being transferred;
- c) The user license level;
- d) The Model Number;
- e) Complete list of software installed on the system.

Once the request and Processing Fee have been received and verified, and the proof of ownership and the Serial Number of the system have been authenticated, Software License Transfer Authorization documents (Exhibit F00) are sent to the Transferor for signature. HP's Software License Terms Exhibit E36S and As-Is Warranty Statement are also sent to the Transferor to forward to the Transferee for signature.

The Transferor must sign both copies of the Software License Transfer Authorization and return both signed documents to SLT Dept. via fax to 650-960-5670, or via mail to: Hewlett-Packard – 690 E. Middlefield Rd., m/s 2003 – Mt. View, CA 94043..

The Transferee must sign the Exhibit E36S and the As-Is Warranty Statement and return both to the SLT Dept. There must be a signed Exhibit E36S and As-Is Warranty Statement for every transfer being requested, even if the Transferor has previously signed an Exhibit E36S or As-Is Warranty Statement. (If more than one system is being transferred at the same time, only one E36S and one As-Is Warranty Statement are required.)

After HP receives the signed Exhibit E36S, the signed As-Is Warranty Statement and both signed Software License Transfer Authorizations, both sets of documents are executed by HP thus effecting the transfer of ownership of the right-to-use license.

One executed original-signature Software License Transfer Authorization is forwarded to the Transferee. This executed document constitutes the Transferee's proof of ownership of the right-to-use license. The second original SLT Authorization is retained by HP in the SLT file for that transfer.