



Liquor Control and Licensing Branch
 4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 1 866 209-2111 Fax: 250-952-7066

APPLICATION FOR A PERMANENT CHANGE TO A LICENSEE ALL LICENCE TYPES

Liquor Control and Licensing Form LCLB005a

Instructions:

Complete all applicable fields then submit with payment as outlined in Part 10 of this application form. If you have any questions about this application, call Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111. LCLB forms and supporting materials referred to in this document can be found at: www.gov.bc.ca/liquorregulationandlicensing

Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Phone number:

Fax number: E-mail address:

Licensee Information

Licensee name [as shown on licence]:

Establishment name [as shown on licence]:

Establishment Location address (as shown on licence):
 Street City Province Postal Code

Mailing address: (All correspondence will go to this address)
 Street City Province Postal Code

Business Tel with area code: Business Fax with area code:

Business e-mail:

Contact Name: Title/Position:
last / first / middle

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 *Add, Change or Remove Licensee Representative*

Type of Change Requested

Please check () appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form. An incomplete application will be held for a maximum of thirty (30) days. If still incomplete after the thirty (30) day period, the application may be terminated.

Type of change requested	Licence numbers affected (Mandatory)	Job Number Office Use Only
<input type="checkbox"/> 1. Internal Transfer of Shares (p.2) (Includes Internal Amalgamation)	<input type="text"/>	(C2-LE)
<input type="checkbox"/> 2. External Transfer of Shares (p.2)	<input type="text"/>	(C1-LE)
<input type="checkbox"/> 3. Change of Directors or Officers (p.2)	<input type="text"/>	(C1-LE)
<input type="checkbox"/> 4. Name change, licensee – corporation (p.2)	<input type="text"/>	(C2-LE)
<input type="checkbox"/> 5. Name change, person (p.3)	<input type="text"/>	(C2-LE)
<input type="checkbox"/> 6. Name change, licensee – partnership (p.3)	<input type="text"/>	(C2-LE)
<input type="checkbox"/> 7. Name change, licensee – society (p.3)	<input type="text"/>	(C2-LE)
<input type="checkbox"/> 8. Addition of receiver or executor (p.3)	<input type="text"/>	(C2-LIC) (sub)

Refer to Part 11 to see the approval process for the type of change you have requested

Applying for other permanent changes to your licence?

To apply for alterations or additions to a licensed establishment (structural changes), use an *Application for a Structural Change*. For Liquor Primary and Liquor Primary Club, use form LCLB012a; for Food Primary, use LCLB012b; for Manufacturer Endorsements, use LCLB049a and/or LCLB049b; for Wine Store and Licensee Retail Store, use LCLB012c. To apply to have a third party management firm or lessee operate your licensed establishment, use the *Application to Add or Change a Licensee's Third Party Operator* (LCLB026). To apply to change the liquor licence, such as a change to the establishment name or hours of sale or the addition of an entertainment or catering endorsement, use *Application for a Permanent Change to a Liquor Licence* (LCLB005b).

Part 1: Internal Transfer Shares (including Internal Amalgamations)

C2 - LE

Private corporations - Complete Part 1 when shares have been transferred within the licensee corporation or holding companies or there has been an amalgamation of companies within the licensee corporation but no new shareholders have been added (holding companies or individuals).

Third party operators (private corporations) - Complete Part 1 when an internal share transfer or an amalgamation occurs.

Fee: \$110 per licence x licences = \$

Required documents:

- Updated Central Securities Register (shareholders) for the licensee corporation or holding company.
- Updated Register of Directors and Officers for the licensee corporation or holding company.

If the change is the result of an internal amalgamation, attach:

- Certificate of Amalgamation.
- Central Securities Register (shareholders) for the amalgamated company.
- Notice of Articles for the amalgamated company.

Also complete Parts 9 and 10

Part 2: External Transfer of Shares

C1 - LE

Note: If new shareholders are added as a result of an amalgamation of the licensee corporation or holding companies within the licensee corporation, please complete Transfer of Liquor Licence(s) (LCLB001c) to transfer the ownership of your liquor licence(s).

Private corporations – Complete Part 2 when new shareholders have been added (companies or individuals) to the licensee corporation or holding companies as a result of a transfer of existing shares or the issuance of new shares.

Third party operators (private corporations) - Complete Part 2 when an external transfer of shares occurs. BCeID users - If a change of ownership (a complete transfer of all shares) has occurred, please see instructions in Part 11.

Fee: \$330 per licence x licences = \$

Required documents:

- Updated Central Securities Register (shareholders) for the licensee corporation or holding company.
- Updated Register of Directors and Officers for the licensee corporation or holding company.
- If one of the new shareholders is a private corporation, a public corporation, a society or a partnership, documentation to support the applicable business type must be submitted. Please refer to Part 12 of this application and submit the documentation listed under your business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

- a completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Note: Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

Also complete Parts 9 and 10

Part 3: Change of Directors or Officers (for Public Corporations and Societies)

C1 - LE

To be completed when there are changes in directors or officers of a public corporation or society within the licensee legal entity.

Note: If you are applying for an internal or external transfer of shares on this form, you do not need to complete this section (Part 3).

Required Documents:

Fee: \$220 per licence x licences = \$

- Current list of Directors and Officers

Plus, all directors must submit:

- a completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Also complete Parts 9 and 10

Part 4: Corporation Name Change

C2 - LE

Fee: \$220 per licence x licences = \$

To be completed when a corporation with an interest in a licence has legally changed its name, but existing corporate shareholders, directors and officers, and certificate number on the certificate of incorporation have not changed.

Current licensee or holding company name (in full):

Name changed to (in full):

Attach the following:

- Copy of Certificate of Name Change from BC Registrar of Companies.

Also complete Parts 9 and 10

Part 5: Person's Name Change (sole proprietor, partner, shareholder, director, officer)

C2 - LE

To be completed when a person holding an interest in a licence has legally changed their name.

Fee: \$220 per licence x licences = \$

Person's Name:
(Last) (Given)

Name Changed To:
(Last) (Given)

Attach the following:

- Copy of Certificate of Name Change, Marriage Certificate, etc. Also complete Parts 9 and 10

Part 6: Partnership Business Name Change

C2 - LE

To be completed when the legal name of a partnership is changed but no new partners are added and no existing partners.

Fee: \$220 per licence x licences = \$

Current registered partnership name (in full):

Name changed to (in full):

Attach the following:

- If a registered partnership, a copy of a partnership registration document from the BC Registrar of Companies showing the change of name.
 If the partnership is not registered, provide a legal document showing change of name. Also complete Parts 9 and 10

Part 7: Society Name Change

C2 - LE

To be completed when the legal name of a society is changed, but the society structure, membership and certification number on the certificate of incorporation does not change.

Fee: \$220 per licence x licences = \$

Current registered society name (in full):

Name changed to (in full):

Attach the following:

- Copy of Certificate of Change of Name under the *Societies Act*. Also complete Parts 9 and 10

Part 8. Addition of Receiver or Executor (All licence classes)

C2 - LIC

Fee: \$220 per licence x licences = \$

To be completed upon the death, bankruptcy or receivership of a licensee. Fill out A or B below and attach the required documents.

A) Executor's Name:
(Last) (Given)

Attach the following:

- Copy of Assignment of Executor or a copy of the last will(s) and testament(s).
 Death Certificate.
 Completed Personal History Summary (LCLB004) form and required documents noted on form for the executor(s)

or

B) Receivers Name:
(Last) (Given)

Company name:

- Copy of Court Order appointing Receiver (Order must include authority to operate the licensee's business and must specify the liquor licenses).
 Copy of Court Order filed under the Office of the Superintendent of Bankruptcy Canada.

And if the licensed establishment is open and operating, please provide the following:

Proposed Resident Manager Name:

- A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Also complete Parts 9 and 10

Part 9: Declaration

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: _____

Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 10: Application Fees

Total Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):
Credit card number: Expiry date: /
(Month) (Year)

Signature: _____

Part 11: Application and Approval Process – What happens next?

For the following change requests (all C1):

- Part 2 External Transfer of Shares
- Part 3 Change of Directors and Officers

The process is:

1. The applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff will advise the applicant when the application has been moved to 'inspector's review' status and instruct the applicant to contact the local liquor inspector to arrange for an interview, if required.
5. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests(all C2):

- Part 1 Internal Transfer of Shares (including internal amalgamation)
- Part 4 Corporation Name Change
- Part 5 Person's Name Change
- Part 6 Partnership Name Change
- Part 7 Society Name Change
- Part 8 Addition of a Receiver or Executor

The process is:

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor Control and Licensing Branch.
3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

Change of Ownership (for applicants who are reporting a complete transfer of all shares)

If the previous owner had an existing Business BCeID account and you, the new owner, are reporting the transfer of ownership of the corporation to yourself, you must first contact the previous owner and have them add you as a user to their Business BCeID account by following the instructions below. BCeID user IDs and passwords are not to be shared. Each user must have their own user ID and password. Important: The Business Profile Manager role must be selected for the new owner.

Instructions:

When you are ready to add the new owner to the account, please follow these steps:

1. Have the new owner's email and telephone information ready;
2. Call the BCeID Help Desk
 - Toll-free at 1-888-356-2741 if you are within Canada and the USA or
 - 604-660-2355 if you are within the Lower Mainland or outside Canada and the USA.
3. Ask to be transferred to a BCeID Registration Analyst for assistance to add a new Business Profile Manager user to an existing LCLB account.

The Registration Analyst will contact the new owner with instructions on how to activate and manage the BCeID account.

Note: Once the new owner has their BCeID account set up and activated, they must then contact LCLB to add additional permissions to the LCLB account.

Part 12: Supporting Business Documents

Society

The following documents are required and must be attached to this application:

Current list of officers and directors

Plus all directors must submit a completed Personal History Summary (LCLB004).

Partnership

On a separate piece of paper, please list the legal names of the partners with the percentage of ownership in the partnership listed beside each name. Plus, each partner must supply a completed Personal History Summary (LCLB004).

Public Corporation

The following documents are required for this type of business and must be submitted with this application:

List of Directors and Officers.

Plus, all directors must submit a completed Personal History Summary (LCLB004).

Private Corporation

The following documents are required for this type of business and must be submitted with this application:

Central Securities Register,

Notice of Articles, and

Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles).

And, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit a completed Personal History Summary (LCLB004).

Other

This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements.