

In order to be considered for registration, the following items must be submitted:

- \$200 registration fee (cash, cheque or money order made payable to AGLC).
- Application for Liquor Agency Registration (Form 5248).
- Criminal Record Check (**must be original and obtained within the last 90 days**) from the RCMP or local police for all requested directors and shareholders of the applicant company.
- Particulars of Individual (Form 5013) completed by all directors and shareholders.
- Particulars of Incorporation of Company (Form 5231).
- Particulars of Shareholding Company (Form 5231) if applicable.
- Certificate of Incorporation for the applicant company showing registration in Alberta.
- Letter of Authorization (Form 5285).
- Letter of Understanding (Form 5286).
- Business Plan (including market plan, 3 year financial plan, related experience and understanding of the consignment program) submitted to Joe Lu, Supply Chain Analyst via email: [joe.lu@aglc.ca](mailto:joe.lu@aglc.ca)
- Acknowledgement and Undertaking (Form 5228-1).
- Electronic Funds Transfer (EFT) Request (Form 2228) submitted via email: [AP@aglc.ca](mailto:AP@aglc.ca)

Return the completed package to:

AGLC Liquor Licensing  
50 Corriveau Avenue  
St. Albert AB, Canada T8N 3T5

Email: [Agency.licensing@aglc.ca](mailto:Agency.licensing@aglc.ca)  
Phone: 1-855-506-1066 ext. 2 (toll-free)

View the Agency Registration Handbook at [aglc.ca](http://aglc.ca).

**AN AGENCY REGISTRATION WILL NOT BE ISSUED UNTIL ALL STEPS HAVE BEEN COMPLETED  
AND ALL INFORMATION IS PROVIDED**