

Checklist for Change of Officers/Directors/LLC Manager

- Go to the Alcoholic Beverage Control Commission's (ABCC) Website: <https://www.mass.gov/alcoholic-beverages-retail-licenses> and select "Amend a Retail License"
- Select the appropriate amendment to the license, complete the application and gather the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC 617-727-3040.
- Pay the filing fee to the Alcoholic Beverages Control Commission. This must be done online in their [payment website](#). Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select "Change to an Existing License Application (current alcohol license holders)".

List of required documents for a Change of Officers/Directors Application:

- Vote of Entity Board
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If Partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- CORI Authorization Form for proposed manager of record. Must be notarized with a stamp or raised seal.