APPLICANT REQUIREMENTS
LIQUOR LICENCE
CLASS E – BLENDING/PACKAGING

To be considered for a liquor licence, the applicant **must** 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 5143).
- ☐ Criminal Record Check (**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.
- ☐ Floor plan (must include: entrances/exits, washrooms, office, proposed equipment placement)
- ☐ Proposed products and packaging.
- ☐ List of equipment including dimensions and details.
- ☐ Proof of application for a federal excise licence (i.e. confirmation email from the Canada Revenue Agency).

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. 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.
- ☐ Fire approval.
- ☐ City business licence or written approval of the municipality.
- ☐ Federal Excise licence.

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

Once all 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

APPLICANT REQUIREMENTS
LIQUOR LICENCE
CLASS E – MANUFACTURER

To be considered for a liquor licence, the applicant **must** 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 5143).
- ☐ Criminal Record Check (**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.
- ☐ Signed offer to lease.
- ☐ Floor plan (must include: entrances/exits, washrooms, office, proposed equipment placement and location of off-sales if applicable)
- ☐ Site plan (must include surrounding businesses)
- ☐ Business plan (must include: manufacturing plan, type and amount of production in hectoliters per annum, marketing and distribution plan (such as: self-distribution or through AGLC), proposed products and packaging).
- ☐ List of equipment including dimensions and details.
- ☐ Proof of application for a federal excise licence (i.e. confirmation email from the Canada Revenue Agency).

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. 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.
- ☐ Fire approval.
- ☐ City business licence or written approval of the municipality.
- ☐ Federal Excise licence.

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

Once all 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

APPLICATION FOR LIQUOR LICENCE
CLASS E

NAME OF APPLICANT:
(e.g., Company, Partnership or Individual) _____

NAME OF PREMISES:
(Operating/Trade Name) _____

STREET ADDRESS: _____

CITY/TOWN/VILLAGE: _____ POSTAL CODE: _____

MAILING ADDRESS: _____

CITY/TOWN/VILLAGE: _____ POSTAL CODE: _____

CONTACT PHONE: _____

APPLICATION CONTACT NAME: _____ CONTACT PHONE: _____

PREMISES MANAGER NAME: _____ CONTACT PHONE: _____

AGLC requires a Communications Contact email address for the purpose of sharing and collecting important information related to liquor licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.

COMMUNICATION CONTACT EMAIL: _____

☐ CLASS E ☐ SMALL MANUFACTURER ☐ LARGE MANUFACTURER ☐ ESTATE MANUFACTURER
☐ PACKAGING

☐ CLASS A ☐ MANUFACTURER'S LOUNGE ☐ MANUFACTURER'S TAPROOM

☐ CLASS D ☐ MANUFACTURER OFF-SALES

BY SIGNATURE I CERTIFY THE ABOVE INFORMATION IS CORRECT.

DATE: _____ × _____

Signature of Applicant (Individual) or Applicant's Representative
(Corporation/Partnership)

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.

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	Lethbridge Office	403-331-6500
Calgary Office	403-292-7300	Red Deer Office	403-314-2656
Grande Prairie Office	780-832-3000		

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.

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 corkers	Mirrors/clocks	T-shirts
Coasters	Patio umbrellas	Tent cards
Corkscrews	Place mats	Sweatshirts
Draught tap handles	Plastic glasses	Swizzle 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		

References: *Gaming, Liquor and Cannabis Act*, Sections 62, 66 and 67
Gaming, Liquor and Cannabis Regulation, Sections 72-74, 80-85 and 87

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PARTICULARS OF INDIVIDUAL

NAME _____ Surname _____ First Name _____ Middle Name(s) (in full)

MAIDEN NAME _____ OTHER NAMES _____

DATE OF BIRTH _____ Year | _____ Month | _____ Day

☐ CANADIAN CITIZEN
☐ LANDED IMMIGRANT

PLACE OF BIRTH _____ CONTACT PHONE: _____

EMAIL ADDRESS _____

Please check (✓)

☐ Licensee/Registrant ☐ Director ☐ Shareholder ☐ General Manager ☐ Manager

General Manager/Manager ProServe Certification #: _____

NAME OF APPLICANT:
(Company, Partnership) _____

NAME OF PREMISES/AGENCY:
(Operating/Trade Name) _____

STREET ADDRESS _____

_____ City _____ Postal Code

I hereby authorize Alberta Gaming, Liquor & Cannabis to undertake a criminal record check, with any police agency, to determine my eligibility to be involved in liquor licensed premises and liquor agencies.

_____ Signature _____ Date

A privacy statement for the collection of personal information may be found at www.aglc.ca.

UNAUTHORIZED / ILLEGAL LIQUOR ON LICENSED PREMISES

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

Street Address: _____

City/Town: _____ _____
Postal Code

_____
Telephone

Name of Corporation: _____

_____ _____
Date of Incorporation Date of Registration in Alberta (if applicable)

DIRECTORS/OFFICERS:

Name	Address	Phone Number	Position Held

SHAREHOLDERS: (both voting and non-voting, and the number and class of shares that each holds)

Name	Address	Percentage & No. of Shares Held

CERTIFIED CORRECT by an authorized director of the Corporation, and by a Lawyer or CPA, as of the

_____ day of _____, 20 _____

_____ _____
(Signature) (Signature of Director or Officer)
LAWYER or CPA

_____ _____
(Firm) (please print name)

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

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.

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Choices Albertans can trust.

PARTICULARS OF PARTNERSHIP

Operating/Trade Name: _____

Street Address: _____

City/Town: _____ _____
Postal Code

_____
Telephone

Name of Registered Partnership: _____

_____ _____
Date of Registration Date of Registration in Alberta (if applicable)

DIRECTORS:

Name	Address	Phone Number	Position Held

PARTNERS: (both general and registered)

Name	Address	Type of Partner

CERTIFIED CORRECT by an authorized director of the Corporation, and by a Lawyer or CPA, as of the

_____ day of _____, 20 _____

_____ _____
(Signature)
LAWYER or CPA

(Signature of Director)

_____ _____
(Firm) (please print name of Director)

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

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.