

**Oregon Liquor Control Commission (OLCC)
CORPORATE QUESTIONNAIRE
FORM INSTRUCTIONS**

Definitions

- “Corporation” means a corporation for profit that is incorporated under the laws of Oregon.
- “Foreign Corporation” means a corporation for profit that is incorporated under laws other than the laws of Oregon.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

When does the OLCC require this form to be submitted?

- The corporation or foreign corporation is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The corporation or foreign corporation has 10% or more ownership in an entity applicant listed in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	<ul style="list-style-type: none"> • All corporations; and • All foreign corporations who <u>are</u> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form. 	All foreign corporations who are <u>not</u> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.
Registered with the Oregon Secretary of State (SOS)	Must be registered in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Officers	<ul style="list-style-type: none"> • <u>MUST</u> list at least a president and secretary. • If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business. • Each individual listed in this section <u>must</u> submit an Individual History form. 	<ul style="list-style-type: none"> • If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business. • Each individual listed in this section <u>must</u> submit an Individual History form.
Directors	<ul style="list-style-type: none"> • <u>MUST</u> list at least one director, and if more than one, must list all directors. • Each individual listed in this section <u>must</u> submit an Individual History form. 	<ul style="list-style-type: none"> • If it has them, must list all directors. • Each individual listed in this section <u>must</u> submit an Individual History form.
Shareholders	<ul style="list-style-type: none"> • Must have issued at least one share of stock. • Must list all shareholders (individuals and entities) holding 10% or more of the issued stock. • Each individual holding 10% or more of the issued stock <u>must</u> submit an Individual History form. 	
Server Education Designee	<ul style="list-style-type: none"> • If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC approved Alcohol Server Education class, and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business. • If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank. 	
Officer’s Signature	<ul style="list-style-type: none"> • In the “Officer’s Signature” section of this document, one of the officers listed in the “List Officers” section must sign this form. 	



Oregon Liquor Control Commission
CORPORATE QUESTIONNAIRE

Corporation or Foreign Corporation Name _____

Trade Name of Business (Name Customers Will See) _____

LIST OFFICERS (Please follow directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President (if required)	
Secretary (if required)	
Treasurer (list only if have one)	
Vice president with responsibility over the operation of the business (list only if have one)	

LIST BOARD OF DIRECTORS (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Name (please print)

LIST SHAREHOLDERS (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Percentage of issued shares held

SERVER EDUCATION DESIGNEE (Please follow directions on page 1)

Name (please print)	Date of Birth

OFFICER'S SIGNATURE (Please follow directions on page 1)

NAME of Signing Officer (please type or print) _____

DATE _____
 SIGNATURE of signing officer (may electronically sign) _____

This box OLCC use ONLY

Only for an applicant of record: SOS Number _____ Current at the time of issuing the license (yes/no) _____

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____