

Existing License

New Officers/Directors
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Petition for Transfer of Ownership
 Application with:
 Personal Information Form
 CORI Application
 Statement of Change to Art. of Org.

Pledge of License
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Petition for a Change of License
 Pledge Agreement
 Promissory Note
 Supporting Financial Records (if needed)
 Vote of Corporate Board

Change of Manager
 Form 43
 Transmittal Form
 \$200 Fee
 Petition for a Change of License
 Manager's Form
 Personal Information Form
 CORI Application
 Vote of Corporate Board

Pledge of Stock
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Petition for a Change of License
 Pledge Agreement
 Promissory Note
 Supporting Financial Records (if needed)
 Vote of Corporate Board

Transfer/Issuance of Stock
 Form 43
 Transmittal Form
 \$200 Fee
 Newspaper Notice
 Petition for Transfer of Ownership
 Application with:
 Personal Information Form
 CORI Application
 Purchase & Sale Agreement
 Supporting Financial Records
 Vote of Corporate Board

New Stockholders
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Newspaper Notice
 Petition for Transfer of Ownership
 Application with:
 Personal Information Form
 CORI Application
 Supporting Financial Records
 Vote of Corporate Board

Transfer of License
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Newspaper Notice
 Petition for Transfer of Ownership
 Application with:
 Art. of Organization
 Legal Right to Occupy
 Manager's Form
 Personal Information Form
 CORI Application
 Purchase & Sale of Business
 Supporting Financial Records
 Vote of Corporate Board

Alteration of Premises
 Form 43
 Transmittal Form
 \$200 Fee
 Newspaper Notice
 Abutter Notification
 Petition for a Change of License
 Floor Plans
 Legal Right to Occupy (if needed)
 Supporting Financial Records (if needed)
 Vote of Corporate Board

Seasonal License to Annual License
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Newspaper Notice
 Abutter Notification
 Application with:
 Art. of Organization
 Floor Plans
 Legal Right to Occupy
 Manager's Form
 Personal Information Form
 Supporting Financial Records
 Vote of Corporate Board

Change of License Type
 Form 43
 Transmittal Form
 \$200 Fee
 Newspaper Notice
 Petition for a Change of License
 Vote of Corporate Board

Cordials & Liqueurs
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Newspaper Notice
 Abutter Notification
 Petition for a Change of License
 Vote of Corporate Board

Change of Corp. Name
 Form 43
 Transmittal Form
 \$200 Fee
 DOR Certificate of Good Standing
 Petition for a Change of License
 Amended Art. of Org.
 Vote of Corporate Board

Change of Location
 Form 43
 Transmittal Form
 \$200 Fee
 Newspaper Notice
 Abutter Notification
 Petition for a Change of License
 Floor Plans
 Legal Right to Occupy
 Supporting Financial Records (if needed)
 Vote of Corporate Board

No Fee Transactions

<p>Change of DBA Form 43 No Fee Transmittal Form Petition for a Change of License *Business Certificate *Vote of Corporate Board</p>	<p>Change of Hours Form 43 No Fee Transmittal Form *Vote of Corporate Board</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

MATRIX FOR RETAIL LICENSE TRANSACTIONS

Revised 5/31/13

New License

New License
Form 43 Transmittal Form \$200 Fee Newspaper Notice Abutter Notification Application with: <ul style="list-style-type: none">*CORI Release Form*Art. of Organization*Floor Plans*Legal Right to Occupy*Manager's Form*Personal Information Form*Supporting Financial Records*Vote of Corporate Board

Pouring Permit

Pouring Permit
Form 43 Transmittal Form \$200 Fee Newspaper Notice Abutter Notification Application with: <ul style="list-style-type: none">*Art. of Organization*Copy of the ABCC License Section 19B, 19C or 19E*Floor Plans*Legal Right to Occupy*Manager's Form*Personal Information Form*Supporting Financial Records*Vote of Corporate Board

Special Licenses (No Fee)

Charity Wine License
Form 43 Transmittal Form Application <ul style="list-style-type: none">*Certificate of Good Standing from MA Secretary of State*Certificate of Solicitation from MA Attorney General's Office*Letter of Consent from Section 12 Licensee (if needed)