

## **INSTRUCTIONS TO REQUEST CHANGE OF OWNERSHIP** **(619)**

Verify the availability of possible promotions for this service at [www.lgancce.com](http://www.lgancce.com)

1. Access the PRE Stud Book web site at [www.lgancce.com](http://www.lgancce.com) Click on the tab **Documentation**; select and download the form **“International Request for Service.”**
2. Complete the form, indicating Request for Service **619**; make sure that you have filled out all of the boxes on the form.
3. Before indicating the fee, consult the table with the current fees for the service requested. Request the price list from your local Collaborating Association; should your country not have an association, consult the applicable fee for said service/s at [www.lgancce.com](http://www.lgancce.com) , click on the tab **Documentation/Table with Fees for Stud Farms outside Spain**.
4. Indicate the name of the horse or horses for which you are requesting Change of Ownership, as well as the code for each horse, in the corresponding box.
5. Once you have filled out the application form, sign it and then proceed to pay for the service through the LG PRE ANCCE Stud Book Collaborating Association in your country, (consult [contact information](#) on our web site). If no Association is available, make your payment through our web site at [www.lgancce.com](http://www.lgancce.com) .
6. Send your Request for Service, together with the payment receipt—duly filled out and signed—to the LG PRE ANCCE Stud Book Collaborating Association in your country. If no Association is available, send the original **Ownership Card** (remember to fill it out and have both the seller and the buyer sign it) to the main LG PRE ANCCE Stud Book Office in Spain. Should that the horse has never had an Ownership Card, you must send in the corresponding Sales Contract, signed by both the seller and the buyer, or some type of legally accepted document indicating that the horse has changed ownership. There is a sales contract model available on the LG PRE ANCCE Stud Book web site ([www.lgancce.com](http://www.lgancce.com)). In some cases, additional documentation may be required to complete this process; said documents may be considered essential to provide this service.

For more information regarding contact information about the Collaborating Association in your country, click on this link: <http://www.lgancce.com/lgpreancce/asp-info/AsociacionesColaboradoras.aspx> or contact the main PRE Stud Book office.

7. Upon receiving the necessary documentation, it will be reviewed, verified and validated, in which case the main LG PRE ANCCE Stud Book Office will proceed to issue and send the new Ownership Card. Said Ownership Card will be sent to your Collaborating Association, or should there be none in your country, it will be sent directly to you, the breeder, at the postal address provided on the Initial Stud Farm Status form.

**DOCUMENTATION REQUIRED FOR PROCESSING:**

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|---|--|
| <input type="checkbox"/> Request for Service <sup>(1)</sup> | <input type="checkbox"/> Payment Receipt               |
| <input type="checkbox"/> Original Ownership Card            | <input type="checkbox"/> Sales Contract <sup>(2)</sup> |

(1) Available at [www.lgancce.com](http://www.lgancce.com)

(2) If and when the horse has never had an Ownership Card, it is essential that you send the Sales Contract, or legally accepted documentary proof that the horse has changed ownership, to the main LG PRE Stud Book office (in Spain).

For further information regarding this matter, please feel free to contact us at:

- Phone: + 34 954 975 480
- Fax: +34 954 953 989
- e-mail: [internacional@lgancce.com](mailto:internacional@lgancce.com)
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