

**NOTICE OF CHANGE IN THE BUSINESS STRUCTURE
 OF LICENSED CORPORATIONS, LIMITED LIABILITY
 COMPANIES OR LIMITED PARTNERSHIPS, EXCEPT CLUBS**

(SEE INSTRUCTIONS PAGE 2 OF 2)

Date _____

The following change is reported in accordance with existing regulations of the Pennsylvania Liquor Control Board.
 This notice is to be attached to and become a part of the original application:

1. NAME OF APPLICANT	LID NO.
2. TRADE NAME (IF ANY)	LICENSE NO.

3. ADDRESS OF PREMISES

(STREET, RURAL ROUTE, P.O. BOX NO.) (POST OFFICE) (STATE) (ZIP)

4. NAME AND ADDRESS OF OWNER OF PREMISES

5. COMPLETE IN DETAIL - (ATTACH SEPARATE SHEET, IF NECESSARY)

NAMES OF ALL OFFICERS, DIRECTORS, MEMBERS, PARTNERS, TRUSTEES, STOCKHOLDERS, AND MANAGER	TITLE	FORMER TITLE IF ANY	DATE OF ELECTION	NO. OF SHARES DATE STOCK PURCHASED
A				
B				
C				
D				
E				
F				

U.S. CITIZEN?		DATE AND PLACE OF BIRTH	LENGTH OF RESIDENCE IN PA.	HOME ADDRESS	STATE OTHER EMPLOYMENT OR BUSINESS
YES	NO				
A					
B					
C					
D					
E					
F					

6. LIST ALL FORMER OFFICERS, DIRECTORS, MEMBERS, PARTNERS, TRUSTEES, STOCKHOLDERS OR MANAGER WHOSE RELATION WITH THE APPLICANT IN SUCH CAPACITY HAS BEEN DISCONTINUED SINCE THE LAST INFORMATION WAS FILED. (ATTACH SEPARATE SHEET, IF NECESSARY.)

NAME	IF FORMER OFFICER OR STOCKHOLDER LIST		HOME ADDRESS
	TITLE(S)	NO. SHARES SOLD, IF ANY	

DO NOT WRITE BELOW THIS LINE

7. CONVICTION RECORD: The following is a record of ALL felony and misdemeanor convictions of new and continuing officers, directors, members, partners, trustees, stockholders, and manager. (Attach separate sheet, if necessary) If there have been **no** such **convictions**, check here: **No such convictions**

NAME	DATE OF CONVICTION	CHARGE	DISPOSITION	LOCATION OF COURT (COUNTY AND STATE)

8. Are any of the officers, directors, members, partners, trustees, stockholders, or manager:

	YES	NO		YES	NO
A. Officers, directors, members, partners, trustees, stockholders or creditors of any other licensee?			D. Public officials enforcing penal laws, either by appointment or election?		
B. Owners, proprietors or lessors of any place licensed by this Board?			E. Employees of any licensee?		
C. Financially interested, either directly or indirectly, in the profits of any manufacturer or any business licensed by the Board?			F. Holders of any license issued by this Board?		
			G. Employees of the Pennsylvania Liquor Control Board?		

9. Name the persons involved and explain any affirmative answer to question 8.

10. Does the applicant hold any other license issued by this board? YES NO

If "Yes," give LID No.(s)

If five licenses or more, attach separate sheet, giving LID, license number and address of premises.

11. Is a management company employed? YES NO

If "Yes," was it reported to the PLCB? YES NO List name of management company _____

12. **RESOLUTION**

At a regular or special meeting held on _____, 20____ by the applicant, it was resolved that said notice be filed with the Pennsylvania Liquor Control Board, and that _____ and/or _____ is/are hereby
(NAME/TITLE) (NAME/TITLE)
 authorized to execute said notice, and any other papers required by the Board.

13. DATE "PUBLIC NOTICE OF APPLICATION ALCOHOLIC BEVERAGES" (PLACARD PLCB-1296) WAS POSTED.

I swear or affirm, subject to the penalties provided by 18 Pa. C.S. §4904, and 47 P.S. §4-403(h) and/or 4-436(j) and/or 7-704, that the foregoing answers and statements provided herein are true and complete to the best of my knowledge and belief.

SIGNATURE	TITLE	NAME OF ATTORNEY REPRESENTING YOU IN THIS MATTER, IF ANY
HOME ADDRESS	PHONE	ADDRESS
SIGNATURE	TITLE	PHONE
HOME ADDRESS	PHONE	DATE SIGNED
PREMISES PHONE NO.		
E-MAIL ADDRESS		

INSTRUCTIONS

This form is to be used, except by clubs, to report any change in the licensed business's members, partners, officers, directors, or stockholders. It is also to reflect a change to the manager IF the manager is also changing other positions (e.g., president and manager). If the applicant is reporting a change to manager ONLY, PLCB-706, Application for Approval of Appointment of Manager, MUST be used. This form may also be used to report changes in a "limited liability company" (L.L.C.) or a business trust. Fees and documents to be submitted include:

1. **APPLICATION PLCB-866** – All questions must be answered and the form must be signed in accordance with the resolution. List all officers, directors, stockholders, and manager of the corporation; all members and manager of a limited liability company; all partners and manager of a limited partnership; or all trustees and manager of a business trust, as directed. If applicant holds or is applying for a retail license, list only stockholders holding 10% or more of stock. List all stockholders for manufacturers, distributor and importing distributor license.
2. **PLCB-1773, Appendix Social Security Information** MUST be submitted showing the social security number(s), name(s), and title(s) of each officer, director, member, partner, trustee, stockholder, and manager.
3. **FEES** – The fee is \$200.00 if this change is not to the majority and/or controlling interest of the business structure, otherwise to report a change to the majority and/or controlling interest of the business structure the fee is \$650.00. Make remittances payable to "PLCB" or "Commonwealth of Pennsylvania." A fee submitted from out-of-state must be in the form of a certified check or money order.
4. **PHOTOGRAPHS** – Applicants holding Restaurant, Hotel, Eating Place and other retail licenses, or distributor or importing distributor licenses MUST submit recent, individual photograph(s), 1½" x 1½" in size, of each of the new member, partner, president, secretary, treasurer, and manager. The name of the person and the name and address of the applicant must appear on the reverse of each photograph. The photograph(s) must have a matte finish.
5. **PLCB-2018, Request for Criminal Record Check** MUST be submitted for each newly elected individual with a \$10.00 fee per form.

INFORMATION

If the change is to the majority stockholder(s), PLCB-1296, Placard – Public Notice of Application Alcoholic Beverages, MUST BE POSTED on the licensed premises, and the PLCB-193, Affidavit of Compliance must be completed and submitted.

DO NOT SUBMIT ANY OTHER DOCUMENT (E.G. LEASE, AGREEMENT, STOCK CERTIFICATES) WITH THIS APPLICATION PACKET. SHOULD YOU BE REQUIRED TO SUBMIT SUCH DOCUMENTATION, OTHER THAN FOR THE INVESTIGATING OFFICER'S REVIEW, YOU WILL BE NOTIFIED IN WRITING.

IF YOU REQUIRE ASSISTANCE IN COMPLETING THE APPLICATION PACKET, CALL THE LICENSING INFORMATION CENTER AT (717) 783-8250, OPTION #7.

SEND THE APPLICATION PACKET TO: PENNSYLVANIA LIQUOR CONTROL BOARD, BUREAU OF LICENSING, P.O. BOX 8940, HARRISBURG, PA 17105-8940.

