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Treasurer and Receiver General

*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114*

Kim S. Gainsboro, Esq.
Chairman

Emailed 9/30/2014

Dear Licensing Authority Colleague,

As renewal time approaches, we are respectfully recommending that you take this opportunity to ensure that all **CLUB** licensees have current officers and directors identified in your license file and that said officers and directors have been approved by your Board as well as this agency.

We frequently receive applications for items such as a change of manager, where the vote of the club officers authorizing the transaction has been provided by officers and directors that have not been approved by your Board or the ABCC. These applications must be returned until such time as the club completes an application to correctly identify the officers and directors of the club.

It is for this reason that we respectfully request that you use this renewal season to ensure that all such clubs in your municipality have officers and directors that have been approved by your Board and the ABCC.

In addition, we ask that you remind club licensees in your municipality that Massachusetts General Laws Chapter 138 §1 requires club licensees to “...*file with the local licensing authorities and the commission annually within three months after January first in each year a list of the names and residences of its officers, together with the amount of salary or compensation received by each employee engaged in the handling or selling of alcoholic beverages*”.

We thank you in advance for your assistance in taking steps to ensure that club licensees are being operated by individuals that your Board and this agency have approved.

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