

**MATRIX FOR RETAIL LICENSE TRANSACTIONS**

Revised 8/24/10

**Existing License**

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

Change of Corp. Name
Form 43 Transmittal Form \$200 Fee 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

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

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

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

New Officers/Directors
Form 43 Transmittal Form \$200 Fee Petition for Transfer of Ownership Application with: *Personal Information Form *Statement of Change to Art. of Org. *Vote of Corporate Board

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

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

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

Seasonal License to Annual License
Form 43 Transmittal Form \$200 Fee 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

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

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

**MATRIX FOR RETAIL LICENSE TRANSACTIONS**

Revised 8/24/10

**New License**

New License
Form 43
Transmittal Form
\$200 Fee
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

**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)