

Instructions for WA-502

LICENSING AGREEMENT FOR EXPORT FOOD AID COMMODITIES WAREHOUSE OPERATORS

The Kansas City Commodity Office (KCCO) supplies Export Food Aid Commodities Warehouse Operators with a Licensing Agreement that incorporates the terms and conditions for licensing under the United States Warehouse Act. The Warehouse Operator reviews the provisions of the Licensing Agreement and signs the document indicating their agreement to abide by all provisions.

The Warehouse Operator submits the document to KCCO via one of the following:

- Hard copy mailed to KCCO, Warehouse License and Examination Division, STOP 9148, P.O. Box 419205, Kansas City, MO 64141-6205;
- facsimile to 816-926-1548;
- email as prearranged with KCCO. Please call (816) 926-6474 to arrange email transmission.

Note: To establish online access credentials with USDA, you may register on the eAuthentication web site, located at www.eauth.egov.usda.gov.

When completing the Licensing Agreement, follow the instructions below. Please contact KCCO at (816) 926-6474 if assistance is needed.

“USWA Master Code” will be completed by KCCO.

Field Name	Instruction
Licensee	<p>Enter the complete name of the Licensee (Legal Entity) in the field titled “Licensee”.</p> <ul style="list-style-type: none">• For a proprietor, enter the proprietor’s name.• For a corporation, enter “[Corporate name], a [State] Corporation,” where [State] indicates the state of incorporation.• For a general partnership, enter “[Names of partners], trading as [partnership name] under the laws of [State]”• For a limited partnership, enter “[Name of limited partnership], Limited Partnership under the laws of [State],

	<p>[Name of signing general partner], General Partner”, where [State] indicates the State of organization.</p> <ul style="list-style-type: none"> • For a limited liability company (LLC), enter “[LLC name], L.L.C., a [State] limited liability company” where [State] indicates the State of organization.
Principal Place of Business	Enter the Licensee (Legal Entity) Principal Place of Business
Signature of Authorized Representative	<p>Signature of the authorized representative who has authority to bind the licensee in a legal contract. See below for acceptable signatories:</p> <ul style="list-style-type: none"> • For corporations, a signature resolution must be on file or a signature resolution must be sent with the bond for execution. • For General Partnerships, all partners must sign. • For Limited Partnerships, the general partner signs. • For LLCs provide signature according to the organizing documents.
Date	Enter the date of signature in (MM-DD-YYYY) format.

“Accepted for Farm Service Agency” will be completed by KCCO.