MATRIX FOR RETAIL LICENSE TRANSACTIONS

Revised 8/19/13

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.
Vote of Corporate Board

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

Change of DBA
Form 43
No Fee Transmittal Form
Petition for a Change of License
*Business Certificate
*Vote of Corporate Board

Change of Hours
Form 43
No FeeTransmittal Form
*Vote of Corporate Board

MATRIX FOR RETAIL LICENSE TRANSACTIONS

Revised 8/19/13

New License

New License
Form 43
Transmittal Form
$200 Fee
Newspaper Notice
Abutter Notification
Application with:
*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:
*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
*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)