

In order to be considered for registration, the following items must be submitted:

- \$200 registration fee (cash, cheque or money order made payable to AGLC).
- Application for Liquor Agency Registration (Form 5248).
- Criminal Record Check (**must be original and obtained within the last 90 days**) from the RCMP or local police for all requested directors and shareholders of the applicant company.
- Particulars of Individual (Form 5013) completed by all directors and shareholders.
- Particulars of Incorporation of Company (Form 5231).
- Particulars of Shareholding Company (Form 5231) if applicable.
- Certificate of Incorporation for the applicant company showing registration in Alberta.
- Acknowledgement and Undertaking (Form 5228-1)

Once all documents and fees have been submitted and approved, an AGLC Inspector will initiate contact with the applicant to make arrangements to review operating procedures.

Note: AGLC Product & Pricing or Finance may contact you for additional items after the registration has been issued.

Return the completed package to:

AGLC Liquor Licensing
50 Corriveau Avenue
St. Albert AB T8N 3T5

Email: Agency@aglc.ca
Phone: 1-855-506-1066 ext. 2 (toll-free)

View the Agency Registration Handbook at aglc.ca.

**AN AGENCY REGISTRATION WILL NOT BE ISSUED UNTIL ALL STEPS HAVE BEEN COMPLETED
AND ALL INFORMATION IS PROVIDED**

APPLICATION FOR LIQUOR AGENCY REGISTRATION

NAME OF REGISTRANT:
(Company, Partnership or Individual) _____

OPERATING NAME: _____

STREET ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

MAILING ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

APPLICATION IS MADE FOR A LICENCE TO OPERATE IN ACCORDANCE WITH THE PROVISIONS OF THE *GAMING, LIQUOR AND CANNABIS ACT*; *GAMING, LIQUOR AND CANNABIS REGULATION*; AND ALL CONDITIONS PRESCRIBED BY THE BOARD OF AGLC.

THIS APPLICATION IS TO COVER - (PLEASE CHECK APPROPRIATE BOXES)

Liquor agency

Contracting agency

BY SIGNATURE I / WE CERTIFY THE ABOVE INFORMATION IS CORRECT.

DATE: _____

✕

SIGNATURE OF REGISTRANT

In the event that the licence application process is not completed within one year of the submission date, AGLC may require that a new application be made.

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to liquor licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.

NAME	_____	_____	_____
	Surname	First Name	Middle Name(s) (in full)
MAIDEN NAME	_____	OTHER NAMES	_____
DATE OF BIRTH	____ ____ _____	<input type="checkbox"/> CANADIAN CITIZEN	
	Year Month Day	<input type="checkbox"/> LANDED IMMIGRANT	
PLACE OF BIRTH	_____	CONTACT PHONE:	_____
EMAIL ADDRESS	_____		

Please check (✓) Licensee/Registrant Director/Officer Shareholder General Manager Manager

NAME OF APPLICANT: (Company, Partnership)	_____
NAME OF PREMISES/AGENCY: (Operating/Trade Name)	_____
STREET ADDRESS	_____

	City

	Postal Code

I hereby authorize Alberta Gaming, Liquor & Cannabis (AGLC) to undertake a criminal record check, with any police agency, to determine my eligibility to be involved in liquor or cannabis licensed premises, liquor agency or registered cannabis representative.

In the event there is a finding of unsuitability with respect to my application, I authorize AGLC to share as necessary, the information I have provided and/or information identified during the course of the background investigation with parties related to this application, including but not limited to the Applicant, as well as any hearing panel of AGLC.

Signature_____
Date

A privacy statement for the collection of personal information may be found at www.aglc.ca.



PARTICULARS OF INCORPORATION OF COMPANY

Operating/Trade Name: _____	
Street Address: _____	
City/Town: _____	Postal Code _____
Telephone _____	
Name of Corporation: _____	
Date of Incorporation _____	Date of Registration in Alberta (if applicable) _____

DIRECTORS/OFFICERS:			
Name	Address	Phone Number	Position Held

SHAREHOLDERS: (both voting and non-voting, and the number and class of shares that each holds)		
Name	Address	Percentage & No. of Shares Held

CERTIFIED CORRECT by an authorized director of the Corporation, and by a Lawyer or CPA, as of the	
_____ day of _____, 20 _____	
_____ (Signature) LAWYER or CPA	_____ (Signature of Director or Officer)
_____ (Firm)	_____ (please print name)

ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.

The information you are providing on this application form is collected under the authority of the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of Alberta Gaming, Liquor and Cannabis in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact Alberta Gaming, Liquor and Cannabis, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876.



PARTICULARS OF PARTNERSHIP

Operating/Trade	Name: _____		
	Street Address: _____		
	City/Town: _____	Postal Code _____	
	Telephone _____		
Name of Registered Partnership:	_____		
	Date of Registration _____	Date of Registration in Alberta (if applicable) _____	

DIRECTORS:

Name	Address	Phone Number	Position Held

PARTNERS: (both general and registered)

Name	Address	Type of Partner

CERTIFIED CORRECT by an authorized director of the Corporation, and by a Lawyer or CPA, as of the _____ day of _____, 20_____

_____ (Signature) LAWYER or CPA	_____ (Signature of Director)
_____ (Firm)	_____ (please print name of Director)

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TO: ALBERTA GAMING, LIQUOR & CANNABIS (AGLC)

1. The liquor agency named below understands his or her legal obligations under:
 - a) the *Gaming, Liquor and Cannabis Act*, specifically Sections 62, 66(1) and 67(2);
 - b) the Gaming, Liquor and Cannabis Regulation, specifically Sections 72-74, 80-85, and 87; and
 - c) AGLC Policy Guidelines: Product Promotions in Licensed Premises.
2. The liquor agency acknowledges responsibility to ensure its' staff becomes aware of the requirement contained in this Acknowledgement and Undertaking.
3. The liquor agency confirms that it has not entered into any verbal or written, express or implied agreement with a licensee or licensee staff (hereafter referred to as "licensee") to sell any particular brand, class, kind or type of liquor, whether beer, spirits or wine except as authorized by the *Gaming, Liquor & Cannabis Act*; Gaming, Liquor & Cannabis Regulation; AGLC Policies and/or agreements which have been approved by the Board of AGLC.
4. The liquor agency confirms that it has not offered or given to a licensee any bonus, concession, consideration, discount, money, money's worth, rebate, thing of value or promise of any consideration whatsoever, except as authorized by the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; AGLC Policies and/or agreements which have been approved by the Board of AGLC.

Inducements or benefits include: money, free liquor, paid vacations, furniture, equipment, services (such as painting or decorating), items considered essential to the licensee's operation, staff incentives, paid entertainment, paid advertising, or any other thing prohibited under the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; or AGLC policy.

5. The liquor agency understands that failure to follow the requirements of the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; or AGLC policy (includes handbooks and operating guidelines) may result in prosecution under the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; or other legislation, or appearance before the Board of AGLC.
6. This Acknowledgement and Undertaking is being made to AGLC to ensure that the requirements of the *Gaming, Liquor and Cannabis Act*; the Gaming, Liquor and Cannabis Regulation; and AGLC policies governing prohibited relationships between liquor agencies and licensees are fully supported by the hospitality industry.
7. The liquor agency agrees to advise AGLC each time a licensee or employee of the licensee requests a benefit or inducement from the liquor agency.

Agent Signature

(Please Print Name)

Name of Liquor Agency

The following describes monetary (or monetary value) inducements which liquor agencies or employees of liquor agencies, are prohibited from providing to licensees.

1. Payments, rebates or credits of any monetary value to licensees.
2. Deposits into licensee accounts in any direct or indirect manner.
3. Any liquor products other than nominal liquor product samples permitted under policy guidelines, "Product Promotions in Licensed Premises".
4. Interior decorating (e.g. painting, draperies, carpeting) and renovations or maintenance to the licensed premises or other property owned, rented, or leased by a licensee or anyone directly or indirectly involved with the licensee in a business relationship.
5. Furniture, equipment, signs, fixtures, or decorations normally required in the operation of a licensed premises.
6. All forms of entertainment (e.g. musical and other) that would normally be paid for by the licensee.
7. Refrigeration or dispensing equipment.
8. Underwriting licensees' expenses, either directly or indirectly, for any travel, whether or not it is for business purposes, a vacation, or a combination of both.
9. Seasons tickets to sporting or other events.
10. Full menu printing.

This is a summary only. A relationship between a liquor agency and licensee, or any product promotion, must comply with the *Gaming, Liquor and Cannabis Act*; *Gaming, Liquor and Cannabis Regulation*; or policy guidelines.

Any product promotion not specifically permitted is prohibited. For further information, contact the Regulatory Services Division, AGLC:

St. Albert Office	780-447-8600	Lethbridge Office	403-331-6500
Calgary Office	403-292-7300	Red Deer Office	403-314-2656
Grande Prairie Office	780-832-3000		

References: *Gaming, Liquor and Cannabis Act*, Sections 62, 66 and 67
Gaming, Liquor and Cannabis Regulation, Sections 72-74, 80-85 and 87
 Product Promotions in Licensed Premises (Rev. Nov. 1, 2009)

Please retain Appendix A and Appendix B for your records.

The following are allowable product promotions or services which liquor agencies may provide to licensees. These are permitted under the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; or the policy guidelines titled "Product Promotions".

1. Liquor product samples as allowed under policy guidelines, "Product Promotions".
2. Non-essential merchandise which includes product brand or corporate name.

Examples:

Aprons for staff	Flags, pennants, banners	Quick pourers (speed spouts)
Ashtrays	Hats for staff	Serviettes/napkins
Bar towels	Inflatables	Serving trays
Bottle openers	Lapel pins	Signs (not identifying the licensee)
Change trays/tab trays	Menu clips	Special schedules on display for patrons
Champagne corks	Mirrors/clocks	T-shirts
Coasters	Patio umbrellas	Tent cards
Corkscrews	Place mats	Sweatshirts
Draught tap handles	Plastic glasses	Swizzle sticks
Drip mats	Posters	

3. Other non-essential items sold to licensee at or above wholesale cost.

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