

Matrix for Retail License Transactions

Revised 4/28/15

New License

- Form 43
- Transmittal Form
- \$200 Fee
- Newspaper Notice
- Abutter Notification
- Application
- Vote of Corporate Board
- Manager's Form
- Personal Information Form (for all parties in Q10 + manager)
- CORI Application (for all parties in Q10 + manager)
- Art. of Organization
- Purchase & Sale
- Supporting Financial Records
- Legal Right to Occupy (Lease or Deed)

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 License / Stock / Inventory

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

Change of Corporate 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 License Type *

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

* This applies only to changes within §12 (i.e. restaurant to club, tavern to restaurant, etc)

New Officers/Directors

- Form 43
 - Transmittal Form
 - \$200 Fee
 - DOR Certificate of Good Standing
 - Petition for Transfer of Ownership
 - Application
 - Vote of the Corporate Board
 - Personal Information Form for ALL officers / directors
 - CORI Application for ALL officers / directors *who have ownership* *
 - Articles of Organization from the Secretary of the Commonwealth
- * Officers/directors of non profit clubs with NO ownership do not need to fill out CORI Applications

Transfer/Issuance of Stock; New Stockholders

- Form 43
- Transmittal Form
- \$200 Fee
- Newspaper Notice
- Petition for Transfer of Ownership
- Application
- Personal Information Form (for all parties listed in Q10)
- CORI Application (for all parties in Q10)
- Purchase & Sale Agreement
- 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 (Lease or Deed, if needed)
- Supporting Financial Records (if needed)
- 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 (Lease or Deed)
- Supporting Financial Records (if needed)
- Vote of Corporate Board

Transfer of License

- Form 43
- Transmittal Form
- \$200 Fee
- DOR Certificate of Good Standing (of SELLER)
- Newspaper Notice
- Petition for Transfer of Ownership
- Application
- Vote of Corporate Board
- Manager's Form
- Personal Information Form (for all parties in Q10 + manager)
- CORI Application (for all parties in Q10 + manager)
- Art. of Organization
- Purchase & Sale
- Supporting Financial Records
- Legal Right to Occupy (Lease or Deed)

Seasonal to Annual; Wine & Malt to All Alcohol

- Form 43
- Transmittal Form
- \$200 Fee
- DOR Certificate of Good Standing
- Newspaper Notice
- Abutter Notification
- Application
- Art. of Organization
- Floor Plans
- Legal Right to Occupy (Lease or Deed)
- Manager's Form
- Personal Information Form (for all parties in Q10 + manager)
- CORI Application (for all parties in Q10 + manager)
- Supporting Financial Records
- 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

Matrix for Retail No-Fee and Other License Transactions

Revised 4/28/15

No Fee Transactions for RETAIL licenses

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 Fee Transmittal Form
- 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)

Pouring Permit

Pouring Permit

- Form 43
- Transmittal Form
- \$200 Fee
- Newspaper Notice
- Abutter Notification
- Application
- Vote of Corporate Board
- Manager's Form
- Personal Information Form
- Art. of Organization
- Supporting Financial Records
- Floor Plans
- Legal Right to Occupy
- Copy of the ABCC License Section 19B, 19C or 19E