

MEMORANDUM # 9-93

Company Structure Master File (issued 11/17/93, updated 10/1/01)

The permittee is required to update the ownership and control information whenever a change occurs in the company structure for the permittee and operator. Forms **DMLR-PT-034p** and **DMLR-PT-034o** are to be used to update the relevant information.

In order to reduce copying and costs for the permittee, the Division has established a **company structure master file for the permittee information**. Future permit applications may reference the permittee's master file if no changes have occurred in the company's legal structure since the last update. The permittee would only need to submit an affidavit (**DMLR-PT-250**) with the application materials certifying that no changes have occurred from the previous information filed with the Division.

The permittee must maintain and make available a duplicate copy of the master file at the appropriate courthouse(s) or public office(s) where the permit application (including significant revisions and renewals) is filed for public inspection.