# Matrix for Retail License Transactions

**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
- Support & Sale
- Support Financial Records
- Legal Right to Occupy (Lease or Deed)

**New Officers/Directors**
- Form 43
- Transmittal Form
- $200 Fee
- DOR Certificate of Good Standing
- 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 of License**
- Form 43
- Transmittal Form
- $200 Fee
- DOR Certificate of Good Standing (of SELLER)
- Newspaper Notice
- 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
- Support & Sale
- Support Financial Records
- Legal Right to Occupy (Lease or Deed)

**Change of Manager**
- Form 43
- Transmittal Form
- $200 Fee
- Newspaper Notice
- Application
- Personal Information Form (for all parties listed in Q10)
- CORI Application (for all parties in Q10)
- Purchase & Sale Agreement
- Support Financial Records
- 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
- Support 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 Change License
- Amended Art. of Org.
- Vote of Corporate Board

**Change of License Type * **
- Form 43
- Transmittal Form
- $200 Fee
- Newspaper Notice
- Abutter Notification
- Petition for Change License
- Floor Plans
- Legal Right to Occupy (Lease or Deed)
- Support Financial Records (if needed)
- Vote of Corporate Board

* This applies only to changes within §12 (i.e. restaurant to club, tavern to restaurant, etc.)
# Matrix for Retail No-Fee and Other License Transactions

**No Fee Transactions for RETAIL licenses**

<table>
<thead>
<tr>
<th>Change of DBA</th>
<th>Change of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Form 43</td>
<td>- Form 43</td>
</tr>
<tr>
<td>- No Fee Transmittal Form</td>
<td>- No FeeTransmittal Form</td>
</tr>
<tr>
<td>- Petition for a Change of License</td>
<td>- Vote of Corporate Board</td>
</tr>
<tr>
<td>- Business Certificate</td>
<td></td>
</tr>
<tr>
<td>- Vote of Corporate Board</td>
<td></td>
</tr>
</tbody>
</table>

**Special Licenses (No Fee)**

<table>
<thead>
<tr>
<th>Charity Wine License</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Form 43</td>
</tr>
<tr>
<td>- Transmittal Form</td>
</tr>
<tr>
<td>- Application</td>
</tr>
<tr>
<td>- Certificate of Good Standing from MA Secretary of State</td>
</tr>
<tr>
<td>- Certificate of Solicitation from MA Attorney General's Office</td>
</tr>
<tr>
<td>- Letter of Consent from Section 12 Licensee (if needed)</td>
</tr>
</tbody>
</table>

**Pouring Permit**

<table>
<thead>
<tr>
<th>Pouring Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Form 43</td>
</tr>
<tr>
<td>- Transmittal Form</td>
</tr>
<tr>
<td>- $200 Fee</td>
</tr>
<tr>
<td>- Newspaper Notice</td>
</tr>
<tr>
<td>- Abutter Notification</td>
</tr>
<tr>
<td>- Application</td>
</tr>
<tr>
<td>- Vote of Corporate Board</td>
</tr>
<tr>
<td>- Manager's Form</td>
</tr>
<tr>
<td>- Personal Information Form</td>
</tr>
<tr>
<td>- Art. of Organization</td>
</tr>
<tr>
<td>- Supporting Financial Records</td>
</tr>
<tr>
<td>- Floor Plans</td>
</tr>
<tr>
<td>- Legal Right to Occupy</td>
</tr>
<tr>
<td>- Copy of the ABCC License Section 19B, 19C or 19E</td>
</tr>
</tbody>
</table>