

application can proceed.

**Head Office** 

T8N 3T5

50 Corriveau Avenue

liquorapplications@aglc.ca

1-855-506-1066 ext. 2 (toll-free)

St. Albert, Alberta

Calgary Office

Calgary, Alberta

Ph: 403-292-7300

T2E 7H7

310, 6715 - 8 Street NE

liquorapplications.calgary@aglc.ca

# APPLICANT REQUIREMENTS LIQUOR LICENCE CLASS D - LIQUOR STORE

<ul> <li>Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC).</li> <li>Application for Liquor Licence (Form 5301).</li> <li>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 and the proposed manager.</li> <li>Particulars of Individual (Form 5013) completed by all directors and shareholders and the proposed manager.</li> <li>Floor plan of the premises. Additional details about acceptable floor plans are provided below.</li> </ul>	
An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if necessary.	
If the application meets preliminary requirements, it will be posted on AGLC's web site at aglc.ca for 7 days. During this period, objections to the application may be submitted to AGLC's Board.	
The application may proceed if there are no objections. The following items are required to finalize the application.	
Licence fee of \$700 per licence certificate. Licence fees are in addition to the \$200 application fee.  Particulars of Incorporation of Company (Form 5231).  Particulars of Shareholding Company (Form 5231) if applicable.  Certificate of Incorporation.  Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5203).  Executed copy of the lease agreement or certificate of title, in the name of the applicant.  City business licence or written approval of the municipality.	
The applicant may mail or deliver the completed package to the nearest AGLC office <u><b>OR</b></u> phone to schedule an appointment if you wish to meet with AGLC staff to review the application package.	
Once <u>all</u> documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to conduct a final inspection.	

To be considered for a liquor licence, the applicant must provide the following preliminary requirements before the

PUBLIC FORM RS/LIC 5251 (2020 Jun)

A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

liquorapplications.rd@aglc.ca

Lethbridge Office

655 Wt Hill Blvd South

liquorapplications.leth@aglc.ca

Lethbridge, Alberta

Ph: 403-331-6500

T1J 1Y6

**Grande Prairie Office** 

100-11039 78 Avenue

Grande Prairie, Alberta

Ph: 780-832-3000

liquorapplications.gp@aglc.ca

T8W 2J7

**Red Deer Office** 

3-7965 - 49 Avenue

Red Deer, Alberta

Ph: 403-314-2656

T4P 2V5

### **Floor Plans**

e applicant is providing a line drawing, the floor plan must be of high quality and clearly legible. surements.	The drawing may include
Entrances and Exits	
Walls	
Dimensions/Square Footage	
Location of Shelving	

Floor plans may be blueprints, architectural drawings, or a line drawing by hand.

Delivery AreaShipping/Receiving Area

**Location of Coolers** 

Point of Sale Area

Office Area

PUBLIC FORM RS/LIC 5251 (2020 Jun)



### **APPLICANT REQUIREMENTS LIQUOR LICENCE CLASS D - GENERAL MERCHANDISE LIQUOR STORE**

To be considered for a liquor licence, the applicant <b>must</b> provide the following preliminary requirements befor application can proceed.	e the
<ul> <li>Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC).</li> <li>Application for Liquor Licence (Form 5301).</li> <li>Criminal Record Check (must be original and obtained within the last 90 days) from the RCMP or police for all requested directors and shareholders of the applicant company and the proposed manager.</li> </ul>	anager.
Floor plan of the premises. Additional details about acceptable floor plans are provided below.	
An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if nece	ssary.
If the application meets preliminary requirements, it will be posted on AGLC's web site at aglc.ca for 7 days. D period, objections to the application may be submitted to AGLC's Board.	uring this
The application may proceed if there are no objections. The following items are required to finalize the application	ation.
Licence fee of \$300 per licence certificate. Licence fees are in addition to the \$200 application fee Particulars of Incorporation of Company (Form 5231) Particulars of Shareholding Company (Form 5231) if applicable. Certificate of Incorporation. Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5 Executed copy of the lease agreement or certificate of title, in the name of the applicant. City business licence or written approval of the municipality.	
The applicant may mail or deliver the completed package to the nearest AGLC office <b>OR</b> phone to schedule an appointment if you wish to meet with AGLC staff to review the application package.	

Once <u>all</u> documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to conduct a final inspection.

### A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

Head Office	Calgary Office	Red Deer Office	Lethbridge Office	Grande Prairie Office
50 Corriveau Avenue	310, 6715 - 8 Street NE	3-7965 - 49 Avenue	655 Wt Hill Blvd South	100-11039 78 Avenue
St. Albert, Alberta	Calgary, Alberta	Red Deer, Alberta	Lethbridge, Alberta	Grande Prairie, Alberta
T8N 3T5	T2E 7H7	T4P 2V5	T1J 1Y6	T8W 2J7
liquorapplications@aglc.ca	liquorapplications.calgary@aglc.ca	liquorapplications.rd@aglc.ca	liquorapplications.leth@aglc.ca	liquorapplications.gp@aglc.ca
1-855-506-1066 ext. 2 (toll-free)	Ph: 403-292-7300	Ph: 403-314-2656	Ph: 403-331-6500	Ph: 780-832-3000

**PUBLIC** FORM RS/LIC 5280 (2020 Apr)

### Floor Plan:

Floor plans may be blueprints, architectural drawings, or a line drawing
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If the applicant is providing a line drawing, the floor plan must be of high quality and clearly legible	. The drawing may include
measurements.	

surements.
der to determine if the premises meets physical requirements for licensing, drawings must include details of physical layout, ding all:
Entrances and Exits
Walls
Dimensions/Square Footage
Location of Shelving
Location of Coolers
Point of Sale Area
Office Area
Delivery Area
Shipping/Receiving Area

PUBLIC FORM RS/LIC 5280 (2020 Apr)



# APPLICANT REQUIREMENTS LIQUOR LICENCE CLASS D – COMMERCIAL CATERER

To be considered for a liquor licence, the applicant <b>must</b> provide the following preliminary requirements before the
application can proceed.
Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC).
Application for Liquor Licence (Form 5301).
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 and the proposed manager.
<ul> <li>Particulars of Individual (Form 5013) completed by all directors and shareholders and the proposed manager.</li> </ul>
Floor plan of the premises. Additional details about acceptable floor plans are provided below.
Proposed food menu with prices. A draft copy is acceptable.
Liquor menu showing prices and ounces.
An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if necessary.
If the application meets preliminary requirements, it will be posted on AGLC's web site at aglc.ca for 7 days. During this period, objections to the application may be submitted to AGLC's Board.
The application may proceed if there are no objections. The following items are required to finalize the application.
Licence fee of \$200 per licence certificate. Licence fees are in addition to the \$200 application fee.
Particulars of Incorporation of Company (Form 5231)
Particulars of Shareholding Company (Form 5231) if applicable.
Certificate of Incorporation.
Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5203).
Executed copy of the lease agreement or certificate of title, in the name of the applicant.
City business licence or written approval of the municipality.
Approval of the responsible health authority.
The applicant may mail or deliver the completed package to the nearest AGLC office <b>OR</b> phone to schedule an appointment if you wish to meet with AGLC staff to review the application package.

### A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

Once <u>all</u> documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the

applicant to make arrangements to conduct a final inspection.

Head Office	Calgary Office	Red Deer Office	Lethbridge Office	Grande Prairie Office
50 Corriveau Avenue	310, 6715 - 8 Street NE	3-7965 - 49 Avenue	655 Wt Hill Blvd South	100-11039 78 Avenue
St. Albert, Alberta	Calgary, Alberta	Red Deer, Alberta	Lethbridge, Alberta	Grande Prairie, Alberta
T8N 3T5	T2E 7H7	T4P 2V5	T1J 1Y6	T8W 2J7
liquorapplications@aglc.ca	liquorapplications.calgary@aglc.ca	liquorapplications.rd@aglc.ca	liquorapplications.leth@aglc.ca	liquorapplications.gp@aglc.ca
1-855-506-1066 ext. 2 (toll-free)	Ph: 403-292-7300	Ph: 403-314-2656	Ph: 403-331-6500	Ph: 780-832-3000

PUBLIC FORM RS/LIC 5256 (2020 Apr)

#### **Floor Plan Requirements**

Floor plans may be blueprints, architectural drawings, or a line drawing.

If the applicant is providing a line drawing, the floor plan must be of high quality and clearly legible. The drawing may include measurements.

In order to determine if the premises meets physical requirements for licensing, drawings must include details of physical layout, including all:

- entrances and exits
- washrooms
- kitchen
- equipment list

PUBLIC FORM RS/LIC 5256 (2020 Apr)



## APPLICANT REQUIREMENTS LIQUOR LICENCE CLASS D – DELIVERY SERVICE

To be considered for a liquor licence, the applicant **must** provide the following requirements before the application can proceed.

Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC).
Licence fee of \$200 per licence certificate. Licence fees are in addition to the \$200 application fee.
Application for Liquor Licence (Form 5301).
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 and the proposed manager.
Particulars of Individual (Form 5013) completed by all directors and shareholders and the proposed manager.
Particulars of Incorporation of Company (Form 5231).
Particulars of Shareholding Company (Form 5231) if applicable.
Certificate of Incorporation.
Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5203).
City business licence or written approval of the municipality.
Letter outlining the type of deliveries your company is currently making.

An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if necessary.

If the application meets preliminary requirements, it will be posted on AGLC's web site at aglc.ca for 7 days. During this period, objections to the application may be submitted to AGLC's Board. The application may proceed if there are no objections.

Once <u>all</u> documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to conduct a final inspection.

The applicant may mail or deliver the completed package to the nearest AGLC office **OR** phone to schedule an appointment if you wish to meet with AGLC staff to review the application package.

### A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL STEPS HAVE BEEN COMPLETED AND ALL INFORMATION IS PROVIDED

**Head Office** Calgary Office **Red Deer Office** Lethbridge Office **Grande Prairie Office** 50 Corriveau Avenue 310, 6715 - 8 Street NE 3-7965 - 49 Avenue 655 Wt Hill Blvd South 100-11039 78 Avenue St. Albert, Alberta Calgary, Alberta Red Deer, Alberta Lethbridge, Alberta Grande Prairie, Alberta T8N 3T5 T2E 7H7 T4P 2V5 T111Y6 T8W 217 liquorapplications@aglc.ca liquorapplications.calgary@aglc.ca liquorapplications.rd@aglc.ca liquorapplications.leth@aglc.ca liquorapplications.gp@aglc.ca 1-855-506-1066 ext. 2 (toll-free) Ph: 403-292-7300 Ph: 403-314-2656 Ph: 403-331-6500 Ph: 780-832-3000

PUBLIC FORM RS/LIC 5257 (2020 Apr)



# APPLICANT REQUIREMENTS LIQUOR LICENCE DUTY FREE STORE

application can proceed.
Non-refundable application fee of \$200 (cash, cheque or money order made payable to AGLC).
Application for Liquor Licence (Form 5301).
Criminal Record Check (must be original and obtained within the last 90 days) provided by the RCMP or local police for all requested directors and shareholders of the applicant company and the proposed manager.
Particulars of Individual (Form 5013) completed by all directors and shareholders and the proposed manager.
Floor plan of the premises. Additional details about acceptable floor plans are provided below.
Copy of the licence issued by Customs Canada.
An AGLC Inspector will contact the applicant to review the application and conduct an initial inspection if necessary.
If the application meets preliminary requirements, it will be posted on AGLC's web site at aglc.ca for 7 days. During this period, objections to the application may be submitted to AGLC's Board.
The application may proceed if there are no objections. The following items are required to finalize the application.
Licence fee of \$500 per licence certificate. Licence fees are in addition to the \$200 application fee.
Particulars of Incorporation of Company (Form 5231).
Particulars of Shareholding Company (Form 5231) if applicable.
Certificate of Incorporation.
Acknowledgement and Undertaking regarding liquor manufacturer/supplier inducements (Form 5203).
Executed copy of the lease agreement or certificate of title, in the name of the applicant.
City business licence or written approval of the municipality.
The applicant may mail or deliver the completed package to the nearest AGLC office <b>OR</b> phone to schedule an
appointment if you wish to meet with AGLC staff to review the application package.
A LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

To be considered for a liquor licence, the applicant must provide the following preliminary requirements before the

Head Office	Calgary Office	Red Deer Office	Lethbridge Office	Grande Prairie Office
50 Corriveau Avenue	310, 6715 - 8 Street NE	3-7965 - 49 Avenue	655 Wt Hill Blvd South	100-11039 78 Avenue
St. Albert, Alberta	Calgary, Alberta	Red Deer, Alberta	Lethbridge, Alberta	Grande Prairie, Alberta
T8N 3T5	T2E 7H7	T4P 2V5	T1J 1Y6	T8W 2J7
liquorapplications@aglc.ca	liquorapplications.calgary@aglc.ca	liquorapplications.rd@aglc.ca	liquorapplications.leth@aglc.ca	liquorapplications.gp@aglc.ca
1-855-506-1066 ext. 2 (toll-free)	Ph: 403-292-7300	Ph: 403-314-2656	Ph: 403-331-6500	Ph: 780-832-3000

PUBLIC FORM RS/LIC 5260 (2020 Jun)

### **Floor Plans**

Office Area
Delivery Area

Shipping/Receiving Area

Flooi	plans may be blueprints, architectural drawings, or a line drawing by hand.
	e applicant is providing a line drawing, the floor plan must be of high quality and clearly legible. The drawing may include surements.
	Entrances and Exits
	Walls
	Dimensions/Square Footage
	Location of Shelving
	Location of Coolers
	Point of Sale Area

PUBLIC FORM RS/LIC 5260 (2020 Jun)



## APPLICATION FOR LIQUOR LICENCE CLASS D

NAME OF APPLICANT: (Company, Partnership or Individual)  NAME OF PREMISES: (Operating/Trade Name)	
STREET ADDRESS:	
CITY/TOWN:	POSTAL CODE:
MAILING ADDRESS:	
CITY/TOWN:	POSTAL CODE:
PREMISES PHONE:	
APPLICATION CONTACT NAME:	CONTACT PHONE:
PREMISES MANAGER NAME:	CONTACT PHONE:
mailing address will be used.  COMMUNICATION CONTACT EMAIL:  APPLICATION IS MADE FOR A LICENCE TO OPERATE IN A	ACCORDANCE WITH THE PROVISIONS OF THE GAMING, LIQUOR AND ATION; AND ALL CONDITIONS PRESCRIBED BY THE BOARD OF AGLC.
THIS APPLICATION IS TO COVER - (PLEASE CHECK APPROPR	RIATE BOXES)
	General Merchandise Liquor Store
BY SIGNATURE I CERTIFY THE ABOVE INFORMATION IS CORP	RECT.
	Signature of Applicant (Individual) or Applicant's Representative

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom* of *Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to liquor licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.

PROTECTED A WHEN COMPLETED FORM RS/LIC 5301 (2020 May)



### **ACKNOWLEDGEMENT AND UNDERTAKING**

#### TO: ALBERTA GAMING, LIQUOR AND CANNABIS (AGLC)

- 1. The licensee named below (hereinafter referred to as the "licensee") acknowledges its legal obligations under:
  - a) the Gaming, Liquor and Cannabis Act (GLCA), specifically (but not limited to) Sections 66(2), and 67(2);
  - b) the Gaming, Liquor and Cannabis Regulation (GLCR), specifically (but not limited to) Sections 80-85; and
  - c) the Licensee Handbook, and where applicable, Retail Liquor Store Handbook and General Merchandise Liquor Store Operating Guidelines.
- 2. The licensee acknowledges responsibility for ensuring that all staff employed by the licensee are aware of the requirements contained in this Acknowledgement and Undertaking and Appendices A and B.
- 3. Only liquor authorized by AGLC may be present in a licensed premises. A licensee who sells or possesses in his licensed premises liquor NOT authorized by AGLC will face disciplinary action and may also face prosecution.
- 4. The licensee acknowledges that all business conducted under a Class D Retail Liquor Store licence will be operated separately from any commonly owned or affiliated businesses as outlined in Section 3.1.1 of the Retail Liquor Store Handbook.
- 5. The licensee acknowledges that it is contrary to the GLCA, GLCR, and AGLC policy guidelines for a licensee or licensee staff to receive inducements ("benefits") from a liquor supplier or liquor agency, to carry the liquor supplier or liquor agency's product, give product exclusivity to the liquor supplier or liquor agency, or give preferential shelf position (in the case of Class D licensees).
  - Inducements include: money, free liquor, volume discounts, paid vacations, furniture, equipment, services (such as painting or decorating), items considered essential to the licensee's operation, staff incentives, paid entertainment, paid advertising, or any other thing prohibited under the GLCA, GLCR, or AGLC policy.
- 6. The licensee acknowledges that failure to follow the requirements of the GLCA, GLCR, and AGLC policy (includes handbooks and operating guidelines) may result in prosecution under the GLCA or other legislation, or appearance before the Board of AGLC.
- 7. This Acknowledgement and Undertaking is being made to AGLC to ensure that the requirements of the GLCA, the GLCR, and AGLC policy governing prohibited relationships between liquor suppliers or liquor agencies and licensees are fully supported by both retailers and the hospitality industry.
- 8. The licensee undertakes to advise AGLC each time a liquor supplier or liquor agency offers an inducement to the licensee, or to an employee of the licensee.

Witness Signature	Licensee Signature
(Please Print Name)	(Please Print Name)
	Name of Licensed Premises
Date (Year, Month, Day)	Street Address
	Location (City. Town, Village)



## APPENDIX A LISTING OF PROHIBITED INDUCEMENTS

The following describes monetary (or monetary value) inducements which liquor agencies or employees of liquor agencies, are prohibited from providing to licensees.

- 1. Payments, rebates or credits of any monetary value to licensees.
- 2. Deposits into licensee accounts in any direct or indirect manner.
- 3. Any liquor products other than nominal liquor product samples permitted under policy guidelines, "Product Promotions in Licensed Premises".
- 4. Interior decorating (e.g. painting, draperies, carpeting) and renovations or maintenance to the licensed premises or other property owned, rented, or leased by a licensee or anyone directly or indirectly involved with the licensee in a business relationship.
- 5. Furniture, equipment, signs, fixtures, or decorations normally required in the operation of a licensed premises.
- 6. All forms of entertainment (musical and other) that would normally be paid for by the licensee.
- 7. Refrigeration or dispensing equipment.
- 8. Underwriting licensees' expenses, either directly or indirectly, for any travel, whether or not it is for business purposes, a vacation, or a combination of both.
- 9. Seasons tickets to sporting or other events.
- 10. Full menu printing.

This is a summary only. A relationship between a liquor agency and licensee, or any product promotion, must comply with the GLCA, GLCR, or policy guidelines.

Any product promotion not specifically permitted is prohibited. For further information, contact the Regulatory Services Division, AGLC:

St. Albert Office	780-447-8600	Lathbridge Office	402 224 6500
Calgary Office	403-292-7300	Lethbridge Office	403-331-6500
Grande Prairie Office	780-832-3000	Red Deer Office	403-314-2656

References: Gaming, Liquor and Cannabis Act, Sections 62, 66 and 67

Gaming, Liquor and Cannabis Regulation, Sections 72-74, 80-85 and 87

Please retain Appendix A and Appendix B for your records.

PROTECTED A FORM RS/LIC 5203-2, 5228-2 (2020 Apr)



## APPENDIX B PRODUCT PROMOTIONS OR SERVICES

The following are allowable product promotions or services which liquor agencies may provide to licensees. These are permitted under the *Gaming, Liquor and Cannabis Act* (GLCA), Gaming, Liquor and Cannabis Regulation (GLCR) or the policy guidelines titled "Product Promotions".

- 1. Liquor product samples as allowed under policy guidelines, "Product Promotions".
- 2. Non-essential merchandise which includes product brand or corporate name.

#### Examples:

Aprons for staff Flags, pennants, banners Quick pourers (speed spouts)

Ashtrays Hats for staff Serviettes/napkins
Bar towels Inflatables Serving trays

Bottle openers Lapel pins Signs (not identifying the licensee)
Change trays/tab trays Menu clips Special schedules on display for patrons

Champagne corkersMirrors/clocksT-shirtsCoastersPatio umbrellasTent cardsCorkscrewsPlace matsSweatshirtsDraught tap handlesPlastic glassesSwizzle sticks

Drip mats Posters

3. Other non-essential items sold to licensee at or above wholesale cost.

This is a summary only. A relationship between a liquor agency and licensee, or any product promotion, must comply with the GLCA, GLCR, or policy guidelines.

Any product promotion not specifically permitted is prohibited. For further information, contact the Regulatory Services Division, AGLC:

St. Albert Office	780-447-8600	Lethbridge Office	403-331-6500
Calgary Office	403-292-7300	Red Deer Office	403-314-2656
Grande Prairie Office	780-832-3000	Red Deel Office	403-314-2030

References: Gaming, Liquor and Cannabis Act, Sections 62, 66 and 67

Gaming, Liquor and Cannabis Regulation, Sections 72-74, 80-85 and 87

PROTECTED A FORM RS/LIC 5203-3, 5228-3 (2020 Apr)



### **PARTICULARS OF INDIVIDUAL**

NIA NAT						
NAME _		Surname		First	Name	Middle Name(s) (in full)
MAIDEN NAME					OTHER NAMES	
DATE OF BIRTH				CANADIAN CITIZ	'EN	
	Year	Month	Day	LANDED IMMIG	RANT	
PLACE OF BIRTH					CONTACT PHONE:	
					COMMENTATIONS.	
EMAIL ADDRESS						
Please check (✓)						
Licensee/Registra	nt $\Gamma$	Director		Shareholder	General Manager	☐ Manager
Licensee/ Negistra.		_				
ieneral Manager/N NAME OF APPLICANT: Company, Partnership NAME OF REMISES/AG	Manager Pro					
General Manager/N NAME OF APPLICANT: Company, Partnership NAME OF REMISES/AG	Manager Pro			on #:		
Teneral Manager/NOTES (IAME OF APPLICANT: Company, Partnership IAME OF REMISES/AG Operating/Trade Name	Manager Pro					
Teneral Manager/NOTES APPLICANT: Company, Partnership NAME OF REMISES/AG Operating/Trade Name	Manager Pro					
Teneral Manager/NOTES (IAME OF APPLICANT: Company, Partnership IAME OF REMISES/AG Operating/Trade Name	Manager Pro					Postal Code
General Manager/N NAME OF APPLICANT: (Company, Partnership NAME OF REMISES/AG (Operating/Trade Name STREET ADDRESS	Manager Pro					
General Manager/Nonemental Manag	Aanager Properties  ENCY: e)  rta Gaming, I	Liquor & Ca	nnabis to u	City undertake a criminal		

A privacy statement for the collection of personal information may be found at <a href="www.aglc.ca">www.aglc.ca</a>.

### <u>UNAUTHORIZED / ILLEGAL LIQUOR ON LICENSED PREMISES</u>

If you have purchased a licensed premises from a previous licensee, it is your responsibility to ensure that the liquor stock purchased can legally remain on the licensed premises.

The following information is provided so that applicants and/or licensees are clearly aware of what is considered unauthorized or illegal liquor.

- **Homemade wine, beer or cider**. These homemade products <u>cannot</u> be brought into a licensed premises or served at any licensed function, even if they are intended for a private function (wedding, retirement, etc.).
- **Homemade spirits** (moonshine) are illegal to manufacture and therefore <u>cannot</u> be brought into a licensed premises or served at any licensed function, even if they are intended for a private function (wedding, retirement, etc.).
- Any liquor purchased directly from other provinces in Canada, the USA, or any foreign country.
- **Any liquor NOT** purchased directly from the AGLC, a manufacturer authorized by the AGLC to warehouse and distribute liquor, or an authorized licensee.

### Note:

- Cooking liquor containing in excess of 20% alcohol by volume may be purchased <u>directly</u> from a
  manufacturer, supplier, or distributor. You <u>are required</u> to obtain a PRIVATE NON-SALE Special
  Event Licence from the AGLC. These cooking liquors <u>cannot be resold</u> or used for consumption
  other than in cooking.
- Cooking wines, stomach bitters and herbal beverages containing in excess of 20% alcohol by volume may <u>only</u> be <u>purchased</u> directly from the AGLC or an authorized licensee.

Licensees may wish to display unique liquor containers obtained from other countries. These containers may be displayed <u>only</u> when the container is unopened or the container is empty and labeled "Not for Sale" or "Collector Item".

It is important to understand that unauthorized or illegal liquor products found on licensed premises are subject to <u>immediate seizure</u>. The AGLC has a policy of "ZERO TOLERANCE" with respect to unauthorized or illegal liquor. A licensee may face a Board Hearing with a penalty which could include suspension or cancellation of the liquor licence.

If you have any questions or require further information, please contact the Regulatory Services Division in St. Albert at 780-447-8600, Grande Prairie at 780-832-3000, Calgary at 403-292-7300, Red Deer at 403-314-2656, or Lethbridge at 403-331-6500.



### PARTICULARS OF INCORPORATION OF COMPANY

Operating/Trade Name:					
City/Town:					
•				Postal	Code
r	- Telephone	-			
	·				
	Date of Incorp	oration	Date of Registration	on in Alberta (	ifapplicable)
DIRECTORS:					
Name		Address	Phone I	Number	Position Held
-					
SHAREHOLDERS: (both	voting and no	n-voting, and the number and cl	ass of shares that each holds)		
a	s of the	day of	, 20		
Name		Ad	dress	No.	of Shares Held
CERTIFIED CORRECT by	an authorized	director of the Corporation, and	by a Lawver or CPA, as of th	e	
day of		, 21			
	(Signature LAWYER or C		(Signatu	ure of Director)	
	3				
	(Firm)		(please print	t name of Directo	r)

ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.

NOTE: PERSONS WHO ARE FINANCIALLY INVOLVED IN A LIQUOR SUPPLIER OR LIQUOR AGENCY ARE PROHIBITED FROM BECOMING LICENSEES OR SHAREHOLDERS IN LICENSEE COMPANIES (SEE SECTION 82, GAMING, LIQUOR AND CANNABIS REGULATION) UNLESS, ON APPLICATION TO AGLC, THE SPECIFIC CIRCUMSTANCES ARE APPROVED (SEE SECTION 83 or 84, GAMING, LIQUOR AND CANNABIS REGULATION).

The information you are providing on this application form is collected under the authority of the *Gaming, Liquor and Cannabis Act;* Gaming, Liquor and Cannabis Regulation, and the *Freedom of Information and Protection of Privacy* (FOIP) *Act*, section 33(c). The information is strictly for the use of Alberta Gaming, Liquor and Cannabis in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact Alberta Gaming, Liquor and Cannabis, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876.

PROTECTED A WHEN COMPLETED



### PARTICULARS OF PARTNERSHIP

Operating/Trade					
Name:					
City/ Town.				Pos	stal Code
				1 0.	star code
=	Telephone				
Name of Registered	relephone				
Partnership:					
' <u>-</u>					-
Ī	Date of Regist	ration	Da	te of Registration in Alber	ta (if applicable)
DIRECTORS:					
Name		Addr	ess	Phone Number	Position Held
PARTNERS: (both gener	al and register	red)			
				20	
as	or the	day of		, 20	_
Name			Address		Type of Partner
CERTIFIED CORRECT by	an authorized	director of the Corporation	n, and by a Lawver	or CPA, as of the	
				,	
day of _			, 20		
	(Signature) LAWYER or (			(Signature of Directo	or)
	LAWTER OF	J.T.M.			
	/Firm)			Inlease print name of Dir	

ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.

NOTE: PERSONS WHO ARE FINANCIALLY INVOLVED IN A LIQUOR SUPPLIER OR LIQUOR AGENCY ARE PROHIBITED FROM BECOMING LICENSEES OR SHAREHOLDERS IN LICENSEE COMPANIES (SEE SECTION 82, GAMING, LIQUOR AND CANNABIS REGULATION) UNLESS, ON APPLICATION TO AGLC, THE SPECIFIC CIRCUMSTANCES ARE APPROVED (SEE SECTION 83 or 84, GAMING, LIQUOR AND CANNABIS REGULATION).

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