



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

# AGENT LICENCE LICENCE APPLICATION FORM

Liquor Control and Licensing Form LCLB034

## INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 6 of this application form. You may complete this form online, then print.

- If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.
- LCLB forms and supporting materials can be found at: [www.gov.bc.ca/liquorcontrolandlicensing](http://www.gov.bc.ca/liquorcontrolandlicensing)

**Note:** The agent licence permits you to take orders, conduct tastings, promote and market the manufactured product that you represent on behalf of a manufacturer. All products that you have been authorized to promote or market must be registered with the Liquor Distribution Branch. If approved, an agent can take orders directly from licensees but not from the public. At no time can an agent sell liquor from the manufacturer(s) they represent directly to the public and can only sell directly to licensees with permission from the general manager of the Liquor Distribution Branch. Agents may sell manufacturer's liquor only to the Liquor Distribution Branch.

## Part 1: Applicant

Office use only

Job No. (new) \_\_\_\_\_

Applicant name:  Business Number\*:

Business Location Address (All correspondence will be sent to this address unless otherwise indicated):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	City	Province	Postal Code

Business Contact Information:

Tel:  Fax:  E-mail:

Contact Person:  Title/Position:   
(Full name)

**\*Note:** Prior to licensing applicants must have a Canada Revenue Agency issued Business Number in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at <https://www.canada.ca/en/revenue-agency.html>.

1. Does the applicant currently hold, ever held or ever previously applied for a liquor licence in British Columbia?

Yes  No

If yes, provide details of current or previous licence, or previous applications (date held, location, type of licence and name of establishment).

2. Does the applicant currently hold a Rural Agency Store appointment from the Liquor Distribution Branch (LDB)?

Yes  No

3. Does the applicant have any association, financially or otherwise, directly or indirectly, with a licensed establishment (e.g., a family member or business partner holding a liquor licence)?

Yes  No

If yes, provide details:

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

**Part 2: Type of Applicant's Business**

Choose (☑) the type of business used to operate your agency. Beneath the type of business you indicate are further fields to complete and a list of documents to submit with this application.

Partnership

Please check (☑) if you are a  Registered Partnership or a  Non-Registered Partnership

List Partners in the space provided below:

Partner 1: Percentage of Ownership:  Legal Name:

Partner 2: Percentage of Ownership:  Legal Name:

Partner 3: Percentage of Ownership:  Legal Name:

Partner 4: Percentage of Ownership:  Legal Name:

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

Plus, each partner (individual) 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)

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) 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.

Sole Proprietorship

The sole proprietor 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)

Society

The society's annual membership fee is: \$  The society has  members.

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) 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)

Public Corporation

Check box (☑) if your shares are publicly traded:

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) 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)

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.

### Part 3: Required Documents

Note: An application must be complete before it can be processed.

To be considered a "complete application", the following documents must be provided:

- 1. Completed Application for an Agent's Licence (LCLB034)
- 2. Application fee of \$220. (See Part 5 of this application form.)
- 3. Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)
- 4. Completed Personal History Summary (LCLB004) forms for all required individuals.
- 5. Statutory Declaration, if instructed on the Personal History Summary (LCLB004) form
- 6. Driving abstract (driving record) if instructed on the Personal History Summary (LCLB004) form
- 7. A legible copy of primary proof of identity for each of the above individuals. Acceptable photo identification includes driver's licence from a Canadian jurisdiction, passport or BCID card.
- 8. Relevant business documents as identified in Part 2 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship or society.

**Note:** You must submit the New Agent Registration Package to the Liquor Distribution Branch (LDB). If you have questions regarding this application, please email [ldbagentinfo@bcldb.com](mailto:ldbagentinfo@bcldb.com) or call 604 252-3215. Prior to the Liquor Control and Licensing Branch approving your Agent Licence, the Branch will contact LDB directly to confirm approval of your registration for importation and sale in the province.

**Note:** Agents or manufacturers who employ or contract sales representatives must provide their sales representatives with identification establishing them as a representative and must also ensure that their sales representatives comply with the provincial liquor laws.

### Part 4: 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 applicant or authorized signatory of the applicant, I understand and affirm that all of the information provided is true and complete.

Signature: \_\_\_\_\_

Authorized signatory of the applicant

Name:

(last / first / middle)

Position:

(if not an individual)

Date:

(Day/Month/Year)

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

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

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

**Part 5: Application Fee - \$220.00 (non-refundable)**

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.

Submit your completed application form, with all supporting documents and fee payment information, in one package to the LCLB by any of the following methods:

E-mail: liquor.licensing@gov.bc.ca  
 Mail: PO Box 9292 Stn Prov Govt Victoria BC V8W 9J8  
 Fax: 250-952-7066

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

**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: \_\_\_\_\_