License Transfer Instructions

For Microsoft Open License Value and Microsoft Open Business

Transfer Policy

Under the terms of both Open Business and Open Value Agreements, customers are entitled to transfer perpetual licenses (paid for in full). Customers may only transfer all software under a given authorisation or agreement number to an affiliate or third party in connection with a:

- Divestiture *or*
- Merger *or*
- Consolidation

Microsoft consent is not required for the above three situations. All other scenarios require Microsoft consent, in which case the customer will need to work with Microsoft New Zealand. *In this case, customers should contact their reseller - the Distributor will help with this process.*

License Transfer Process

See "License Transfer Form" attachment

The customer should send the License Transfer Form to either:

- The Microsoft Asia Pacific Operations Centre (APOC), or
- Their Reseller (who will route the form to their Distributor, then APOC).

Note: The customer's written approval is required to be submitted with the License Transfer forms

Open Value customers must have reached the end of their agreement and therefore own perpetual license before they can transfer them to another party. All payments need to have been made or the license needs to be purchased in full if the agreement is mid term before the license can be transferred.

Instructions for Completing the License Transfer Form

The following fields need to be completed

Page 1:

- Under 'Agreement Number' please insert the customer's AUTHORISATION number.
- Under 'Enrolment Number' please list all LICENSE NUMBERS listed under that Authorisation Number.
- Date of Transfer
- Customer Details
- Transferee Details
- Reason for License Transfer

Page 2:

- N/A Nothing to be filled in

Page 3

- Customer Details and Signature
- Transferee Details and Signature

Page 4 – Annex

- License numbers to be transferred.

Please use one Open License Transfer form for one authorisation number. If there are too many license numbers under the authorisation number please indicate all license numbers in a separate sheet and attach to the Open License Transfer form.

Important note:
The customer and the transferee should keep copies of all paperwork relating to the transfer.
The customer will not receive acknowledgement from Microsoft with regard to transfer.