

CHANGE OF MEMBERS/SHAREHOLDERS/OFFICERS INSTRUCTIONS

July 6, 2014

Alcoholic beverage permits are not transferrable, assignable or heritable. All permits must be returned to the office of alcohol and tobacco control within five days of closure.

If the permit holder is a corporation or limited liability company, the permit holder **shall** notify the office of alcohol and tobacco control of **any changes** in the officers, directors, managers, shareholders, members or persons previously qualified to conduct or manage the business within fifteen days of the date of such changes. The notification shall include the documents:

- ❖ Meeting minutes detailing the stock ownership or membership transfers and clearly listing the current ownership interests (percentages).
- ❖ Meeting minutes appointing new officers, directors and/or board members and listing each appointee's title.
- ❖ Resignation letters for all resigning officers and/or directors.
- ❖ Act/Bill of Sale of the stock/membership transfers.
- ❖ Schedule A form must be completed and submitted for each new officer, member, director, manager and/or shareholder. (Schedule A form is available on our website www.atc.la.gov under "permits" then "alcohol applications" then "supplemental documents.")
- ❖ A color copy of a current driver's license for each new officer, director, shareholder, member and/or manager.
- ❖ An amended lease (if licensed premises is not owned by the permit holder) signed by the new officers or members if 100% of the ownership interest is transferred.
- ❖ Proof that the local licensing authority has been notified of all ownership changes.
- ❖ Mailing Address if different from Location Address.
- ❖ 2 fingerprint cards, applicable fees and authorization and disclosure forms for each new officer, director, shareholder, and/or member owning more than 5% interest in the business.
 - 2 sets of Fingerprint Cards (can be obtained from ATC, Louisiana State Police or your local police department or sheriff's office)

- Fingerprint Submission Certification form for ATC, if submitting fingerprints electronically at an authorized location. (This form is available on our website under “permits” then “alcohol applications” then “supplemental documents”).
- Authorization and Disclosure forms are utilized to request and obtain criminal history information. Please ensure that each form is filled out correctly and completely. Forms must be typed or printed, excluding signatures. (These forms are available on our website under “permits” then “alcohol applications” then “supplemental documents”).
- *If you currently hold a valid permit with ATC and have submitted prints within the last 5 years, you are not required to submit fingerprints; however, our office must be provided with the permit number or business name of the aforementioned current permit.*
- Fingerprint Fees and Acceptable Forms of Payment: The fee is **\$38.00** per request for state criminal history checks. Fees must be in the form of a money order, cashier’s check, or business checks made payable to: Louisiana Department of Public Safety or Louisiana State Police
- Electronic Fingerprint Submission: If an applicant decides to get electronic fingerprints completed at the State Police Headquarters in Baton Rouge, an additional and separate **\$10.00** fee is required. Each applicant must provide a valid picture form of identification at the time of fingerprinting.
 - If you submit fingerprints electronically, you must provide ATC with the electronic fingerprint submission certification form. (This form is available on our website under “permits” then “alcohol applications” then “supplemental documents”).
- ❖ If a corporation or LLC is acquiring an ownership interest in the corporation or LLC that holds the alcoholic beverage permit, then submit the following:
 - Copies of the updated corporate charter filed with the Secretary of State and articles of incorporation.
 - Schedule A for all officers, members, shareholders, directors and/or managers of the acquiring corporation or LLC
 - Fingerprints for all officers, members, shareholders and/or directors of the acquiring corporation or LLC
 - State and local tax clearances for the acquiring corporation or LLC